

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: HANUMANTHU · PURUSHOTTAM

Name of the College: Government degree college (MEN) SKLM

Registration Number: 2122001050015

Period of Internship: 43 From: 18/08/23 To: 30/09/23

Name & Address of the Intern Organization: Kanimetta Grama ward
Sachivalayam

AMBEDHKAR University
YEAR



An Internship Report on

2 months (Short-term) - Department of Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science (mpcs)

Under the Faculty Guideship of

M.SNVS SRIDEVI KELLA

(Name of the Faculty Guide)

Department of Computer Science

Government degree COLLEGE CMEN) SKLM

(Name of the College)

Submitted by:

H. purushottam

(Name of the Student)

Reg.No: 2122001050015

Department of B.S.e (mpcs)

Government Degree College CMEN) SKLM

(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.

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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, H. praveeshottam a student of Internship (2 months)
Program, Reg. No. 21220001050015 of the Department of Sachivalayam
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/9/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
M.S.NUS SRIDEVI KELLA (Name of the Faculty Guide), Department of
computer science (B.S.C), Government degree college for (MEN) SKLM
(Name of the College)

H. Praveeshottam 30/9/23
(Signature and Date)

Official Certification

This is to certify that H. prashantham (Name of the student) Reg. No. 21220101050015 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Short term (2 months) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.S.C (Computer Science) in the Department of Govt. degree college (Name of the College).
(M.E.N.)

This is accepted for evaluation.

(Signatory)  21/10/2013

Endorsements

Faculty Guide 

Head of the Department 

Principal

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Certificate from Intern Organization

This is to certify that H. Purushkottam (Name of the intern)
Reg. No 212201050015 of Govt. Degree college (Name of the
College) underwent internship in Sachivalayam, Kanimetta (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 with Date and Seal



Acknowledgements

- * I am deeply grateful to all staff members to the Kanimetta Grama ward Sachivalayam and also my mentors and advisors during this Internship for their invaluable advice and guidance. For their Industry Experience and expertise helped me to better understand the company and the Industry and allowed me to make the most of my Internship.
- * Throughout the Internship the ~~sa~~ Kanimetta ward Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.
- * They were always available to answer my questions & provide support and their wisdom and experience helped me to grow as a professional. I am thankful for their time and support and for showing their valuable insights with me.

* I am grateful thanks for Kanmelta word sachivalayam support and the opportunity they have provided me their financial assistance allowed me to focus on my internship and my potential development and I am thankful for their commitment to helping me succeed I hope to continue working with sachivalayam in the future and to make the most of this irreplaceable opportunity.

* Finally, I would like to thank for providing the funding and support that enabled me to complete this internship without their assistance. I would not have been able to gain this valuable experience.

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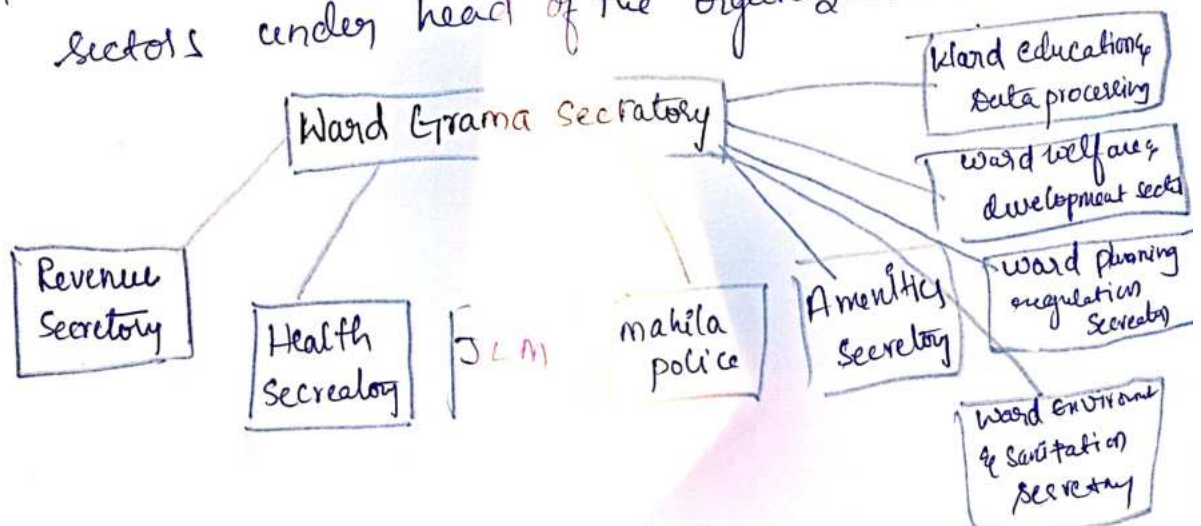
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CHAPTER 1: EXECUTIVE SUMMARY

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 organization that I had choose is Kanimetta ward sachivalayam. The agenda of this organization is to serve the people of the Kanimetta village sachivalayam. The Government of andhra pradesh has released some schemes to the Sachivalayam to implemented in the SriKakulam. Here are the service persons in this organization are allocated some particular sectors to do. There are total nine sectors under head of the organizations.



The above figure explains that the people whole team was led by the head of the organization.

Gramma word Secretary who is named is where I had worked. I observed many qualities in him like leadership, time management and negotiation skills regarding the disassion with their organization members. The whole team working with the unity and determination Hence, are no distractions among them After that the most hard worker behind the word Secretary is word Education & data processing. The whole data gathered at a place via is word Education & data processing is entered into computer and hence it is easy to access their word detail in instant time.

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.

- * To serve the people of the ward by several assistants in Kanimetta ward Sachivalayam lead by ward Grama Secretary
- * To implement the several schemes and programmes in the ward, which was accured by government of Andhra Pradesh.
- * The head of the department planned in advance to initiate their plans in the ward and then divide to several individual to implement their plans.
- * Sachivalayam is the organization, which was worked by
 1. Grama ward Secretary is the head of the organization
 2. Revenue Secretary

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3. ANM

4. ward Education & data processing

5. ward welfare & development Secretary

6. Amenities Secretary

7. ward planning & regulation Secretary

8. Health Secretary

9. ward Environment & Sanitation Secretary

* The source and responsibilities of above mentioned people are to give services to the people of the ward Sachivalayam

* There is no profit (or) ~~marked~~ value for the organization which I had selected.

* Introducing New Schemes and programmes to the people of the ward Sachivalayam.

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CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

While we are working here, we acquired some knowledge regarding several skills we have performed many tasks given by the Sachivalayam members. Here by we used several equipments like fingertips thumb impression smartphones and some several devices to elaborate the ideals in the ward Sachivalayam, we have took some responsibilities in this Internship period which includes the several services. We had gathered some details of the Sachivalayam in a database to accomplish their data into the several sites.

They had given us some responsibilities to go forward in maintaining services in ward Sachivalayam. We went into the ward Sachivalayam and did survey about regarding their issues and distractions.

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By the Influence of Administrative Secretary (ward Secretary)
I had acquired some managerial skills.

They are:-

1. Teamwork
2. Leadership
3. Management
4. Strategic Thinking
5. Time Management.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Participated in the meeting with Volunteer and Secretaries	Working of Secretary system	ok
Day - 2	Participated in the Ward Shaba at ground level	Benefits of the people Benefits receiving because of people.	ok
Day - 3	A meeting to know about the levelling of tax structure	the levelling of tax.	ok
Day - 4	Field level Inspection of levelling the house taxes	field level house taxes	ok
Day - 5	Structure of document verification about property tax levitation.	types of document verified	ok
Day - 6	Questions & Answers about the work shop Internship	To know about the system	ok

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WEEKLY REPORT

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

Objective of the Activity Done:

About first day Report
Introduction with volunteers

Detailed Report:

Respected Ward Administrative Secretary

Sir Explain about those

matters.

- * participated in the meeting with volunteers and Secretary
- * Working of Secretary System
- * participated in the ward shaba at ground level.
- * Benefits of the people Benefits receiving because of people.
- * A meeting at know about that levelling of tax structure.
- * The levelling of tax.
- * Field level inspection of levelling house taxes
- * structure of document verification about property tax deviation
- * types of document verified.

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR pension kanuka YSR ASARA, Zeevaddi	All rice card holders are eligible land owners holding	slal
Day - 2	Jagananna vidya Divana vaSathi Divana	the beneficiary must not be enrolled under any other pension scheme of the govt	slal
Day - 3	YSR vahana mitra YSR cheyutha	Farmers of AP who own cultivable and landless cultivates	slal
Day - 4	Jagananna Chedodu YSR 'EBC' nestham	Under the scheme eligible candidates can per annum for paying	slal
Day - 5	YSR Kapu nestha	Age b/w 45-60 years old permanent resident of AP state	slal
Day - 6	YSR matsya Kara barosha	Age b/w 45-60 years. The family must not have its own 4 wheels	slal

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WEEKLY REPORT

WEEK - 2 (From Dt 25/08/23 to Dt 31/08/23)

Objective of the Activity Done: About the Schemes of A.P

Detailed Report:

Respected ward & welfare & Development Secretary.
Explain about those topics:-

- * All rice card holders are eligible land owners holding
- * The beneficiary must not be enrolled under any other pension scheme of the government.
- * Farmers of A.P who own cultivable and landless cultivations.
- * Under the scheme eligible, candidates can per annum for pursuing
- * Age b/w 45-60 years old permanent resident of A.P state
- * Age b/w 45-60 years. The family the out not to have its own 4 wheelers.

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ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Drinking water Samples testing, during supply hours (morning & evening)	Drinking water	ste
Day -2	Identification of pipeline leakages, Observation of valve pits for leakages.	pipeline leakages	ste
Day -3	Attending Execution of civil works including housing, Nadu - Nedu, water leakage repairs	Government Schemes	ste
Day -4	Identification of Individual Toilets / processing for Sanctions / execution	visiting community toilets public toilets for their hygienic condition.	ste
Day -5	Focus on water Quality tests to maintain the chlorine levels in supplied water.	water Supply.	ste
Day -6	Second Saturday	Second Saturday	ste

WEEKLY REPORT

WEEK - 3 (From Dt. 01/09/23 to Dt. 08/09/23.)

Objective of the Activity Done: About the drinking water facilities

Detailed Report:

Respected Ward Amenity Secretary

Explain about those matter. Drinking water samples testing during supply testing hours (morning & Evening). Identification of pipeline leakages, observation of Valve pits for leakages.

Attending Execution of civil works including housing, Nadu-Nedee / water leakages repairs.

Identification of Individual Toilets / processing for Sanctions / Execution. Focus on water Quality tests to maintain the Chlorine level in Supplied water.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction about Town planning department in MAUD	Approval of Building proposals of various types and nature of buildings.	slab
Day - 2	Rules & responsibilities of the department	Town development preparation of development plans for all urban towns	slab
Day - 3	Role of the planner in society development	develop a plan for city expansion and consider important factors such as population	slab
Day - 4	Development in India and specially in metro cities	Mumbai, Pune, Delhi, Ahmedabad, Surat, Chennai, Kolkata, Bangalore	slab
Day - 5	Master plan development	One of the newly introduced courses that learners can undertake to acquire skills	slab
Day - 6	Encroachment property & public protection	When somebody tries to enter illegally into someone else's property.	slab

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23. to Dt. 16/09/23)

Objective of the Activity Done: Introduction about MAUD

Detailed Report:

Respected ward planning & regulation Secretary.

Explain about this topics there are:-

Introduction about town planning department in MAUD :-

- * Approval of building proposals of various types and nature of buildings.
- * Approval of layout proposals.

Rules & Responsibilities of the department :-

- * Department of town planning is working in the way of development. Its major responsibility is town development, preparation of development plans for all urban towns.

Role of the planner in society development :-

- * An urban planner will develop a plan for city expansion and consider important factors such as population growth, protected areas and more.

Master plan development.

- * A master in development planning is one of the newly introduced courses that learners can undertake to acquire skills and training.

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explanation and Rice card Service	New card Addition Deletion Rice card split change of Aadhar	shel
Day -2	Certificates Approval	Caste (Integrated) Income OBC OWS Family certificate	shel
Day -3	BLO Duty	Form 6- New Vote Registration form 6B- Aadhar votes links	shel
Day -4	Spandana Grievance	Field engineer Applicant report photo	shel
Day -5	Home site patterns and OB patterns	New house site patterns OTS - one town settlements	shel
Day -6	Surveillance/ police/ Intelligence, CID Expires	VRO must attend, In front of revenue officer police department must be done	shel

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WEEKLY REPORT

WEEK - 5 (From Dt. 17.09.23 to Dt. 23.09.23..)

Objective of the Activity Done: About the how to apply Rice cards.

Detailed Report:

Respected Sir ward Revenue Department
Explain about those topics:-

New card addition, Delection, Rice card
split and changing of Aadhar.

caste [Integrated] Income, OBC, EWS.
- family certificate.

Form 6 - New vote registration

Form 6B - Aadhar vote links.

Field Engineer, applicant reports and photo
New house site patta and OTS - one town
Settlement

URO must attend, Infront of Revenue
officer, police department must be done.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Door to Door garbage collection	After the implementation of daily door to door garbage collection system.	shel
Day - 2	Drain cleaning and scoping	During drain cleaning, a plumber will use powerful tools such as motorized	shel
Day - 3	Awareness to people about source segregation & Home Composting	Waste segregation refers to and dry waste	shel
Day - 4	Banned single use plastic and maintain dustbins	Waste plastic bags are polluting the land and water immensely	shel
Day - 5	Desilting & Ato Spraying Activity	Employment of methods where inorganic or inorganic materials	shel
Day - 6	Seasonal Diseases awareness and larva Survey	Stand with signs (1) circuit petition signatures that will go to congress	shel

WEEKLY REPORT

WEEK - 6 (From Dt. 24/09/23 to Dt. 30/09/23)

Objective of the Activity Done: About the Awareness of door to door garbage

Detailed Report:

Respected Sir ward Environment & Sanitization
Secretary Explain about this topic.

- * Door to door garbage collection
- * After the implementation of daily door to door collection system
- * Drain cleaning and scoping
- * During drain cleaning, a plumber will use powerful tools such as motorized
- * Awareness to people about source segregation & home composting
- * Banned single use plastic and maintain dustbins
- * Seasonal Diseases awareness and Larva Survey

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.)

A work environment in job description by creating an accurate picture of what potential employee can expect by explaining your company's core value and the experience of current employee. positive working environment provide several benefits for both employee and employer. Having a positive working environment is a great way to increase your work output when you're happy you may be more productive and more eager to complete your tasks efficiently. Thus, can also help you become a better employee which leads to salary and promotions.

A positive working environment has a clean atmosphere that leads to great productivity. When you're able to work with a clean atmosphere, you're more likely to stay on task and accomplish more of your duties responsibly.

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

Technical skills are qualities acquired by using and gaining expertise in performing physical
(a) digital tasks. There are many different kinds of Technical skills. Traditionally people working in mathematics, computer science and information Technology have used many technical skills. Today, however, many more industries seek an Employee with Technical knowledge.

Ex:- Retail and food service, awareness of the needs to know how to use point of sale software

- * programming language
- * common operating system
- * software proficiency
- * technical management
- * data analysis

Technical skills vary widely b/w Industry and jobs types for computer programme knowledge of various coding language is considered a technical skill.

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 a collection of abilities that include things such as business planning, decision making, problem solution, communication, delegation and time management.

Planning:-

Planning is a vital aspect within an organization. In line with it refers to one's ability to organize activities in line with set guidelines while still remaining within the limits of the available resources such as time, money and labour. It is also the process of formulating a set of actions or one or more strategies to prelude and achieve certain goals or objectives with the available resources.

Communications:-

Possessing great communication skills for a manager. It can determine how well information is shared through about a team. How well a manager communicates.

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Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

1. Listening skills :-

To communicate well you need to listen given a person your full attention hear what they're saying usually and non verbally and consider their thoughts.

2. Non-verbal communication :-

The message a person communicates isn't just spoken. It's non-verbal to improve communication you need to pay attention to you and the other person body language tone of voice, eye contact, posture and facial expression. Verbal communications and body language's must be in sync to convey a message clearly.

3. Emotional awareness :-

Improving communications means working toward emotional intelligence (a) keen understanding of your emotions and the emotions of those around you.

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4. Questioning Skills

To create a two way flow of communication it's important to develop Questioning Skills when communicating with someone also sufficient questions that can clarify the communication main point

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

* It's leadership it usually less directive than that of a meeting

* Leading a discussion group is not same as summing a meeting

Participation in teams:-

Participating in a team promotes an atmosphere that fosters friendship and laughter this may motivate employee's parallel and align them to work harder. It helps an individuals to possess communication skills strengths and habits.

Contribution as a team member:-

The Apmc connect article on contribute advises each team to share a personal strength and how it contribute to making a successful whole environment.

Leading a team/activity :-

Team building is a management technique used for improving the efficiency and performance of the whole groups through various activities. It values a lot of skills, Analysis and observation for forming a strong and capable team.

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

Technology allows you to understand how effective your training and development is by tracking employee knowledge before and after the process.

Real-world practice is the gold standard of how to learn something because you have to apply new knowledge before it can really become your own.

Technology can facilitate the kind of development and learning we always needed and that we continue to need as we encounter and overcome new challenges in the world of business.

Technology based training learners can be more engaged because they can control their learning environment and pace.

The main role of technology is acquiring using critiquing and communication information from a variety of sources and in a variety of ways.

Technological change (TC) is technological development is the overall process of innovation, innovation and diffusion of technology (D) Process.

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Student Self Evaluation of the Short-Term Internship

Student Name: H. purushottam

Registration No: 2122001050015

Term of Internship: 43 From: 18/8/2023 To: 30/9/2023

Date of Evaluation:

Organization Name & Address: ~~Chm~~ Kanimetta ward secretary
Dakanagaram, SriKakulam - 532402

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:

25/09/23

H. purushottam
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>H. purushottam</u>	Registration No: <u>2122001650015</u>
Term of Internship: <u>43</u> From: <u>18/8/23</u>	To: <u>30/9/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Kanimetta ward Secretary ,</u> <u>Dakanagaram SriKakulam - 532402</u>	
Name & Address of the Supervisor with Mobile Number <u>Administrative :-</u>	

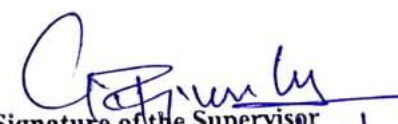
Please rate the student's performance in the following areas:

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: 30-09-23


 Signature of the Supervisor
02/11/2023

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EVALUATION

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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

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

MARKS STATEMENT
(To be used by the Examiners)

Page No:





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of

Government of Andhra Pradesh)

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