

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: KOTA GANESH

Name of the College: GOVERNMENT DEGREE COLLEGE [MEN]

Registration Number: 2122001050020

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

Name & Address of the Intern Organization: SACHIVALAYAM - BORIVANKA

DR. B.R. AMBEDKAR **University**
YEAR

An Internship Report on

Bodivanka SACHIVALAYAM Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

UG Degree B.Sc UPSC

Under the Faculty Guideship of

NVS Sridevi Kella

(Name of the Faculty Guide)

Department of computer science

Government Degree college (Men) Srikakulam

(Name of the College)

Submitted by:

K. Ganesh

(Name of the Student)

Reg.No: 2122001050020

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.

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Student's Declaration

I, KOTA GANESH a student of 2 Month's internship Program, Reg. No. 2122001050020 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 Sachivalayan (Name of the intern organization) under the Faculty Guideship of M.S NVS Sridevi (Name of the Faculty Guide), Department of computer science, Govt. Degree College (Men) Srikulam (Name of the College)

K. Ganesh 30/9/23
(Signature and Date)

Official Certification

This is to certify that KOTA GIANESH (Name of

the student) Reg. No. 2122001050020 has completed his/her Internship in

GOTAMA World 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

Sri Katakoti Govt. Degree College (H) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
BORIVANKA G.P
Kaviti Mdl Sklm Dt A.P

Endorsements

Faculty Guide



Head of the Department

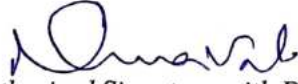


Principal

Certificate from Intern Organization

This is to certify that KOTA GANESH (Name of the intern)
Reg. No 2122001050020 of Govt. Degree College (Men) (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
Panchayat Secretary
BORIVANKA G.P
Kaviti Mdl Sklm Dt, A.P

Acknowledgements

I am deeply grateful to all staff members to the Bozivanka Grama word 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 Bozivanka Grama word sachivalayam provided 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 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.

1. Panchayat Raj Act - 1994. Says that local governance in every village for the growth & development in a notifiable manner.
2. Implementation of Grama Ward Sachivalayam. To under door to door driven to the house holder, and also developing the village in a possible manner.
3. Functions of Grama Sachivalayam are very helpful to the people in villages.
4. Outcomes of Grama Ward Sachivalayam.
 - * providing basic needs to the health care.
 - * early solutions to all problems.
5. Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place.
 - * AP was the first Indian state to launch such a program. Govt appointed village volunteers to deliver services.
 - * Navasatolu programme is very useful for poor people in every sectors.

The nine Navaratna welfare schemes are

- 1) YSR Rathu Bhagosa
- 2) Fec reimbursement, youth Employment & Job creation
- 3) Arogyasri
- 4) YSR Jalayagnam
- 5) Ban on Alcohol
- 6) Ammo vodi
- 7) YSR Asaia, YSR chryula
- 8) Housing for all poor
- 9) pensions - enhancement

* In Grama ward sachivalayam revenue services are provided. These are

- + Addition of survey number in adangal and IB
- * correction of storage of explosive material license.
- + duplicate service for income, integrated, residence
- * income certificate
- * land conversion
- * family membership certificate
- * correction in current adangal
- * change of name certificate.

so many works done in the sachivalayam office. The people in the villages are easily completed those works and solving the problems in the Grama sachivalayam.

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 secretariats) are secretariate setup in the Indian state of AP to decentralize the administration by making services and welfare services of all govt. department available at one place. AP was the first state in India to launch village secretariat Govt of AP appointed village volunteers 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 Sachivalayam in AP, 1165 in rural

Vision Mission and 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 panchayat raj institution.
- * The main mission is decentralize the administration by making service and welfare service all available at one place.

policy of Grama Sachivalayam.

- * providing basic services like water, sanitation health, education and social security to rural population
- * promoting transparency and accountability in functioning of organisation through various measures like social audit.
- * facilitating the delivery of govt scheme and programmes to the people

Rules and responsibilities

Panchayat secretary :- Grama Sachivalayam convenient able to collect taxes and other welfare

URO :- Monitoring the land and ration, food supply in villages.

Survey Assistant :- Survey of village agricultural land

ANM :- responsible for villagers health monitoring, conducting health camps.

Women police :- counselling, security and other important role.

EA :- water supply, Grama Sachivalayam, village workers

Electrical assistant :- electricity supply and street light

Agricultural ^{UPP} assistant :- Monitoring the village agricultural work, suggestion, marketing

Digital assistant :- Monitoring the village in single window system

Welfare assistant :- pension distribution, dwarka Mahila, house construction

Grama Sachivalayam Organization structure:-

The Grama Sachivalayam is an organisation structure that is set up to that governs reaches the gram panchayat level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of panchayati Raj institution.

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 says that level govt in every village to the growth & development in a motivatable manner.
- * CM of AP state YS Jagan Mohan Reddy started three secretariats at Vijayawada the statement was made on Oct 2 2019 150th anniversary of Mahatma Gandhi
- * Function of grama work sachivalayam. It has mainly 11 types of officers in secretariat the village volunteer system over to bring govt services to people doorstep
- * Generally using of technological skills and instrument mainly we just like bio-metric, computer system.
- * The internship part these kind of skills are very important, listening and speaking, confidence, leadership qualities and time management.
- * outcomes of world sachivalayam to
 - Early solution of all problems
 - All services to no stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 18-8-23	Introduction of staff and volunteers	Organization structure	T. Jayadev
Day - 2 19-8-23	various functions and their responsibility	organization working hands	T. Jayadev
Day - 3 21-8-23	various functions and their defined work and responsibility	— NO —	T. Jayadev
Day - 4 22-8-23	Field visit by ANM PM-Jay survey	Implementation of PM-Jay scheme	K. Nirmala
Day - 5 23-8-23	Field visit by ANM An Mental survey	How ANM's are visiting regularly to pregnant women	K. Nirmala
Day - 6 24-8-23	Field visit by ups school visit	Awareness programme of Disha	B. Divya

WEEKLY REPORT

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

Objective of the Activity Done: Start of the Grama ward Sachivalaya

Detailed Report:

Main functions are in follows

1. Panchayati Secretary
2. Digital Secretary Assistant
3. Welfare and education assistant
4. Engineering Assistant
5. Village and revenue officer
6. Agriculture assistant
7. Veterinary assistant
8. Village surveyor
9. Mahila police
10. ANM
11. Lineman

Overall - in charge is Panchayat secretary who is maintaining all the activities in and around.

Field visit by ANM give an opportunity how well the organization start is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25-08-23	Roles and responsibility of digital assistant and welfare education assistant	various services to citizen and type of welfare schemes	G. D. [Signature]
Day - 2 26-08-23	Roles and responsibility of VRO and village surveyor	ration distribution system and house hold recognition & types of cards	G. D. [Signature]
Day - 3 28-08-23	Responsibility of agriculture assistant	types of crops & seeds & fertility	P. S. [Signature]
Day - 4 29-08-23	Responsibility of veterinary assistant	Role in animal disease control & preventive and cure	B. [Signature]
Day - 5 31-08-23	Role of welfare and education assistant & visits	visit the schools & cleanliness of associated areas & upload in MMS app	M. [Signature]
Day - 6 1-09-23	field visit by VRO-PDS distribution	Door to door delivery of public distribution of house hold	G. D. [Signature]

WEEKLY REPORT

WEEK - 2 (From Dt. 25-08-23 to Dt. 1-09-23.)

Objective of the Activity Done: village revenue officer and digital Assistant

Detailed Report:

Delivering of divisions (citizen) of a shorter possible time

1. Increase of costs & income
2. Mutation (Land)
3. Family Member Certificate
4. Birth & Death Certificates

Applying for the schemes to the eligible candidate part of field verification

1. YSR Pension
2. YSR Chayutha
3. Rice Card
4. YSR - Anna Vadi
5. YSR Vidyadevna

Field activity :- Ration distribution to household at door step by MDS

Field Activity :- Land survey using "GPS" the local technology recover for accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 2-09-23	Division and responsibility of Mahila police	Awareness program for safety of women and child	B. Durga
Day - 2 4-09-23	Division and responsibility of engineering assistant	on going work requirements and measures	M. Jay
Day - 3 5-09-23	field activity :- SDG survey PM-Jay survey	knowing well about sustainable development and go with process	T. Jayadev
Day - 4 7-09-23	Household survey PDS distribution	knowing about type of household & their eligibility	C. Dina
Day - 5 8-09-23	online service by digital assistant	know how to apply caste/income certificate	T. Jayadev
Day - 6 11-09-23	De-brief on last days activation	overall i learned maintenance & implementation to do better in future	B. Venkat

WEEKLY REPORT

WEEK - 3 (From Dt. 2-09-23 to Dt. 11-09-23)

Objective of the Activity Done:

ANM

Detailed Report:

During the visit by ANM we visited several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed the well being and kind new of the people with the ANM.

Also accompanied by Mahilo police visited house to educate the children for good and bad touch. Awareness for the girl for not being shy any assessment happened should be insisted.

No. of online service & survey are going on and participation and acquired knowledge about how a system works as demand of the government.

Acquired knowledge on digital literacy, how application are filled online, what are the demands are attached and concerned.

Knowing the eligibility criteria of all welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 12-09-23	Definition of SLA - open beyond SLA - closed beyond SLA	shortest possible time for service	T. Jayadev
Day -2 13-09-23	Definition of GDP and its objection overcome	Development processes	T. Jayadev
Day -3 14-09-23	funds allocated to grama panchayat	General fund, for 1st finance. full management	T. Jayadev
Day -4 15-09-23	House hold survey of system 1,2,3,4,5	Most likely of income survey.	M. Kavita
Day -5 16-09-23	House hold survey of cloth. 6,7,8,9,10	categorisation of household	M. Kavita
Day -6 19-09-23	House hold survey of 11,12,13,14,15	categorisation of house hold	M. Kavita

WEEKLY REPORT

WEEK - 4 (From Dt. 12-09-23 to Dt. 19-09-23)

Objective of the Activity Done: Digital Assistant and Engineering Assistant

Detailed Report: SLA - Service Level Agreement

In Grameen word Sachivalayam. There are more than 546 service, each service is having their own SLA

For Ex:-

1. Income certificate - 7 Days
2. caste certificate - 30 Days
3. Motivation - 30 Days
4. Rice card - 180 Days

GPDP - Grameen panchayat development programme it is a planning programme. For the development of the Grameen panchayat.

- Sanitation planning
- Road repair planning
- Street light position / repair
- Now over need towns / pension type.

finds for smooth start of development act in Grameen panchayat found are being held.

General funds. House tax / property tax

15th finance - Grameen from state government.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome:	Person In-Charge Signature
Day - 1 20-09-23	Types of state government welfare schemes & their eligibility	welfare in the primary concern for the existing government	T. Chander
Day - 2 22-09-23	welfare calendar for the year 2022 - 2023	planned execution and implementation of welfare schemes	T. Chander
Day - 3 23-09-23	field visit: what is gram panchayat? what is agricultural land? what is dry land?	Basic knowledge of a village, state and boundaries.	G. P. Singh
Day - 4 24-09-23	E-KYC Mandating for all the welfare schemes How E-KYC is done	digital literacy using mobile / smart phone	T. Jayadev
Day - 5 29-09-23	six step validation of eligibility for all welfare and non-welfare schemes	digital literacy training required	T. Jayadev
Day - 6 30-09-23	do list of all the 5 days activation	very is for - activ r.	T. Jayadev

WEEKLY REPORT

WEEK - 5 (From Dt. 20.09.23 to Dt. 30.09.23.)

Objective of the Activity Done: Welfare of Educational Assistant.

Detailed Report: State government welfare schemes and its eligibility criteria application program field verification E-KYC programme

Eg:-
↓ ↓ YSR pension
OAP window ↓ ↓
Single women Disability Aishwarya

All these type of pension have different eligibility criteria

Welfare calendar shows the decision planning and implementation are known at right time in a project and procedural manner.

E-KYC (Electronic know your citizen) which gives the live location of the citizen. It is mandatory for the house holds for all welfare schemes.

Six step verification to make eligible for a scheme

- 1) NO govt employee in house hold.
- 2) NO income tax pay in house hold
- 3) NO more than 3 acres of agricultural land
- 4) NO other welfare holds
- 5) Electricity consumption more than 300 units/month
- 6) 1000 sq ft of commercial land in urban area.

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 people. In this organization all staff are very punctual in attending office.

* In Grama Sachivalayam good facilities such as chairs are available for sitting and 24 hours electricity supplying. System for working also with available all facilities and good maintenance.

* Job roles of the officers are very well.

In this office Secretary, VRO, survey Assistant, ANM, women police, educational welfare, electrical Assistant, Agricultural Mpon, Digital Assistant, welfare assistant all these officers working their job roles perfectly and in time they do their work.

* They had shown an interest in technology on how the system works and administration activities are handled in a procedure manner.

the time they spent for us in being working schedule are appreciable and we thank them all for their extended operation & co-operation in our internship programme.

The digital aids used for helping us in learning are very advanced & needs at this moment for team & accountability, which keeps the system worthy.

Myself improved at this organisation working culture.

In this environment I like mostly teamwork it is very good to me. The communication between officers and people are very well.

The motivation of the staff of Madam are very good.

They do their job and completed the programme and project within the time.

In this sachivalayan alabroad space and good ventilation.

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

pre - applied → VRO

final - applied → MPDO/MRO

Everyone is using the technology hand work to avoid duplicancy and transparency in ascertain the eligibility of any scheme.

1. Biometric division
2. Android smart phone.
3. IRIS scanner
4. face Automation

The volunteers are using the biometric device and IRIS for giving pensions.

In student purpose thumb verification for JVD.

The face Automation for attendance to the staff officer.

computer systems are using to submit the application of the people information.

In purpose of cost, income, OBC and driving licence are applied the user details are submit in the system.

All these works are done in the system such as address verification, changing the details of survey number, new ration card for family all are done.

The printers are print the copies and certificates.

The real time technical skills I have acquired is very good.

All these technical skills are helpful to doing the works properly and easily do their work.

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 practice which is very realistic and given the management competence & analyzing skills.

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

for doing any task, projected knowledge is must and should, secondly planning and thirdly the procedure for implementation.

The leadership level of secretary, IRO and supervisor are very good I learn the leadership skill from them. their planning of doing the projects is well.

Behaviour of the officers are nice - they are very patience. In such manner easily solving the problems.

In sachivalayam weekly improvement in competencies are we are analysing the weekly report. In this process we done the pending work of the last week. and also improving the performance.

decision making of the operation are very well.

In this manner I learn all about the Managerial skill I have acquired. It was very good to me for learning the skill in the internship programme.

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 moderate and I improve myself with communication different people in different places.

My written communication is poor I improve it by writing say evaluation description & thoughts.

My confidence levels are very high and I will continue with the same.

My ability level are very low, I am very patient and listen to music. Whenever I feel anything, & I learn more anxiety management technology.

I always greet every one when I see them. and thank them whenever they do good things.

My confidence levels while communicating are improving by talking with the superior and the people comes into in the Sachivalayam.

In the Sachivalayam I attend in the meetings and then I learn the important issues. I am so happy to improving my communication skills.

I can understanding others problems and their issues. In the meetings the superior are closing the conversation.

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

In group discussions. I always start with point to point and don't lag to improve. I will be clear of what I am saying.

I also encourage others to participate in the discussion to share their ideas.

I always conclude the group discussion in a friend & fairly 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:-

- (i) using 'cops' & 'even' in land re-namely program
- (ii) using drops in identification of marks in land assignment program

Student Self Evaluation of the Short-Term Internship

Student Name:	KOTA GANESH	Registration No:	2122001050020
Term of Internship:	short term	From:	18-08-2023 To: 30-09-2023
Date of Evaluation:			
Organization Name & Address:	Boothivanka Grama Sachivalayam		

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. Ganesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	KOTA GANESH	Registration No:	2122001050020		
Term of Internship:	5th 2 months	From:	18-08-2023	To:	30-09-2023
Date of Evaluation:					
Organization Name & Address:	Borivanka Grama Sachivalayam				
Name & Address of the Supervisor with Mobile Number	N. GUNAVATHI 9989512199				

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

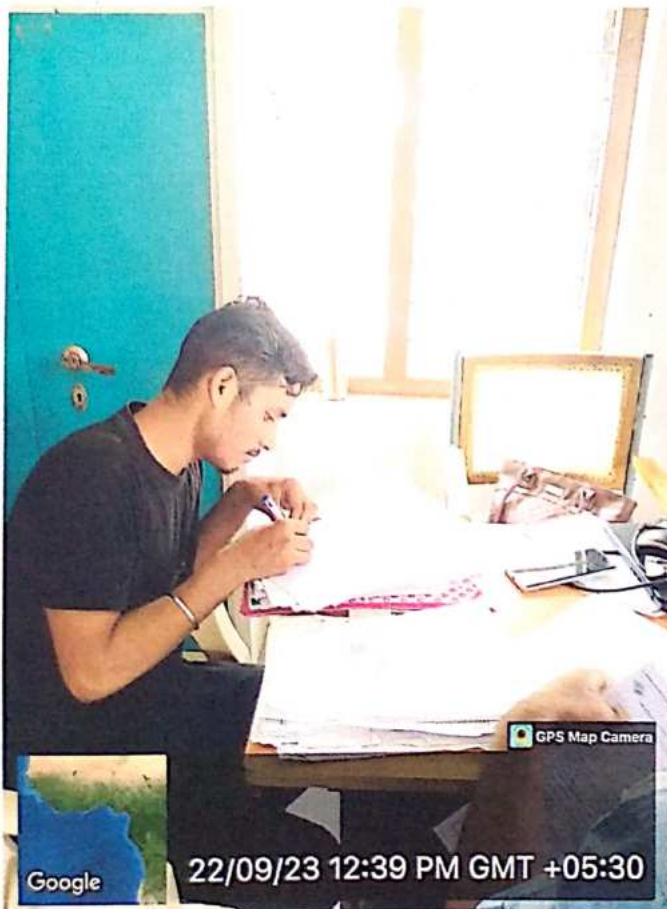
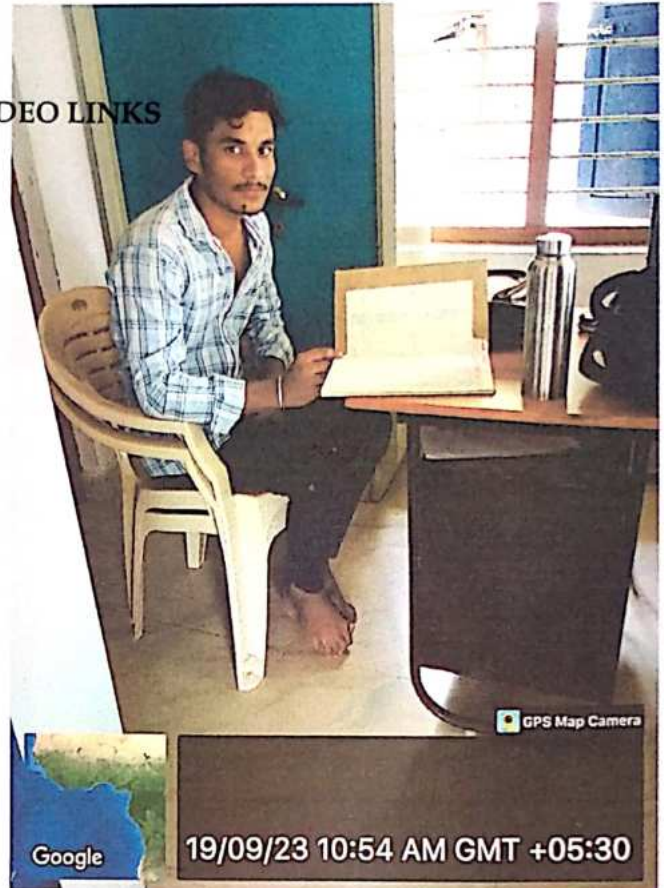
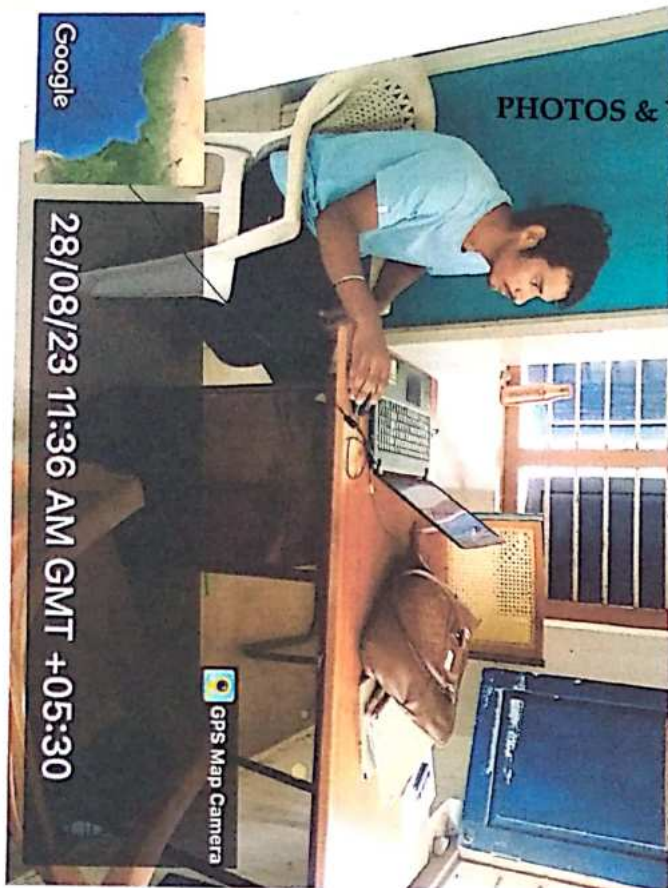
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


Signature of the Supervisor
Panchayat Secretary
BORIVANKA G.P
Kavru Mdl Sklm Dt. A.P



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

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