

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: KOTIPALLI LAKSHMI PRASANNA

Name of the College: Government Degree College (MEN) SRIM

Registration Number: 2122001050021

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

Name & Address of the Intern Organization : Killipalem - 2
SachiValayam
SriKakulam.

AMBEDHKAR **University**
YEAR

An Internship Report on

Killipalem-2 Sachivalayam Department

(Title of the Internship)

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

Under the Faculty Guideship of

M. S. MVS SRIDEVI KELLA.

(Name of the Faculty Guide)

Department of Computer Science.

GOVERNMENT DEGREE COLLEGE (MEN) SKM.

(Name of the College)

Submitted by:

K. Lakshmi priasanna.

(Name of the Student)

Reg.No: 2122001050021

Department of BSC (MPCS)

GOVERNMENT DEGREE COLLEGE (MEN) SKM.

(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

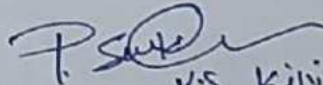
I, K. Lakshmi prasanna a student of 2 Months internship Program, Reg. No. 222001050021 of the Department of B.Sc (Computer) GIDC (MEN) College do hereby declare that I have completed the mandatory internship from 18/08/23 to 30/09/23 in Sachivathayam (Name of the intern organization) under the Faculty Guideship of M. S. N. S. SRIDEVI KALLA (Name of the Faculty Guide), Department of B.Sc (MPCS), Government degree college (MEN) (Name of the College)

K. Lakshmi prasanna
(Signature and Date) 30/09/23

Official Certification

This is to certify that KOTIPALLI LAKSHMI PRASANNA (Name of the student) Reg. No. 2022001050021 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Sachivalayam department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (MPCS) in the Department of GDC (HEN) (Name of the College).

This is accepted for evaluation.


V.S. Kiliplaga 30/09/23
(Signatory with Date and Seal)
Village Surveyor
Patha Srikakulam Revenue
Srikakulam Mandal

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that KOTIPALLI LAKSHMI PRASANNA (Name of the intern)
Reg. No 2122001050021 of Government 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).

P. Siva vs Kilipalan-2 30/09/23.
Authorized Signatory with Date and Seal
Village Surveyor
Patha Srikakulam Revenue
Srikakulam Mandal

Acknowledgements

I am deeply to all staff members to the Killipalem-2 grama ward Sachivalayam and also my mentors and advisors during this internship for their valuable advice and guidance. Their industry experiment and expertise helped me to better understand the company and the industry and allowed me to taken the most of my internship.

Throught the internship the Killipalem grama ward Sachivalayam provided me with valuable insights and guidance that helped me to natige my tasks and responsibilities. They were always available to answer my questions and provide support, and their wisdom helped me to grow as a professional. I am thankful for their time for support, and sharing their valuable insights with me.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The activities I performed in the internship during the internship period of time. The activities are to collect the all details, and write the notes of all Sachivalayam staff members.

In sachivalayam there are 11 Staff members.

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

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

- * It is used to making services and welfare services of all government departments available at one place.
- * Andhra Pradesh was the first state in India to launch Village Secretariats.
- * Government of AP appoints village volunteers to deliver services.
- * Village Secretariat was first launched on 2nd Oct. 2019 on the event and Gandhi Jayanthi.
- * The Notification for the village/ward Secretariats has been released on 21th July 2019.
- * The written exam was conducted between 1st Sep to 8th Sep 2019.
- * It is used to provide to the public convenience.

CHAPTER 3: INTERNSHIP PART

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

An internship is a period of work experience offered by an organisation for a limited period of time.

As an Internship program organised by the government in order to select the students to aware and with the working of the department they selected.

Grama Sachivalayam was the organised which one I choose. The candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The required educational qualification we different according to the different posts.

There were some schemes that are introduced in the government of Andhrapradesh, like YSR Amma Vadi Scheme, YSR, rice, Card, YSR YSR Vasathi deevana etc-----

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 18/08/23	Interaction with the staff Co-internship students about grama Sachivalayam Self introduction.	Co-ordination b/w employees inter action with people administration.	P. SURESH VS Killipalem-2
Day-2 19/08/23	Village in Sachivalayam about these village map about the Village	Pilgrimage places in the Sachivalayam village statistics boundaries.	P. SURESH VS
Day-3 20/08/23	about Resurvey theme about Killipalem-2 village boundaries formers data.	Discuss about Resurvey Bring Some people together.	P. SURESH VS
Day-4 21/08/23	ANM says that she has to visit atleast 30 household in her alloted area.	She checks that what kind of problem fact by people.	P. SURESH VS
Day-5 22/08/23	Register permanent women in 12 weeks and ensure care.	She care in and child birth.	P. SURESH VS
Day-6 24/08/23	Identify women in need of medical termination of pregnancy.	She refer to nearest health facility and care.	P. SURESH VS

WEEKLY REPORT

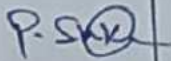
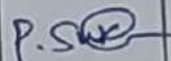
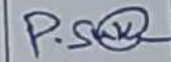
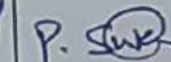
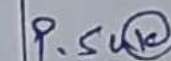
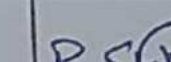
WEEK - 1 (From Dt. 18/08/23 to Dt. 24/08/23.)

Objective of the Activity Done: About first day Report.

Detailed Report: Interaction.

- * The first day do the interaction with the Staff and Co-Internship Students about grama Sachivalayam self interaction, co-ordination blw employees interaction with people administration work.
- * The Second day villages in sachivalayam about the villages data. To draw the village map.
- * The third day about Resurvey theme about Revenue Village about Resurvey theme Village Statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25/8/23	He undertake the application/ from Volunteers.	Maintain and update MIS Reports	P. S.  v.s
Day - 2 26/8/23	fill Services application forms on behalf of Citizens/ volunteers	manage routine office activities such as file maintaince.	P. S.  v.s
Day - 3 27/8/23	Provide information to citizens on enquiry of application formats.	upload the approved plan in gram Panchayat.	P. S.  v.s
Day - 4 29/8/23	DA Submission of daily reports to Panchayat Secretary	Panchayat Sectay visit the daily report of DA.	P. S.  v.s
Day - 5 30/8/23	DA Explains that attend to duties by the Panchayat	All employee's work under the Panchayat Secretary.	P. S.  v.s
Day - 6 31/8/23	DA Explains that he attends to protocol govt. special program	He must attend to all govt program	P. S.  v.s

WEEKLY REPORT

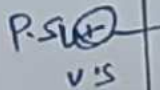
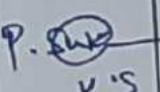
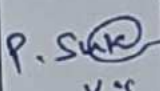
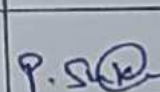
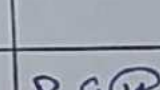

WEEK - 2 (From Dt 25.1.23 to Dt 31.1.23..)

Objective of the Activity Done: About DA.

Detailed Report: Digital Assistant.

- * Act as service and information provider, front office in-charge, to the public at village secretariat.
- * upload the approved plan in gram panchayat development plan in the Plan plus soft ware.
- * Manage, maintain and update the database of the village secretariat.
- * Ensure digital services to the public effectively that are provided by the local government like birth and death, property valuation, Tax demand etc.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1 11/09/23	Act as service, information provider, front office in-charge.	Under the public at village Secretariat.	P. S.  V.S.
Day-2 21/09/23	DA shall provides information to citizens on enquiry on application forms.	Attend to Spandana and redressal.	P. S.  V.S.
Day-3 31/09/23	He says that health duties of other TA as and when required.	Fermit collected amounts in the respective accounts.	P. S.  V.S.
Day-4 4/10/23	Operate as people friendly single window service delivery	In follow, first come, first serve basis	P. S.  V.S.
Day-5 5/10/23	provide information to citizens to enquiry application formats.	He form filling procedure, envelope etc.	P. S.  V.S.
Day-6 7/10/23	Data entry and update of records for beneficiaries.	Delivery of Service / documents / certificates.	P. S.  V.S.

WEEKLY REPORT

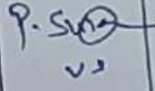
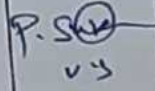
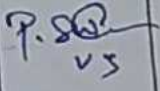
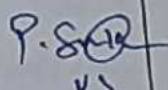
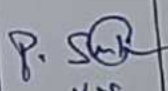
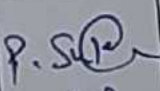
WEEK - 3 (From Dt. 11/09/23 to Dt. 18/09/23.)

Objective of the Activity Done: About DA-

Detailed Report: Digital Assistant

- * Attending office and entering all the details related to communication.
- * Attend the duties as entrusted by the Panchayat secretary.
- * Regular updation and MIS reports.
- * updation of all the records maintained by the GP including finances and related soft wares.
- * Submission of daily reports to Panchayat Secretary.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 11/09/23	Village Surveyors land features, such as depth and shape.	Attending office, registering day movement in Register.	P. S.  VS
Day -2 12/09/23	They examine previous land records to verify data from surveys.	Collect land maps records and proceed filed for attend.	P. S.  VS
Day -3 13/09/23	Surveyors also prepare maps and reports and present results.	Attending of work and updating of survey data.	P. S.  VS
Day -4 14/09/23	Village Surveyor told that attending of record work and uploading.	She upload the survey data on survey records.	P. S.  VS
Day -5 15/09/23	VS collect the land maps and records and proceed filed for attend.	She has all village land maps and records.	P. S.  VS
Day -6 16/09/23	VS inspections to take against unauthorized logouts contractions.	She take action against un authorized constructions.	P. S.  VS

WEEKLY REPORT

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

Objective of the Activity Done: About VS

Detailed Report: Village Surveyor.

- * Attending Office, Registering day movement in movement register, collect land maps/records.
- * Inspection of lands, proposed for longouts
- * Attending yield survey.
- * Attend general duties and others functions functional assistants as and when required
- * Any other duty entrusted by panchayat Secretary or other higher authorities.
- * Maintain the Village maps, field measurement books, RSR, Stone Survey registers, encroachment registers.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 19/09/23	ANM says that she has to visit atleast 30 household in her allotted area daily.	she check that what kind of problem face by people.	P. SURE VS
Day -2 20/09/23	ANM uploading of daily reports like MINS and IDSP etc..	she enroll the daily health in government records.	P. SURE VS
Day -3 21/09/23	One of the daily activity of ANM is search hypertension etc.---	she find the which diseases caused by people.	P. SURE VS
Day -4 22/09/23	Register pregnant women in 12 weeks and ensure care.	she care in pregnancy and child birth.	P. SURE VS
Day -5 23/09/23	She must participate the immunization programmes.	she screen, treat report fever cases and give health education	P. SURE VS
Day -6 23/09/23	Identify women in need of medical termination pregnancy.	she refer to nearest health facility and care.	P. SURE VS

WEEKLY REPORT

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

Objective of the Activity Done: About ANM.

Detailed Report: Auxiliary Nurse Midwife (ANM).

- * AS part of ANM's routine daily activity she has to visit at 30 household in her allotted area.
- * Ensure that all pregnant women get HBsAg, + HIV tests.
- * Family planning services of accompany sterilization cases.
- * Distribute iron and folic acid tablets to all pregnant women.
- * fever survey and collection of Blood Smears.
- * Track all pregnancies by name for scheduled ANM.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 24/09/23	She should work under the administrative control of medical Officer PHC.	Technical supervision and guidance of female health	P. Suresh VS
Day -2 25/09/23	She should stay at her official head quarters.	She available for the community for all maternity.	P. Suresh VS
Day -3 26/09/23	Should be in uniform with identity card.	Maintain all the records and Reports as described under RCH.	P. Suresh VS
Day -4 27/09/23	ANM should prepare map of her allocated area.	Record all the records and Reports as Prescribed under RCH.	P. Suresh VS
Day -5 28/09/23	She collect data of all parameters and keep family health.	Assist the medical supervisor and family health.	P. Suresh VS
Day -6 30/09/23	All the ANMs have to discharge all the duties as assigned by PHC.	Attend to such other duties medical Officer.	P. Suresh VS

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

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

An objective for this position should emphasize the skills you already possess in the area and your interest in learning more internship are utilized, a number of different career field.

Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working.

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

Skill the ability to do something well. many people claim that are skilled in a certain activities. Skill can be the deciding factor, in whether you will be very successful or unsuccessful in certain activities, in your life.

firstly the communication skill, the communication occurs in a variety of ways, but primarily interested in your ability to write to speak professionally.

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

As an internship, you'll likely collaborate with other interns and company employees. your ability to communicate and relate well to others is certainly important for collaboration as is capacity, you have to understand your strengths and weakness.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

Management skills are the practice and understanding developing and depraying people and their skills. Management skills are abilities and needed to performs certain duties, usually as it pertains to overseeing a team, such as solving problems, communication, and motivating employees.

I can do manage the one skill that is bring some people, together to explain the elections and awareness and the about Resurvey. This is very useful to our tribe that is firstly about resurvey.

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

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

I can improve my communication skills as the part of about village and about Jaganna schemes.

In the part of villages I think about how is in the village and do you have enough resources and also is life ease here. There are many question raise in my mind so. I can prepare a essay in my village.

My village namely killipalam-2. It is situated near a software.. It is also paradise of beauty, freshness peaceful. The people of my village mostly like forming this rural part of the country. It is called rural because it doesn't have modern facilities like

The life in my village is full of contentment and happiness, as people are not in a hurry live in city life. Village people live a simple life. My village is also known as beauty of nature because it can be experienced in a village as it is surrounded flowers, mountains, streams and farmlands.

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

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

AP government decided to issue new rice card to all the eligible families of the state which the total income of a family should be less than Rs, 10,000/- per month and Rs, 12,000/- per month in rural form the next complete ration application form the applicant has to all details of the family members correctly without any errors. there should not be any overcasting, and the applicant needs to have all the documents before entering the details. and then submit the ration card application.

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

I observed the relevant to the subject area of training. I learned about during the period of internship. These sheds are constructed for this purpose where non-compostable waste from households collected and transported through green ambassadors engaged by the gram panchayat.

People of Andhra Pradesh were in for a surprise on the independence day of 2021 when flag hoisting events were held at the solid waste processing centres, where the core activities have been taking place, rather than at the usual such as gram panchayat offices, educational institution or public spaces.

According to official data, the 13 districts of the commission, panchayat Raj and rural development. The events also promoted the ongoing Jagananna Swachh Kallipalem, envisioned by the chief minister of Andhra Pradesh.

Student Self Evaluation of the Short-Term Internship

Student Name: KOTIPALLI LAKSHMI PRASAD Registration No: 212200105002

Term of Internship: 2nd month From: 18/08/2023 To: 30/09/2023

Date of Evaluation: -

Organization Name & Address: Sachivalayam | Kallipalem - 2

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: 25/08/2023

K. Lakshmi prasanna
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Lakshmi potasanna Registration No: 2122001050021

Term of Internship: 2 Month From: 18/08/2023 To: 30/09/2023

Date of Evaluation: -

Organization Name & Address: Sachivalayam, Kilipalem - 2

Name & Address of the Supervisor : P. Suresh Kumar
with Mobile Number : 9346327238

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
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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: 21/09/2023.

P. Suresh Kumar
Signature of the Supervisor

Village Surveyor
Patha Srikakulam Revenue
Srikakulam Mandal



PHOTOS & VIDEO LINKS

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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:

o Activity Log	25 marks
o Internship Evaluation	50marks
o 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)

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