

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: Naidu . Mamatha

Name of the College: Government Degree College (Men) Sri Kakulam

Registration Number: 2122001050026

Period of Internship: 18/09/2023 to 30/09/2023

Name & Address of the Intern Organization: KGIBV Pathapatnam

Ambedkar University
IInd YEAR

An Internship Report on
School Education

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
BSc

Under the Faculty Guideship of
Ms. NVS SRIDEVI KELLA

(Name of the Faculty Guide)

Department of
Government Degree College (Men) SriKakulam
(Name of the College)

Submitted by:

Naidu Mamatha

(Name of the Student)

Reg.No: 2122001050026

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, Naidu Mamatha a student of _____
Program, Reg. No 2122001050026 of the Department of GDC(Men)SKM
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30.09.2023 in School Education (Name of
the intern organization) under the Faculty Guideship of
Ms. NVS Sridevi Kella (Name of the Faculty Guide), Department of
Computer science, Government Degree (Men) college srikakulam
(Name of the College)

N. Mamatha

(Signature and Date)

Official Certification

This is to certify that Naidu Mamatha (Name of the student) Reg. No. 2122001050026 has completed his/her Internship in School Education (Name of the Intern Organization) on KGBV Pathapatnam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of GDC (Men) SKM (Name of the College).

This is accepted for evaluation.

(Signatory in Office and Seal)
Principal
K.G.B.V.
Pathapatnam
2019/2023

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Naidu. Mamatha (Name of the intern)
Reg. No 2122001050026 of GDC(Men)SKM (Name of the
College) underwent internship in School Education (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 Signature, Date and Seal
Principal
K.G.B.V.
Pathapatnam

Acknowledgements

I would like to take this opportunity to express my sincere gratitude for the invaluable experience I have gained during my internship with this organisation. It has been a pleasure to work with a team of skilled professionals and I have a great deal from each and everyone of them.

I am especially grateful to Aruna Naidu Madam, for providing me with guidance and support throughout my internship. I would also like to thank the rest of the team for their willingness. Finally, I would like to express my appreciation to the entire organization for providing me with a conducive opportunity to intern with Aruna & Associates. I am confident that the skills & knowledge I have acquired will be helpful as I pursue my career in this field.

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CHAPTER 1: EXECUTIVE SUMMARY

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

Learning objectives in terms of an audit firm refer to the specific goals that the firm aims to achieve through training and development of its employees. Generally, they may include :

- (i) Understanding the firm's audit methodology and process.
- (ii) Improving skills related to risk assessment, internal control etc.
- (iii) Preparation of audit reports, gaining knowledge of specific industries and their unique accounting & auditing requirements.
- (iv) Developing expertise in emerging technologies and data analytics to improve the audit process, enhancing communication & interpersonal skills to effectively interact with clients and team.

(v) Ensuring the accuracy & reliability of financial opportunities for improvement in their clients accounting and financial reporting processes. I have learnt all these skills from internship. Completing an internship in an audit firm can provide a range of outcomes for the intern such as:

- 1) During internship, I have gained hands-on experience in auditing processes, internal controls, financial statement analysis. This can improve my technical skills and knowledge of auditing.
- 2) As I had the opportunity to work with professionals in the firm including partners, managers and senior staff, it helps in professional networking and build contacts for further uses.
- 3) This internship helps me in exposure to different industries.
- 4) It is useful for my personal and professional growth as well as for future career opportunities, which provides practical experience & better understanding of all the activities. I have engaged in fieldwork

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.

The Organisation I have worked in the education Department in KGIBV school, Pathapatnam, Srikakulam. It's vision is to empower children in education system and to prepare bright students for future. The policy of the school with respect to interns is as to that the students should follow time period correctly and follow the instructions of headmaster.

Our role is to obey the respective instructions of the headmaster and work as a substitute teacher, to observe the

the environment, solve the situations at a possible level.

The performance of KGBV school, Pathapatnam was going very well. The students of the school were also doing good at academic performance. It also encourages extra-curricular activities such as outdoor games, yoga etc. Its goal is to enhance the rural children into excellent students.

The students were doing well in studywise and some students are very good in sports activities. So principle is very (encourage) encourage to the students in all activities. So I am happy to the internship program organization for giving this wonderful journey.

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.

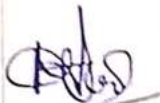
School Internship requires interns to do a variety of activities. We are responsible for assisting class activities, teaching students with various learning methodologies under a head instructor's supervision.

We, the interns should teach the school at 9:00 AM. We have to go to the classes that are assigned to us and help the students in academic performance, disciplinary, etc. We can also observe smart TV, for learning. We have to observe the students, premises, the environment and have to give some advice if there are any problems.

As we also have to make the students understand about new system like the OMR sheets exams.

There are daily 7 periods with duration of 45 minutes. There are 5 grades i.e from VI to X and including Intermediate education. There are approximately 30 students in each grade. The lack of teaching staff is main problem. Only Telugu, Social, Natural science, English and PET teaching staff is there. I done my Intership from 9am to 4pm during period.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18-08 Day -1	Interaction with school management and students	It was a great day as a teacher and come to know about students	
19-08 Day -2	I went to tenth class and taught them maths in a fun and learning way.	I have been learned teaching skills.	
21-08 Day -3	Again, I went to Inter 1st year to teach Maths IA.	I came to know about their educational status.	
22-08 Day -4	I went to 9th class and taught them everything in proper manner like greetings.	I learn how to teach the children neatly.	
23-08 Day -5	I taught Maths both IA and IB to Inter 1st year students	I know about way of teaching	
24-08 Day -6	I have conducted small quiz to the students about Maths.	Teaching & Administration skills	

WEEKLY REPORT

WEEK - 1 (From Dt. 12-02-2020 to Dt. 18-02-2020)

Objective of the Activity Done: Teaching

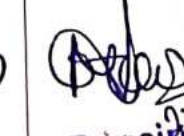
Detailed Report: I have conducted school assembly and made students aware about the speciality of the day. Everyday, I interact with students and made students disciplined and multitalked. I take the attendance of the class and made phone calls to those absents.

Everyday, I used to teach the subject to all the classes from Inter 1st year and 2nd year classes. Homework was given to students and conducted weekly tests on the week syllabus.

Examinations conducted to students and the answerscripts were evaluated and prepared marks sheet and program report.

In the weekend, drill and games conducted to the students.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25-03 Day -1	Teaching and school records and office maintenance.	Teaching & Communication skills.	
26-03 Day -2	Teaching Maths to both 1st year and 2nd year students.	Teaching and Administration skills	
27-03 Day -3	Teaching Maths to both Inter 1st year and 2nd year students.	Teaching & Communication skills	
28-03 Day -4	I went to class 8th and discuss about way of learn.	Managerial & Problem solving skills	
30-03 Day -5	I conducted small debit on present student study and past study.	Teaching & General knowledge skills	
31-03 Day -6	I went to 6th class for teaching English.	Teaching & Communication skills.	 Principal K.G.P.V. Pathapanner

WEEKLY REPORT

WEEK - 2 (From Dt...25-08... to Dt...31-08...)

Objective of the Activity Done: School office Administration

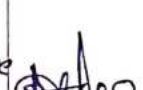
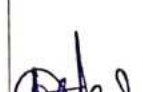
Detailed Report:

The good is what is to be learnt and it is what has to be taught while teaching to the student, I am not only a teacher but a continuous learner.

As a teacher, I came to know how to handle different students with different attitude and different behaviour. Students in all classes are different from one to one another at times, it becomes a tough time to handle students with different mindsets.

As an intern trainee to teach the prior job of the teachers is to give students the clarity on things & the students must be learnt the distinction between the good and bad. "Clear confusion and create clarity".

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
1-09 Day -1	I went to 9th class and asked them about their goals.	Teaching and communication skills.	
2-09 Day -2	I went to 7th class, to teach on english lesson and discuss about new words.	Teaching and learning skills.	
4-09 Day -3	I went to 10th class and asked them about after completion 10th.	Teaching and communication skills.	
5-09 Day -4	Today, is Teachers day students conducted Program and cultural activities.	I learn how to know become a good teacher.	
6-09 Day -5	I have conducted activities to 7th class students on maths.	Teaching and communication skills.	
7-09 Day -6	Teaching maths to class both 1st year and 2nd year Inter.	Teaching skills.	 Principal K.G.B.V. Pathapatnam

Objective of the Activity Done: Teaching and Evaluation

Detailed Report:

" Attitude determines Altitude "

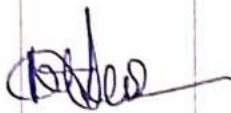
The first thing a teacher has to teach and the thing the students has to be learnt before education is the discipline and attitude.

For most thing, a student has to learn is how to imbibe good habits and how to inculcate good character and behaviour.

Good character is what builds the personality and behaviour of the person. It is what plays the key role in the development of the personality. This is how the great personalities of the nation are built.

Every (teacher) great leader of the nation is once the student of a teacher. This is the only way the process of learning from the teachers to the students.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
8-09 Day-1	Teaching classes to both 1st year and 2nd year Inter on Maths.	Teaching & communication skills.	
9-09 Day-2	I went to 10th class for teaching maths and tell how to prepare.	Teaching & communication skills.	
10-09 Day-3	Teaching Maths to both Inter 1st year & 2nd year students.	Teaching skills	
11-09 Day-4	Teaching Maths to both Inter 1st year & 2nd year students.	Teaching & communication skills.	
12-09 Day-5	Teaching Maths to both Inter 1st year & 2nd year students.	Teaching & communication skills.	
13-09 Day-6	Today is Hindi diwas small program is conducted by Hindi teacher.	Communication skills	

WEEKLY REPORT

WEEK - 4 (From Dt... 09... to Dt... 14...)

Objective of the Activity Done: Learning Communication Skills

Detailed Report:

Every great leader of the nation is once the student of the learned teacher. The Process of learning and teaching must pass to generations only through the student-teacher bonding.

The student-teacher bond is external, as the process of enlightenment begins with this student-teacher relationship.

The most valuable lessons of life and time are learnt from only through the education and that too through the bond of teacher-student.

The life lessons cannot be learnt through only means expect from the great learnt scholar & teacher.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15-09 Day - 1	Today, I conducted exams on maths IA for Inter 1 st year students.	learned about Teaching skills.	
16-09 Day - 2	Today is World ozone day, students draw about ozone day picture.	learned about Teaching & communication skill.	
18-09 Day - 3	Today, I conducted exams on maths IA for Inter 2 nd year students.	Teaching & communication skills	
20-09 Day - 4	Today, I conducted exam on maths IB for 1 st year students.	Teaching & communication skills	
21-09 Day - 5	I given the result exam paper to the student and check our mistakes.	Teaching & communication skills	
22-09 Day - 6	Today I conducted exam on maths IB for 2 nd year students.	learned about Teaching skills.	

WEEKLY REPORT

WEEK - 5 (From Dt. 15-09... to Dt. 22-09...)

Objective of the Activity Done: Learning Technical Skills

Detailed Report:

The good is what is to be learnt and it is what has to be taught while teaching to the students. I am not only a teacher but a continuous learner through out the process of teaching.

As a teacher, I came to know how to handle students with different mindsets and mentalities. Every student differs in attitude and behaviour of the self.

But a student's attitude must always be in a progressive way and not in the way of regression, which leads to the decline in the personality of the individual.

A teacher must not compare one student with the other but must strive towards upliftment.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
23-09 Day-1	I have taught 8th class about discipline follow in class room	Teaching & communication skills	
25-09 Day-2	I have taught the 7th class students about seminar skills.	Teaching & communication skills	
26-09 Day-3	I have taught the 8th class about value of education.	Teaching & communication skills	
27-09 Day-4	I have taught the 9th class about biology class	Teaching & communication skills	
29-09 Day-5	I have taught to 9th class about english tenses	I learned about way of good teaching.	
30-09 Day-6	I have interacted with all students about previous & present status.	Teaching & communication skills.	

30/09/23
K.G.B.V.
Pathapatnam

WEEKLY REPORT

WEEK - 6 (From Dt..22-09 to Dt..30-09)

Objective of the Activity Done: Programmes Conducted

Detailed Report:

Motivation to the students must always begin from the teacher. A teacher must be a role model and set an inspiration to the students as the inspiration and perspiration always begins in the classroom and its initiator is the teacher.

Students are the future generations of the society. They are the future leaders of the nation and might be the leaders of the world.

Hence, they must be treated with almost care and affection.

"The way the teacher shapes the life of a student determines the way the leaders shape the society and the nation".

So, the teacher must instill the traits of love, peace, kindness and loyalty in the place of hatred, jealousy and cowardice.

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.)

KGBV HIGHT SCHOOL, PATHAPATNAM

The environment where we got internship was absolutely perfect with everything alright. I had very good relations with the school students, as an intern trainee teacher.

The school principal ARUNA. NAIDU Madam, had supported a lot to learn about the organization, to enable us understand the nature of the school students.

The teachers made up learn about the teaching and the history of the school which dates back to the year. It had a large assembly stage to conduct programmes and to engage in the celebration of national festivals, awareness programmes to students, science fair, maths fair, etc.

The school is bounded by trees which gives positive energy who enters the school.

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

Technical skills

1. Problem solving
2. Writing
3. Conceptual skills
4. Public speaking
5. Critical Thinking
6. Maths

I have acquired many technical skills like Project management, data analysis, technical writing, writing, mathematics, problem-solving, conceptual, public speaking, critical thinking, scheduling, care taking and teaching.

During the internship I used to teach student with different mindsets. Hence, I learnt to deal with people. During teaching I have to explain the concept to be understandable to every student. Hence, I learnt content and speaking, explanatory skills. Managing students and keeping them in a disciplined way had taught me patience, and critical thinking.

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.

MANAGERIAL SKILLS

1. Relationship Management
2. Planning
3. Critical Thinking
4. Resilience
5. Strategic Thinking
6. Effective Communication
7. Patience

Good managerial skills are vital for the school to succeed and achieve its goals and objectives. Management and leadership skills are often used interchangeably as they both involve planning, decision-making, problem solving, communication, delegation, and time management. Good managers are almost (if) always good leaders. Good leaders are always good teachers as well.

Planning is a vital aspect in teaching as it is necessary to plan ahead what to teach, possessing great communication skills.

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.,)

COMMUNICATION SKILLS

1. Listening
2. Non verbal communication
3. clarity and concision
4. Friendliness
5. Confidence
6. Empathy
7. Open-Mindedness

Communication is key in the classroom, successful teaching is generally considered to require only 50% knowledge and 50% communication skills. As a result, a teacher should be proficient in all four modes of communication - listening, speaking, reading and writing and should know how to utilise this proficiency effectively in a school environment. Being able to do this has been proven to impact the success students achieve in their academic lives, teacher's own career success.

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

It improves your thinking, listening and speaking skills. It also liked my confidence. In part of my enhancing abilities. I improved my verbal communication, speaking skills in group discussions. Participation in teams made me how to solve the problems & decision making and it improved my personality assessment.

The aspects, we learnt during group discussions are verbal communication, decision making ability and co-operation between us was developed. We have been thrived a much in group discussions. As well as my contribution as a team member led me to learn about understanding & improving in critical thinking and also leading a team, made me to take responsibilities for the result and also regardless of my team site, I enhanced my confidence level during leading a team. In group discussions, I learnt many valuable skills like verbal communication, learning skills and also we developed our creativity levels in school.

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

The effective use of digital learning tools in classrooms can increase student engagement, help teachers improve their lesson plans, and facilitate personalized learning. It also helps students build essential 21-century skills.

Built In reports that 92% of teachers understand the impact of technology in education. According to Project Tomorrow, 59% of middle school students say digital educational tools have helped them with their grades and test scores.

However, educational technology has its challenges, particularly when it comes to implementation and use.

Prominently arising from the COVID-19 crisis is the issue of content educators need to be able to develop and weigh in on online educational content, especially to encourage students to consider a topic from different perspectives.

Student Self Evaluation of the Short-Term Internship

Student Name: Naidu Mamatha	Registration No: 222001050026
Term of Internship: short From: 18-09-2023 To: 30-09-2023	
Date of Evaluation:	
Organization Name & Address: KGBV Pathapatnam.	

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✓

N. Mamatha

Signature of the Student

Date: 30/09/2023

Evaluation by the Supervisor of the Intern Organization

Student Name: Naidu . Mamatha	Registration No: 2122001050026
Term of Internship: Short From: 18-08-2023 To: 30-09-2023	
Date of Evaluation:	
Organization Name & Address: KGBV Pathapatnam	
Name & Address of the Supervisor with Mobile Number	Aruna. Naidu 7995412784

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

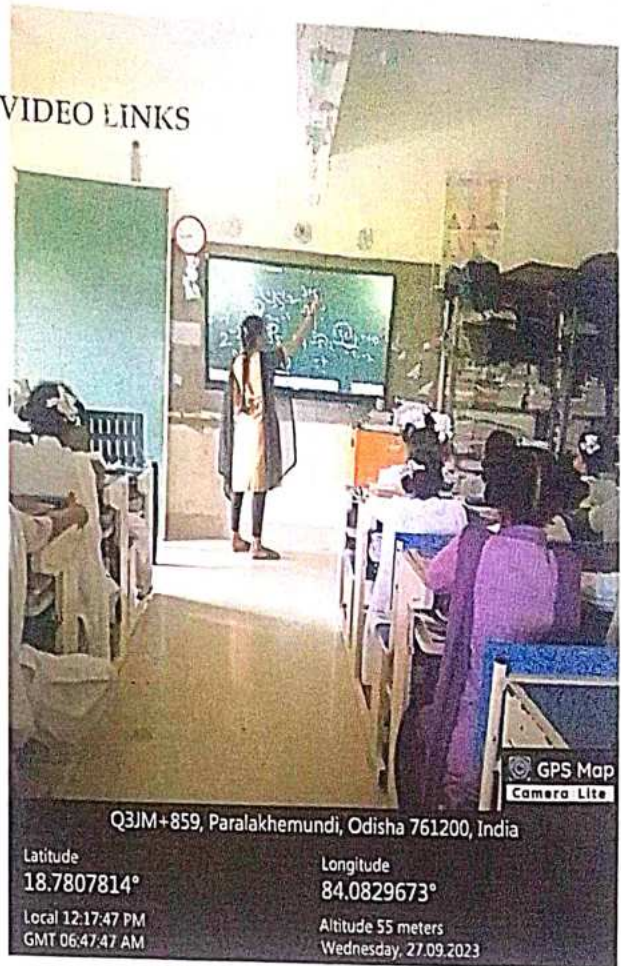
Rating Scale: 1 is lowest and 5 is highest rank

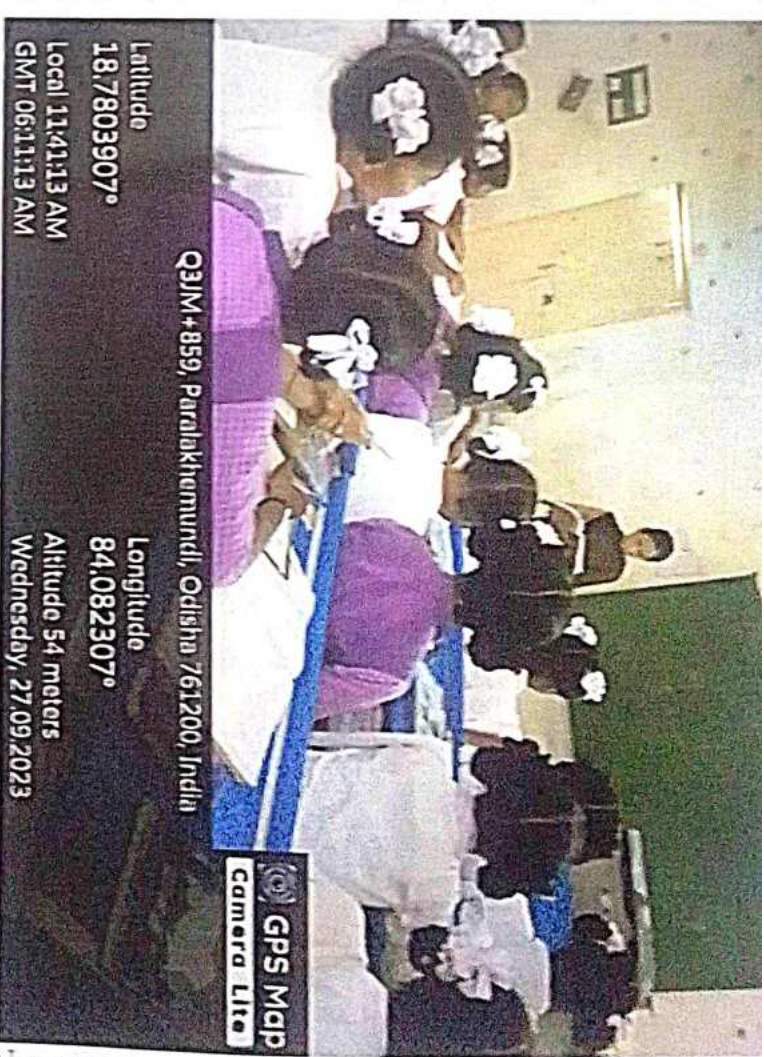
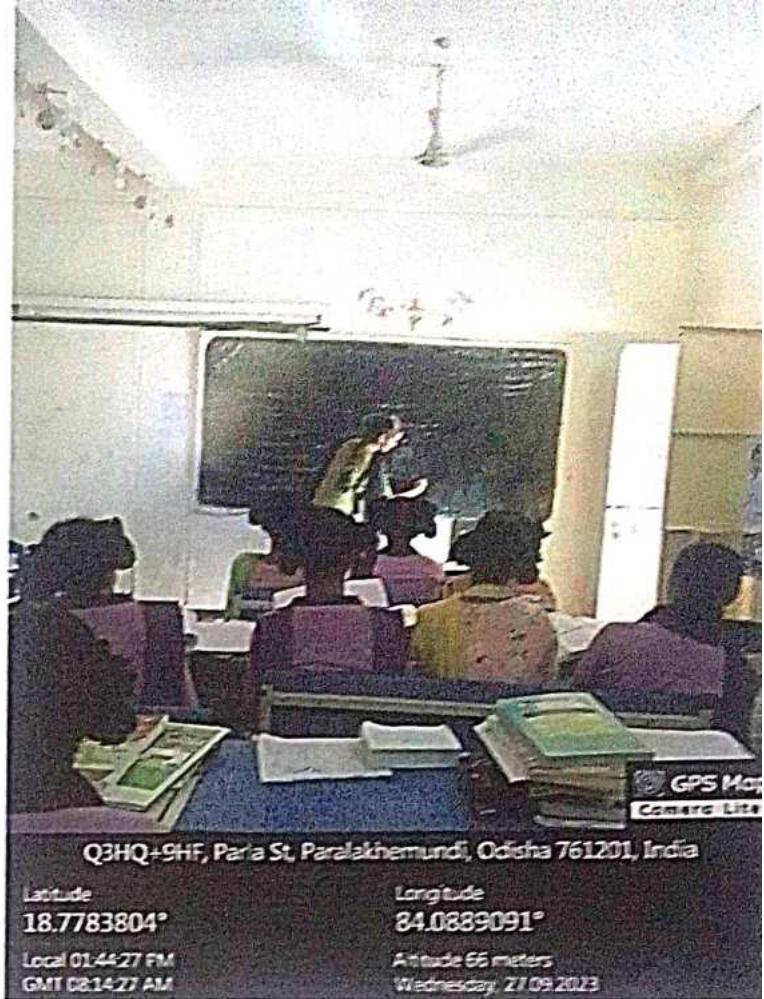
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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
20/10/23

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.