

# 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

(ON SITE / VIRTUAL)

NAME OF THE STUDENT: *Kagana. Maheswari*

NAME OF THE COLLEGE: *Govt Degree Clg (Men) Srilakshmi*

REGISTRATION NUMBER: *2122001050017*

PERIOD OF INTERNSHIP: FROM: *18-08-23* TO: *30-09-2023*

Name and address of the Intern Organization:

*Sachivalayam - Peddakota*

*Dt. B. Ambedkar*

**University**

Year.





## An Internship Report on

Functioning Gram ward Sachivalayam  
(Title of the Internship)

Submitted in accordance with the requirement for the degree of  
Bachelor of Science in MPCS

Under the Faculty Guideship of

M.V.S Sreedevi Kella  
(Name of the Faculty Guide)

Department of Computer Science  
Government Degree College (Men) Srikakulam  
(Name of the College)

Submitted by:

H. Maheswari  
(Name of the Student)

Reg.No: 2122001060017

Department of  
Government Degree College (Men) Srikakulam  
(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, K. Maleswari a student of 2 months Internship Program, Reg. No. 2122001050017 of the Department of Computer Science College do hereby declare that I have completed the mandatory internship from 18/08/2023 to 30/09/2023 in Sachinbloyam (Name of the intern organization) under the Faculty Guideship of Ms N.V. Sridexi (Name of the Faculty Guide), Department of Computer Science, Govt. Degree College (Men) SKM (Name of the College)

K. Maleswari 30/09/2023  
(Signature and Date)

## Official Certification

This is to certify that K. Maheswari (Name of the student) Reg. No. 2122001050017 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Sachivalayam (Short term Internship) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Computer Science in the Department of Govt. Degree College (Mer) Sln (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)  


### Endorsements

Faculty Guide 

Head of the Department 

Principal

## Certificate from Intern Organization

This is to certify that Kagana. Maheswari (Name of the intern)  
Reg. No 2122001050017 of Govt Degree College (Name of the  
College) underwent internship in Sachivalayam (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 Peddakota Grama Ward Sachivalayam and also my mentor and advisors during this internship for their valuable advice and guidance. 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 Peddakota Grama Ward Sachivalayam provided me with valuable guidance that helped me to navigate my tasks and that responsibilities. They were always available to answer my questions and provide support. and their wisdom and expertise helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.

In this during the period of internship I learn the such kinds of responsibilities and schemes of the Sachivalayam.

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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.

### Learning Objective :-

- To give an understanding of the functioning and structure of the grama Sachivalayam Organization.
- To develop skill in administration and electrical tasks related to day-to-day operation of the organization.
- To learn about the various govt. Scheme and program implementation by the grama Sachivalayam for the benefit of rural population.
- To prove Communication and interpersonal skill through interaction with villager and other stake holder.
- To acquire knowledge of legal and regulatory frame work governing the activities of grama Sachivalayam.

### Outcomes achieved :-

- Improved knowledge of organization structure functions and responsibility of grama Sachivalayam.



- enhanced administration and maintaining recording, data entry and handling paper work.
- Understanding of various govt scheme and programmes such as housing sanitation and education.
- Improved communication and interpersonal skill through interaction with villagers, officers and other stakeholder.
- Understanding of the legal and regulatory framework work govt activities of grama Sachivalayam.

### Brief description of grama Sachivalayam Organisation

The grama Sachivalayam is a govt Organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of govt schemes and programmes for the welfare of the rural population.

## 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 :- Grama Sachivalayam (also known as village secretariate) are secretariate setup in the Indian state of AP to decentralize the administration by making producer and welfare receiver of all govt. department available of one place AP was the first state in India to launch village secretariat Govt was the of AP appointed village volunteer to deliver services. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanthi. There are found a total of 15,005 no of Sachivalay in AP, 1165 in rural.

Vision, Mission of values :-

- vision is to bring in a corruption free, transparent and accountable administration at village level.
- It also Over at Strengthening and smooth functioning of panchayath raj institution.



→ The main mission is decentralize the administration by making service and welfare service all available at one place.

### Rules and Responsibilities :-

Panchayat Secretary :- Grama Sachivalayam convenor, able to collect taxes and other welfare.

NRO :- Monitoring the land and Ration, food supply in village.

Surveying Assesstant :- Surveyor of village land.

ANM :- Responsible for villager health monitoring, conducting health camps.

women polic :- Counselling, security and other important Ruler.

E.A :- water supply, Grama Sachivalayam, village worker.

Electrical assesitant :- Electricity supply and street light

Agriculture Mpo's :- Monitoring agriculture work, suggestion Marketing.

Digital assesitant :- Monitoring the village in single window system.

welfare assesitant :- person distribution, dwarka mohila, house construction

### Policy of Grama Sachivalayam :-

→ providing basic services like water, Sanitation health, Educated and social security to rural population.

→ Facilitating the delivery of govt scheme and programmes.

### Grama Sachivalayam Organization Structure :-

The Grama Sachivalayam is an organization structure that is set up so that governance reaches the gram root level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of panchayat.


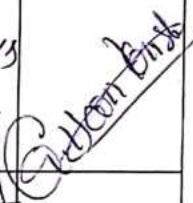
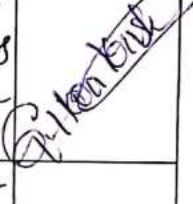
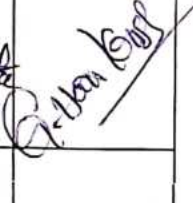
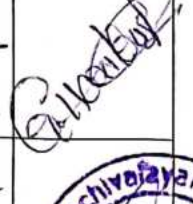



## CHAPTER 3: INTERNSHIP PART

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.

- panchayat Raj Oct-1994 days that level govt in every village of the growth & development in a motivatable mannel.
- CM of Ap State Ys Jagan Mohan Reddy started there Secretariat at vizayanada the statement was made on Oct 2, 2019 150th anivesary of Mahatma Gandhi.
- Function of grama work Sachivalayam. It was mainly All types of officers in Secretariat. the village volunteer system over to bring govt services to people doorstep.
- Generally using of technological skiller and Instrument mainly we just like bio-metric, computer system.
- The Internship part there kind of skiller are very Important, listening and speaking, Confidence, leadership qualibier and time management.
- Outcomer of world Sachivalayam to
  - \* Early solution of all problems.
  - \* All Services of to no stop.

### ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/08/23 Day -1	I submitted the issue letter of internship in each Sachivalayam	-	 (D.A)
19/08/23 Day -2	Digital assistant introduced about all the staff members.	I learned about how many sectors are organized in Sachivalayam.	
21/08/23 Day -3	Introduction with village volunteers	I learned about how many hours are given to one volunteer	
22/08/23 Day -4	Panchayat secretary told about grama darlani	I know about some problems of the peddakota village	
23/08/23 Day -5	Welfare assistant told about the details of Sachivalayam.	I understand about the establishment of Sachivalayam	
24/08/23 Day -6	Digital assistant told about the vision and Mission of Sachivalayam	the main mission in delivering services to the their door step.	





## WEEKLY REPORT

WEEK - 1 (From Dt...18/08... to Dt...24/08...)

Objective of the Activity Done: All are Grama Sachivalayam Assistants

### Detailed Report:

Grama Sachivalayam is also known as village Secretariate. AP is the first State in India to launch village Secretariate govt of AP appointment village volunteer to deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanthi.

→ Nearly 2 lakhs candidates are qualified.

→ There were found a total of 15005 no. of Sachivalayams in AP.

→ 3842 in urban areas, 11163 in rural areas.

→ There are total 930 in Srikalahasti district.

Urban areas :- 95


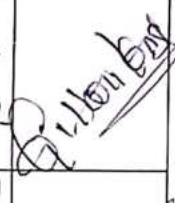

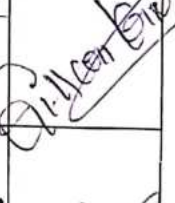


Rural areas :- 865

### Departments :-

- |                           |                                 |
|---------------------------|---------------------------------|
| * Panchayat Secretary     | * Animal husbandary assistant   |
| * Village Revenue Officer | * ATM                           |
| * Digital assistant       | * Village agriculture assistant |
| * Welfare & education     | * Energy assistant              |
| * Mahila police           |                                 |
| * Engineering assistant   |                                 |
| * Village Surveyor        |                                 |



ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26/08/23 Day - 1	Panchayat Secretary explained about his Job chart.	I Learned about the responsibility of Panchayat Secretary	
26/08/23 Day - 2	Panchayat Secretary explained about his Job chart.	I learned about the role of Panchayat Secretary	
28/08/23 Day - 3	He explained about the collection of taxes and maintenance of Secretary	I have learned about different types of taxes.	
29/08/23 Day - 4	He explained about the conduction of Meeting in function Committee.	I have learned about the way how meetings are conducted	
30/08/23 Day - 5	He told that he have to deposit the money collected in tax in bank.	I have learned how much money is paid and different taxes	
31/08/23 Day - 6	collecting of Taxes in Surveyed in the Village.	I have learned about how to collect taxes.	



## WEEKLY REPORT

WEEK - 2 (From Dt. 25/10/20... to Dt. 31/10/20...)

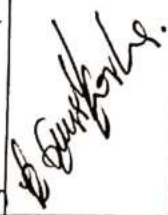





Objective of the Activity Done: Panchayat Secretary

### Detailed Report:

- He is the Executive authority of Grama Panchayat
- He/she shall collect taxes & non-taxes of Grama Panchayat promptly and deposit these in the treasury regularly
- He/she shall maintain and act as a custodian of the entire recorder/register of the Grama Panchayat including cheque books.
- He/she shall implement the resolution of the Grama Panchayat and of the Committees.
- He/she convene the meeting of the Grama Panchayat functional committees thereon with the consent of the Sarpanch.
- Have power to initiate discipline action against the employees of the Village Secretariat.
- He/she shall co-ordinate & supervise the officers and employees working under the Village Secretariat.



### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
01/09/23 Day -1	VRO Madam Explained about her job chart	I learnt about the role of VRO in grama Sachivalayam	
02/09/23 Day -2	VRO Madam Explained about her job chart	I understand about her duties in Grama Sachivalayam	
04/09/23 Day -3	She told about the issue of certificates like caste, income, OBC --- etc.	I learnt about the requirement for applying for certificates.	
05/09/23 Day -4	she explained about how she protect the govt properties	I understand that she is responsible for govt property in village	
06/09/23 Day -5	KRISHNAS TAMI HOLYDAY	Holy day	
07/09/23 Day -6	She told that she work under administration supervision of Revenue department.	I understand that she is the play key role in revenue department.	





## WEEKLY REPORT


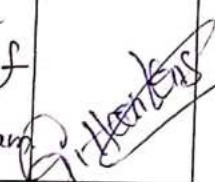
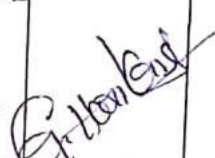

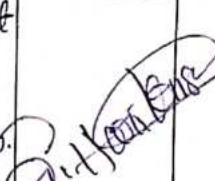
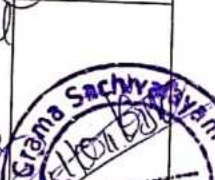
WEEK - 3 (From Dt. 01/09/20... to Dt. 07/09/20...)

Objective of the Activity Done: Village Revenue of Officer.

### Detailed Report:

- Village Revenue Officer work under the administration supervision of Revenue department.
- They are answerable to village Secretariate.
- They have to attend the meetings conducted by the Village Secretariat with relevant information.
- Maintaining of village Revenue Recorder and all Village Revenue account promptly and accurately.
- Collection of water taxes, and other sums pertaining to Revenue department.
- \* Issue of Certification :- The VRO shall issue the nativity certificate and Solvency Certificate in their respective jurisdiction only.
- protection of govt lands, Govt tanker, trees and other govt properties and take effective steps to safe guard the interests of govt.

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
08/09/23 Day -1	Digital Assistant told about his job chart	I understood about his role in peddakota Sachivalayam.	
11/09/23 Day-2	Digital Assistant told about his job chart	I know all the responsibilities of him in sachivalayam.	
12/09/23 Day -3	He told about he will co-ordinate and work in coverage with all villages	He divides the work to remaining staff members.	
13/09/23 Day -4	He told that he acts as incharge of front Officer's CSE/Mee-Seva Centers.	I understand that mee seva and non-mee seva services are done by him.	
14/09/23 Day -5	He said that he will manage and maintain the data base of village Secretariat	I understand that whole data was maintained by him.	
15/09/23 Day -6	He will track physical and financial status of the work takes up from GPRP.	Tracking of physical and financial in under him maintenance.	





## WEEKLY REPORT

WEEK - 4 (From Dt..08/09... to Dt..15/09.....)

Objective of the Activity Done: Digital assistant

### Detailed Report:

- He/she shall co-ordinate and work in convergence with all village secretariat functionaries.
- He/she shall computerise the household data collected by all the village volunteers in the village secretariat area about sort out the needs/beneficiaries/problems sector were and calculated the same to panchayat secretary.
- He/she shall acts as incharge of the front office i.e. CSE/Ma-seva counters.
- The function of front office includes.
  - \* Receipt of applications, apples and cash/cheque 100/-
  - \* Delivery of services.
  - \* Reception come Reformation counter to the public.
  - \* Management of data related to the local govt in all panchayat interprice suite applications.





## WEEKLY REPORT

WEEK - 5 (From Dt..18/09.... to Dt.22/09....)

Objective of the Activity Done: Welfare & Education assistant

Detailed Report:

### General duties :-

- TO Sure identification of eligible person for the below said welfare Schemes.
- TO generate awareness among the public in the village Secretariat jurisdiction about the scheme. Meant for the weaker section of the society being implemented by all welfare department: social welfare, tribal welfare, BC welfare, Minority welfare.

### Pensions :-

- Shall monitor the distribution of pensions every month in the village.
- Shall draw cash and issue the village volunteer every month.
- Shall collect the death vacancy of pensions and update in website through digital assistant.

### Improving livelihood of SHG :-

- \* YSR Bima
- \* YSR MLR Scheme
- \* YSR Aasara Scheme
- \* YSR didhi Scheme

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
23/09/23 Day -1	Mahila police Medam told about her job chart	I learnt about her job role	K. (K) MP/WPS
25/09/23 Day-2	Mahila police Medam told about her job chart	I learnt about her job role	K. (K) MP/WPS
26/09/23 Day -3	Mahila police told about her role, responsibilities in Sachivalayam.	I learnt about the role and responsibilities	K. (K) MP/WPS
27/09/23 Day -4	Medam told that she is responsible for women & child welfare duties	I learnt about women & child welfare duties.	K. (K) MP/WPS
29/09/23 Day -5	She will visit the school and verify functions and school.	I visited school and understood about the meal system	K. (K) MP/WPS
30/09/23 Day -6	She said that she have to create awareness on the prevention of Alcohol and drugs	I understood about selling alcohol in village in illegal.	K. (K) MP/WPS



## WEEKLY REPORT

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

Objective of the Activity Done: Mahila police & women & child welfare

### Detailed Report:

- Women & child welfare duties.
- Integrated child development service scheme.
- He / she should do supportive supervision and monitoring of day to day activities at facilitate the AWW.
- Enrollment of beneficiaries.
- Identification of high risk pregnant women.
- Women & children care protection and welfare program.
- Care & protection of children.
- Differently abled, Transgender & Senior citizens
- 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.)

1. Experienced a very good working environment with professional knowledge & kind of people in this organization all the staff are very punctual in attending the office.

They had shown an interest in technology and how the systems working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are appreciable, the staff co-operation & extended their operation in the internship programme.

The Digital Assistants are used for helping in learning advanced and needs at this moment for accountability, which keeps the system trust and worthy.

I am satisfied myself of this organization (Gram ward Sachivalayam) protocols and working culture.



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

→ Each work is Systematically Managed

Application program - Digital Assistant

Field verification - Welfare Assistant

Third party verification - Administrative Staff

PrC - Applied - XRO

Final - Applied - MPDO / MRO

Every One is using the technology based work to avoid duplicity and ignore transparency in the eligibility of any Scheme

- 1) Bio Metric Division
- 2) Android Smart phones
- 3) IRIS Scanners
- 4) Face Authentication

**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.

1. achieved the real-time governance procedural predetermine which is very realistic and given time to management, competence & dialog skills

Every work in time is bounded and be neglected whole world is observing the activity & Division Making is very important.

For doing any thing firstly practical know-ledge and secondly planning and thirdly the procedure for implementation.



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 modified and improved myself in communication of different people in different places

My written communication as per improved it by writing day evolution description / thoughts

My confidence level is very high and I will continue with the same.

My anxiety level are low, I am very much patient and listen to music when I feel anything & I learn more anxiety management technologies

My speech ability is Modern and it works to be improved by communication skills.

I always greet every one when I see them & those then whenever they do good things.

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

In gram Division I always space with point to point and dont lag to improve I will be clear of what I am saying

I also encourage others to participate in the discussions to share their views

I always conclude the group discussions in a friendly & formal manner



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

First thing :-

1. Handling of Smart phones
2. Bio Metric Division
3. IRIS Scanner
4. Face Authentication program

which given the realistic procedure

Secondly :-

Using E-pos Machine in pos

Thirdly :-

- Using "Cops" Ee 'Reven' in Land Re-naming program
- Using Drones in identification of marks in land allignment program.

## Student Self Evaluation of the Short-Term Internship

Student Name: *R. Maheswari*

Registration No: *2122001050017*

Term of Internship:

From: *18-08-2023* To: *30-09-2023*

Date of Evaluation:

Organization Name & Address: *Sachivalayam - peddalkota*

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. Maheswari*  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organization

Student Name: <i>K. Maheswari</i>	Registration No: 212200105007
Term of Internship: From: <i>18-08-2023</i> To: <i>30-09-2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Sachivalayam - peddakota</i>	
Name & Address of the Supervisor <i>[Signature]</i> / <i>8985987893</i> with Mobile Number	

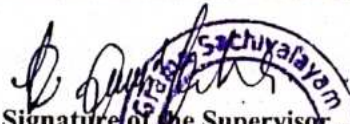

Please rate the student's performance in the following areas:

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

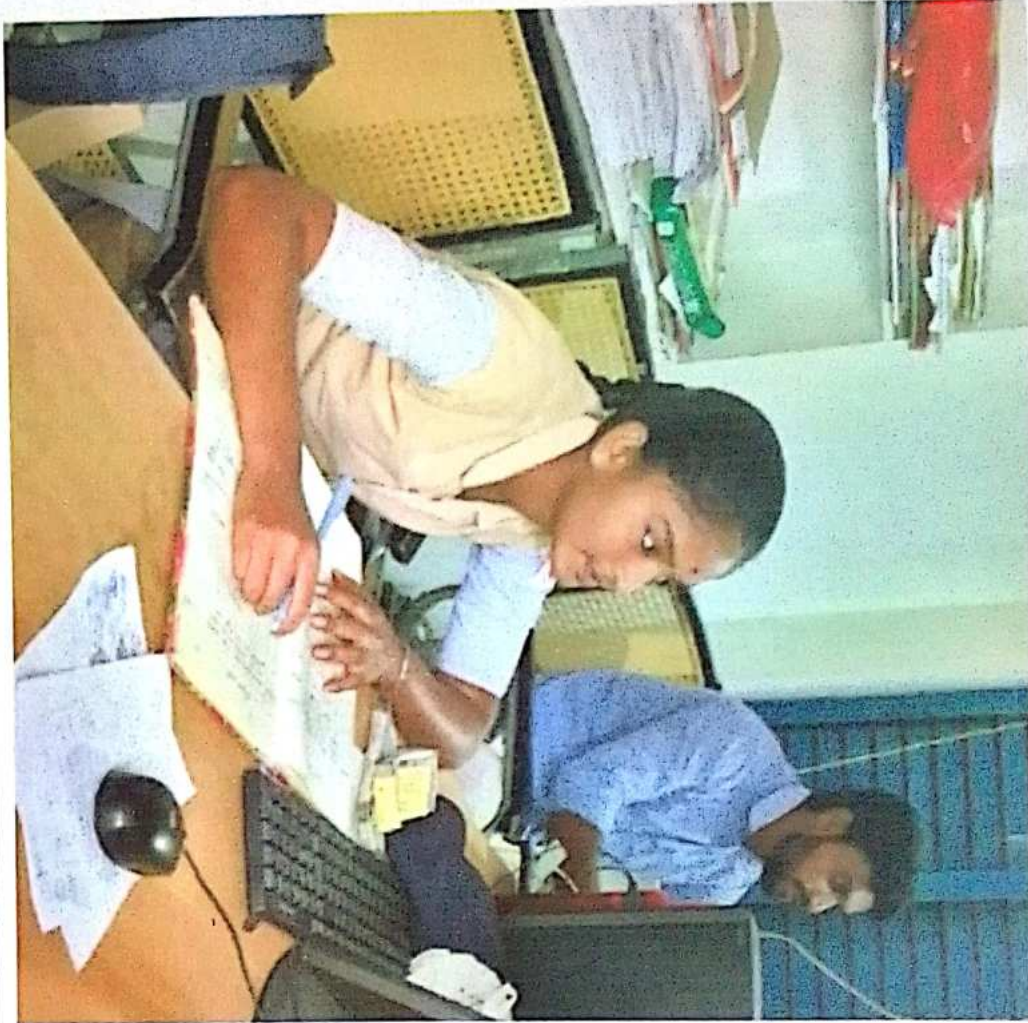
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date:

  
 Signature of the Supervisor  




PHOTOS & VIDEO LINKS





# EVALUATION

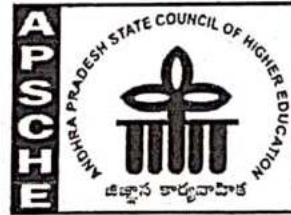
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- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

**MARKS STATEMENT**  
**(To be used by the Examiners)**



# **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

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