

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: K. Mohan

Name of the College: Government Degree College (men) Srirakulam

Registration Number: 2122001050019

Period of Internship: From: 18-8-2023 To: 30-9-2023

Name & Address of the Intern Organization

Tekiradi Padu (M) Taluk (Mental), Srirakulam.

Dr. B.R. Ambedkar University
YEAR

An Internship Report on

Functioning Government Archivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science in HCS

Under the Faculty Guideship of

N.V.S. Nidula Kella

(Name of the Faculty Guide)

Department of Computer Science

Government Degree College (Men) Arakkulam

(Name of the College)

Submitted by:

K. Mohan

(Name of the Student)

Reg.No: 2122001050019

Department of

Government Degree College (Men) Arakkulam

(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. Mohan a student of 2 month's internship
Program, Reg. No. 212101050019 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 Sachin College (Name of
the intern organization) under the Faculty Guideship of
N.V.S. Prasad (Name of the Faculty Guide), Department of
Computer Science, Gaut. Degree College (Men) Srirakulam
(Name of the College)

K. Mohan 30/9/2023
(Signature and Date)

Official Certification

This is to certify that K. nohan (Name of the student) Reg. No. 222001050019 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Sachivalayam (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 (men) Srikulam (Name of the College).

This is accepted for evaluation.



Endorsements

(Signatory with Date and Seal)
Panchayat Secretary
Tekkalipadu Grama Panchayat
Jalumuru Mandal
Srikakulam Dist, A.P-532421

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that K. Mohan (Name of the intern)
Reg. No 2122001050019 of Govt Degree College (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 18/8/23 to 30/9/23

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 TEKKELOPADU WOMA word sakhivalayam and also my mentor and advisor 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 TEKKELOPADU WOMA word sakhivalayam me with valuable guidance that helped me to navigate my tasks and 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 kind's of possible and schemes of the sakhivalayam

Contents

S.No	Content	Page no.
1	Instructions to student	2-3
2	Student declaration	4
3	official certification	5
4.	certification from industry organization	6
5.	Acknowledgment	7
6.	content	8
7	chapter 1:- executive summary	9-10
8.	chapter 2:- overview of organization	11
9.	chapter 3:- internship part.	12
10.	Activity log for → first week to 5th week	19-26
11	chapter 5:- outcome's description	27-28
12	real time technical skills	29-30
13.	managerial skills	31-32
14	corporate communication skills	33
15	Abilities in group discussion & team activity	34
16	Student self evaluation in period internship	35
17	Technological development	36
18	Evaluation of time organization	37
19	photos and video links	38
20	evaluation	39
21	internal & external evaluation internship	40
22	marks statement	41

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 following and structure of the Grama Sachivalayam organisation.
- * To develop skill in administration and electrical tasks related to day-to-day operation of the organisation.
- * To learn about the various govt. schemes and program implementation by the Grama Sachivalayam for the benefit of rural population.
- * To acquire knowledge of legal and regulatory framework governing the activities of Grama Sachivalayam.

Outcomes achieved:-

- * Improved knowledge of organisation structure functions and responsibility of Grama Sachivalayam.
- * Enhanced administration and maintaining recording, data entry and handling paper work.

* understanding of various govt schemes and programmes such as housing, sanitation and education.

* Improved communication and interpersonal skill through interaction with village, officers and other stakeholders.

* understanding of the legal and regulatory framework govt activities of grama sachivalayam.

Brief description of grama sachivalayam organisation:-

The grama sachivalayam is a govt organization 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 are executive step in the Indian state of AP to decentralize the administration by making necessary and welfare necessary of all govt department available of one place AP was the first state in India to launch village secretary. Govt of AP appointed village volunteer to deliver necessary.

- * providing various citizen services of a short possible type.
- * single window service system.
- * door to door service & welfare to home.
- * providing ambient environment all living organization.
- * each functionary has a specific value to fulfill the required villager's
- * planning GPDP [Grama Panchayat Development Program]
- * citizen satisfaction is the ultimate aim of an organization

CHAPTER 3: INTERNSHIP PART

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

- * Panchayat Raj act - 1994 day's that level govt in every village of the growth & development in a motivative manner.
- * CH of AP state vs Jayan nolan Reddy started there. Secretariat at Vijayawada the statement was made on oct 2 2019 50th anniversary of the
- * functions of grama work sachivalayam. it has mainly 11 types of officers in secretariat the village volunteer system over to bring govt scheme to people
- * Generally using of technological skillery and instrument mainly we just like bio-metric, computer system.
- * The internship part, there kind of skillery and very important, listening and speaking, confidence, leadership quality and time management.
- * outcome of world Sachivalam to
 - early solution of all problems
 - All service's of to no stop
- * various welfare scheme's, public distribution system's.
- * Grama Sabha, working culture of each function.
- * Preparation of natural calamation.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/8/23 Day -1	I submitted the issue letter of internship in each Sachivalayam	-	K. S. S. / 18/8/23
19/8/23 Day -2	Digital assistant introduced about all the staff members	I learned about how many sections are organised in Sachivalayam.	K. S. S. / 19/8/23
20/8/23 Day -3	Introduction with village volunteers	I learned about how many hours are given to one volunteer.	K. S. S. / 20/8/23
21/8/23 Day -4	Panchayat Secretary told about grama derlin	I know about some problem of the territorial Panchayat Village	K. S. S. / 21/8/23
22/8/23 Day -5	Welfare assistant told about the details of the Sachivalayam	I understand about the establishment of Sachivalayam.	P. K. S. / 22/8/23
23/8/23 Day -6	Digital assistant told about the vision and mission of Sachivalayam	I understand about the main mission in delivering services to the door step	K. S. S. / 23/8/23



WEEKLY REPORT

WEEK - 1 (From Dt. 12.8.23 to Dt. 24.8.23.)

Objective of the Activity Done:

About first day report introduction with volunteer's

Detailed Report:

Grama sachivalayam is also known as village secretariat AP in 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.

* Only 2 lakhs candidate's 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 Nallakulam district.

urban areas :- 95

rural areas :- 855

Departments :

- Panchayat secretary.
- Village Revenue officer.
- Digital assistant
- Welfare Education.
- Mahila police
- Engineering assistant
- Village surveyor.
- Animal husbandry assistant
- ATM
- Village agriculture assistant
- Engg assistant

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/8/23 Day -1	Panchayat secretary explained about his Job chart.	I learn about the responsibilities of panchayat secretary	
26/8/23 Day -2	Panchayat secretary explained about his Job chart.	I learned about the role of panchayat secretary	
28/8/23 Day -3	He explained about the collection of taxes and maintain ce of sector.	I have learned about different types of taxes.	
29/8/23 Day -4	He explained about the conduction of meeting in function committee.	I have learned about the way how meeting is conducted	
30/8/23 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	
31/8/23 Day -6	collecting of taxes in surveyed in the village.	I have learned about how to collect taxes	



WEEKLY REPORT

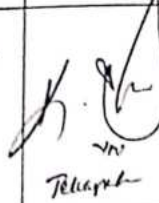
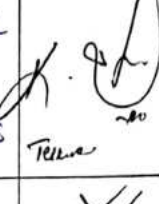
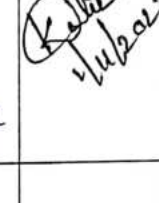
WEEK - 2 (From Dt. 25/8/23 to Dt. 1/9/23...)

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 & deposit them in the treasury regularly.
- * He/she shall maintain and act as a custodian of the entire record/ register of the Gram Panchayat including cheque book.
- * He/she shall implement the resolution of the Gram Panchayat and of the committees.
- * He/she convene the meeting of the Grama Panchayat functional committees from time to time with the consent of the Sarpanch.
- * Have power to initiate discipline action against the employees of the Village Secretariat.
- * He/she shall co-ordinate & supervision the officer and employee 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
1/9/2023 Day - 1	VRO min explained about Job chart	I heard about the role of VRO in grama sachivalayam	 K. S. Srinivas
2/9/2023 Day - 2	VRO explained about his Job chart	I understand about his duties in grama sachivalayam	 K. S. Srinivas
4/9/2023 Day - 3	she told about the issue of certificate's like costs, income, etc. ... etc.	I heard about the requirement for applying for certificate's	 K. S. Srinivas
5/9/2023 Day - 4	she explained about how she protect the govt properties	I understand that she is responsible for govt property in village	 K. S. Srinivas
6/9/2023 Day - 5	KRI SHNASTAN 2 holiday	holy day	
7/9/2023 Day - 6	she told that she work under administration services of Revenue department	I understand that she is the play key role in revenue report	 K. S. Srinivas



WEEKLY REPORT

WEEK - 3 (From Dt. 1/1/22... to Dt. 7/1/22...)

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 secretariat.
- * They have to attend the meetings conducted by the Village Revenue account promptly and accurately.
- * collection of water taxes and other sums pertaining of Revenue apt.
- * Issues of certification:
The VRO shall issue the nationality certificate and solvency certificate in their respective jurisdiction only.
- * protection of govt. land on, Govt. tanken, trees and other govt properties
I take effective steps to safe guard the interest of govt.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
08/9/23 Day -1	Digital assistant told about his Job chart.	I understand about his role in Telekalipam Sachivalayam	K. J. J. 11/11/2023
11/9/23 Day -2	Digital Assistant told about his Job chart.	I know all the responsibilities of him in sachivalayam	K. J. J. 11/11/2023
12/9/23 Day -3	He told about he will co-ordinate and work in coverage with all villagers	He divide's the work to remaining staff members.	K. J. J. 11/11/2023
13/9/23 Day -4	He told that he act's as the incharge of front officer's ese / mec- sda counter's	I understand that mec sda & non-mec sda mission core done by him	K. J. J. 11/11/2023
14/9/23 Day -5	He said that he will manage and maintain the data base of village secretariat.	I understand that whole data's was maintained by him	K. J. J. 11/11/2023
15/9/23 Day -6	He will take physical and financial status of the work take's up form by PRP	Tracking of physical and financial in under him maintenance	K. J. J. 11/11/2023



WEEKLY REPORT

WEEK - 4 (From Dt. 19/12 to Dt. 25/12)

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 1000 out of the needs/beneficiaries.
- * The functions of front office includes.
 - Receipt of application, forms and cash/cheque 100%.
 - Delivery of services
 - Reception and information counter to the public.
- * Management of data related to the local govt in all panchayat enterprise suite applications.
- * He/she shall act as incharge of the front office i.e., CSO/MS-SOA

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
16/9/23 Day - 1	Welfare niv told about his Job chart	I understand about his Job chart	<i>PM</i> 01/11/23
18/9/23 Day - 2	VINAYAKA CHAVATZ holidays	holiday	
19/9/23 Day - 3	He told about the distribution of pensions every month.	I understand about that of distribution in Pensions	<i>PM</i> 01/11/23
20/9/23 Day - 4	He told about Jaganna ammaladei scheme.	I understand about the eligibility rules	<i>PM</i> 01/11/23
21/9/23 Day - 5	He told about Jaganna Vidyadevina scheme.	I understand about the eligibility rules	<i>PM</i> 01/11/23
22/9/23 Day - 6	He told about Jaganna chethode scheme	I understand about the eligibility rules	<i>PM</i> 01/11/23



WEEKLY REPORT

WEEK - 5 (From Dt...16/9/22.. to Dt...22/9/22..)

Objective of the Activity Done: Welfare & educational assistant.

Detailed Report:

General duties :

- * To note identifications of eligible person for the below said welfare scheme.
- * To generate awareness among the public in the village secretariat jurisdiction about the scheme.

Pension's :-

- * Shall monitor the distribution of pension's every month in village
- * shall draw cash and issue the village voluntary every month.
- * shall collect the death vacancy of pension's and update in website through digital assistant.

Improving livelihood of SHG :

- * YSR Bima
- * YSR NLR 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
24/9/23 Day - 1	nahila police nedam told about her Job chart.	2 heard about her Job role.	T. Senthil 01/11/2023
25/9/23 Day - 2	nahila police nedam told about her Job chart.	2 heard about her Job role.	T. Senthil 01/11/2023
26/9/23 Day - 3	nahila police told about her role, responsibilities in sachiv-alam.	2 heard about the role and responsibility	T. Senthil 01/11/2023
27/9/23 Day - 4	nedam told that she is responsibilities for women & child welfare duties in sachiv-alam.	2 heard about women, child welfare duties.	T. Senthil 01/11/2023
29/9/23 Day - 5	she will visit the school and verify functions and school and Angan badi.	2 visited school and understand about the meal system	T. Senthil 01/11/2023
30/9/23 Day - 6	she said that she have to create awareness on the prevention of alcohol & drugs	2 understanding about selling alcohol in village in illegal	T. Senthil 01/11/2023



WEEKLY REPORT
WEEK - 6 (From Dt. 23/9/22.. to Dt. 30/9/22....)

Objective of the Activity Done:

Mobile police & women & child welfare.

Detailed Report:

- * Women & child welfare duties.
- * Integrated child development service & scheme.
- * There should be supportive supervision and monitoring of day to day activities at facilitate the work.
- * Enrolment of beneficiaries.
- * Identification of high risk pregnant women.
- * Women & children care protection and welfare program.
- * Care & protection of children.
- * Differently, abled, transgender, senior citizen
- * Education.
- * Mobile 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.)

I experienced a very good working environment with professional knowledge & kind of people in the organization all the staff are very kind in attending the office.

They had shown an interest in technology and how the system 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 Assistant's are used for helping in learning advanced and needs all this moment accountability, which keeps the system trust and worthy.

I am satisfied myself of his organization [because work seriously] 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

PR2 - Applied - VRO

Final - Applied - HPDO / HRO

Everyone is using the technology handwork to avoid duplicity and ensure transparency in the eligibility of any scheme.

1) • Bio metric division

2) • Android smart phones

3) • QR2S scheme.

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.

I achieved the real time governance procedural procedure which is very realistic and given to management, competence & ability skills.

Every work in time is bounded and be delegated whole world is observing the Activity & decision making is very important.

For doing anything firstly practical knowledge 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 is improved by writing say evolution description / thoughts.

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

My Anxiety level is low, I am very much patient and listen to music when anything is a little more anxiety management techniques.

My speech ability is moderate and it will be improved by communication skills.

I always enjoy me when I see them & those things when 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 game division, i always start with point to point and don't try to improve it will be clear of what i am saying.

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

I always conclude the group discussions in a friendly and family 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 identification.
3. IRIS Scanner.
4. Face Authentication Program.

which given the realistic procedure

secondly :-

using E-pos machine in pos

Thirdly :-

- using 'COPS' & 'REVEN' in land Re-nomely Program
- using drones in identification of marks in land allignment Program.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>K. Mohan</u>	Registration No: <u>21220d050019</u>
Term of Internship: From: <u>18/6/23</u> To: <u>30/9/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>Tekkeli Padu Sachinvelom, Talimari (Mandal)</u> <u>Chikakulam</u>	

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:

K. Mohan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Mohan	Registration No: 21200603009
Term of Internship: From: 18/8/2023 To: 30/9/2023	
Date of Evaluation:	
Organization Name & Address: TEKKALIPADU Sachivalm, Jalumuru mandal, S.Kes	
Name & Address of the Supervisor with Mobile Number	K. V. S. 11/1/2023

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:

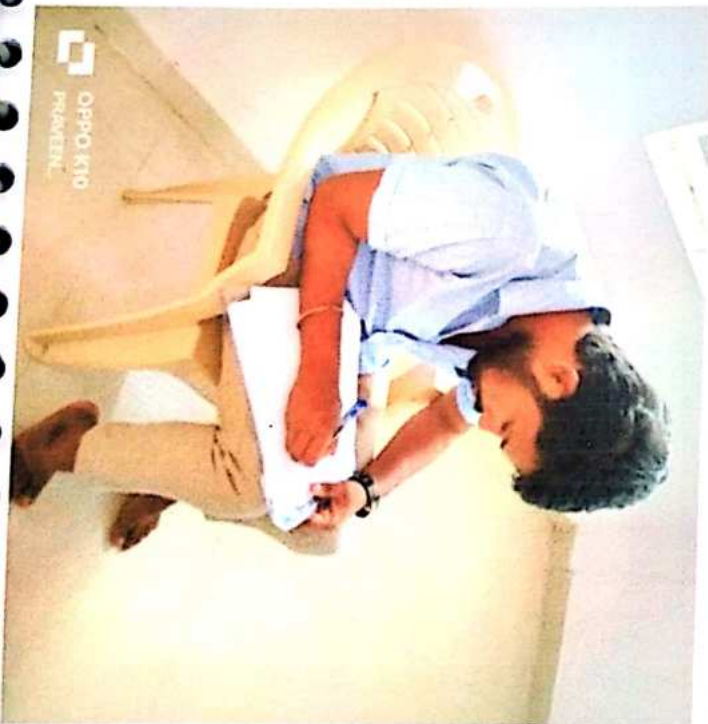
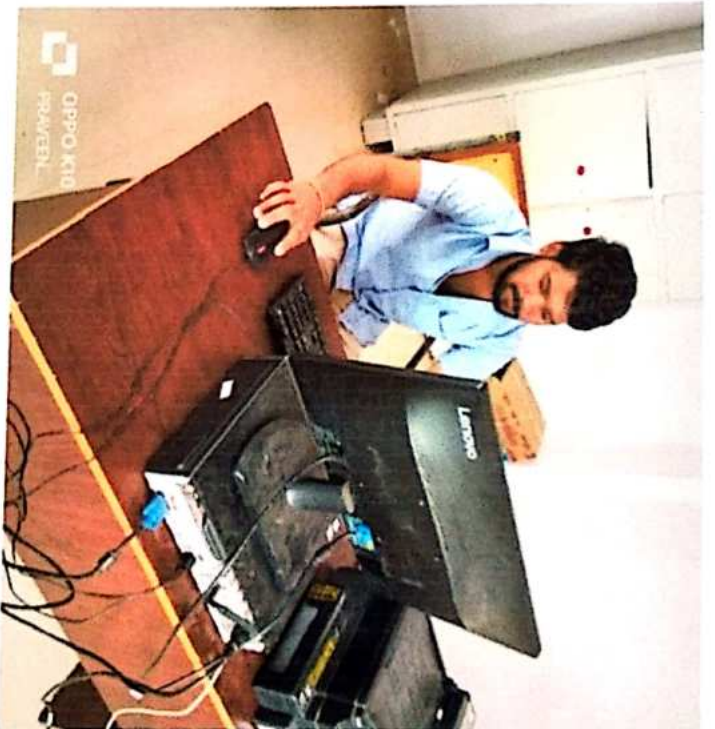


Page No: 32

Signature of the Supervisor
Panchayat Secretary
Tekkalipadu Grama Panchayat
Jalumuru Mandal
Srikakulam Dist, A.P-532421



PHOTOS & VIDEO LINKS



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