

# 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: NARTHU. NEELA CHALANI

Name of the College: Govt. Degree college (men) Srikakulam

Registration Number: 2182001050027

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

Name & Address of the Intern Organization

Vaniaka Gramam  
Sachivalayam, Vaniaka,  
Kaviti (Mandal), Srikakulam  
(District).

DR. B. R. AMBEDKAR University  
YEAR

## An Internship Report on

Functioning of Grama Ward Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc (MPCS)

Under the Faculty Guideship of

Nvs Sridevi

(Name of the Faculty Guide)

Department of Computer Science.

Government Degree college (Men)

(Name of the College)

Submitted by:

N. Neelachalam

(Name of the Student)

Reg.No: 2022001050027

Department of

Government Degree college (Men) Srirakulam

(Name of the College)

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

-----<<@>-----

## Student's Declaration

I, Nanthu Neelachalam a student of B.Sc (MPCs)  
Program, Reg. No. 2122 001050027 of the Department of computer science  
College do hereby declare that I have completed the mandatory internship  
from 18/8/2023 to 30/09/2023 in Varaka Grama <sup>sachivalayam</sup> (Name of  
the intern organization) under the Faculty Guideship of  
NVS Sridevi (Name of the Faculty Guide), Department of  
computer science, Govt. Degree college (men) Snilakulam  
(Name of the College)

N. Neelachalam  
30/09/23  
(Signature and Date)

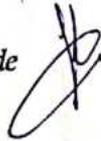
## Official Certification

This is to certify that Marthi Neelachalam (Name of the student) Reg. No. 2122001050027 has completed his/her Internship in Varakagrama Sachivalayam (Name of the Intern Organization) on functioning of Grama wand Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Computer science in the Department of Govt degree college (men) (Name of the College).  
Srikakulam

This is accepted for evaluation.

### Endorsements

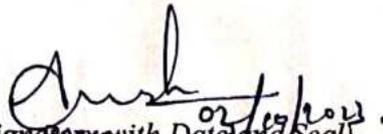
Faculty Guide



Head of the Department



Principal

  
(Signature with Date and Seal)  
SECRETARY  
VARAKA GRAMA PANCHAYA  
Kaviti Mandalam SKL Dist

## Certificate from Intern Organization

This is to certify that Narthu Neelachalam (Name of the intern)  
Reg. No 2122.001050027 of Govt Degree College (Men), SKL (Name of the  
College) underwent internship in Varaka Grama 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  
PANCHAYATI SECRETARY  
VARAKA GRAMA PANCHAYAT  
Kaviti Mandalam SKL Dist.

## Acknowledgements

I am deeply grateful to all staff members to the Varaka Grama ward Sachivalayam and also my mentor and advisors during this internship for their valuable advice and guidance. Their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship, the Varaka Grama ward 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. panchayati Raj Act - 1994. Says that local government governance in every village for the growth & development in a noticeable manner
2. Implementation of Grama ward Sachivalayam to Vender door to door devices to the house holders and its also developing in jorible manner.
3. Function of Grama ward Sachivalayam. It has mainly 10 types of functions
4. objection of Grama ward Sachivalayam. It has mainly
  - \* sustainable development
  - \* Door to door Service.
  - \* Health and hygienic condition.
5. Out come of Grama ward Sachivalayam.
  - \* providing basic needs to the health. had.
  - \* All service of to on stop.
  - \* Early solution to all problems.

## 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 local government facilities set up in the Indian state of Andhra Pradesh to decentralize the administration by making services & welfare services of all government departments available at one place.

### Vision Mission of values :-

- \* providing various citizen services at a shortest possible type.
- \* single window service system
- \* door to door service & welfare of home.
- \* providing ~~ambjeint~~ <sup>ambient</sup> environment for all living.  
organization
- \* planning GRDP (Grama panchayat Development program)
- \* citizen satisfaction in the ultimate aim of an organization.

\* 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 digible.

### Rules and Responsibilities:

\* panchayat secretary :- Grama Sachivalayam convenor able to collect taxes and other welfare.

\* VRO :- 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.

\* Electrical assistant :- electricity supply and street light.

\* Agricultural MPO's :- monitoring the village agricultural work, suggestion, marketing.

\* Digital assistant :- monitoring the village in single window system.

\* Welfare assistant :- person distribution, dwarka Mohila, house construction.

### 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.

- \* version Service of Grama Sachivalayam.
- \* Various welfare schemes.
- \* on going projects / contraction.
- \* public Distribution system (PDS)
- \* Grama sabha.
- \* Working of each functionalization.
- \* field weights
  - 1) Renecessary of agriculture land
  - 2) Household survey.
  - 3) Antenatal survey
- \* preproduction of natural calamities.

### 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	Organisation structure	Achoke
Day-2 19-8-23	Various functions and their responsibility	organisation working hands	Achoke
Day-3 21-8-23	various functions and their defined. were and responsibility	- no -	Achoke
Day-4 22-8-23	Field visit by ANM PM - Jay Survey	Implementation of PM - Jay Scheme	Dillamma ANM
Day-5 23-8-23	Field visit by ANM An mental Survey	How ANM's are visiting regularly to pregnant womens	ANM Dillamma
Day-6 24-8-23	Field visit by WPS School visit	Awareness programme of Disha	Habila

## WEEKLY REPORT

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

Objective of the Activity Done: Staff members of Grama ward Sachivalayam

### Detailed Report:

Main functions are in follows

1. panchayati secretary
2. digital 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.

over all - in charge is panchayat secretary who is maintaining all the activities in and around.

field visit by ANM gives an opportunity how well the organisation staff is behaving with the villagers.

ACTIVITY LOG FOR THE ~~SECON~~ WEEK  
second

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	<i>Ashoke</i>
Day-2 26-08-23	Roles and responsibility of VRO and village surveyor	Ration distribution system and house hold recognition & types of cards	<i>PN</i>
Day -3 28-08-23	Responsibility of agriculture assistant	Types of crops & seeds & fertility	<i>Simha</i>
Day -4 29-08-23	Responsibility of veterinary assistant	Role in animal disease control & preventive and care	<i>Harsh</i>
Day -5 31-08-23	Role of welfare and education assistant & visits	visit the schools & cleanliness of associated items & upload in IMHS app	<i>Jaip</i>
Day -6 1-09-23	Field visit by VRO- PDS distribution.	Door to door delivery of public distribution of house hold	<i>PN</i>

## WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue Officer (VRO), and digital Assistant

Detailed Report: Delivering of divisions (citizen) of a shorter possible time.

1. Inverse of caste & income.
2. Mutation (Land)
3. Family member certificate
4. Birth & death confirms

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

1. YSR premium.
2. YSR chayutha
3. Rice card.
4. YSR Ammavadi
5. YSR vidyadevna.

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

Field Activity: - Land resurvey using "oops" 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	Dinuja
Day-2 4-09-23	Division and responsibility of engineering assistant	on going work requirements and measures	Jaya
Day-3 5-09-23	Field activity :- SDG Survey PM - Jay Survey	knowing well about sustainable development and grow with process	Ashoke
Day-4 7-09-23	Household Survey pos distribution	knowing about type of household & their eligibility	pn
Day-5 8-09-23	Online Service by digital assistant	know how to apply caste / income certificate	Ashoke
Day-6 11-09-23	De-brief on last 5 days activation	overall i learned maintenance & implementation to do better for nation	Dileep

## WEEKLY REPORT

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

Objective of the Activity Done: ANM

### Detailed Report:

During the untill by ANM we united 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 Mahila police visited house to educate the children for good and bad touch. Awareness for the girls 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 women an 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.	Ashok
Day-2 13-09-23	definition of GPPP and its objection overcome	development processes	Ashok
Day-3 14-09-23	Funds allocated to gnama punchayat	General fund, for 15 <sup>th</sup> finance full management	Ashok
Day-4 15-09-23	Household Survey of System 1,2,3,4,5	Most likely of income survey	N. parvathi
Day-5 16-09-23	House hold survey of cloths 6,7,8,9,10.	categories of household.	N. parvathi
Day-6 19-09-23	Household Survey of 11,12,13,14,15	Categories of household	N. parvathi

## 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 Life Agreement

In Grama Mand Sachivalayam, there are more than 546 services, 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

GPOP - Grama panchayat development programme.

It is a planning program for the development of the Grama panchayat.

- Sanitation planning
- Road repair planning
- Street light position/Repair
- Now over need towns

Steps for smooth start of development act in Grama panchayat found are being held.

General funds :- House tax/property tax  
15<sup>th</sup> finance - Gramin 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	Ashoke
Day -2 22-09-23	Welfare calendar for the year 2022-2023	planned execution and implementation of welfare scheme	Ashoke
Day -3 23-09-23	Field visit:- what is gram panchayat? what is agricultural land? what is dry land?	Basic knowledge of a village staff and boundaries	Ashoke
Day -4 27-09-23	E-kyc mandatory for all the welfare schemes How E-kyc is done	digital literacy using mobile/Smart phone	Ashoke
Day -5 29-09-23	six step validation of eligibility for all welfare and non-welfare schemes	digital literacy training acquired	Ashoke
Day -6 30-09-23	De brief of all the 5 days activation	very in form - active.	Ashoke

## WEEKLY REPORT

WEEK - 5 (From Dt. 20-09-23 to Dt. 30-09-23)

Objective of the Activity Done: welfare 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 fisherman

All these type of pension have different eligibility criteria.

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

E-kyc (Electronic Know your citizen) which given, then the live location of the citizen. It is mandatory for all the households for all welfare schemes.

six step verification to make eligible for a scheme.

- 1) No get =Employee in household.
- 2) No income tax pay in household.
- 3) No more than 3 access of agriculture land
- 4) No four welfare holds
- 5) electricity consumption more than 300 units/months
- 6) 1000 sq field 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, knowledgeable & kind people. In this organization all staff are very punctual in attending office.

\* 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 accountability, which keeps the system worthy.

\* Myself improved of this organization working culture.

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

★ Each work in systematical manner.

Application program → Digital Assistant

Field verification → welfare Assistant

Third party verification → Administrative staff

pre-applied - VRO

final - applied - VRO / VAO.

Everyone is using the technology hand work to avoid duplicacy and provide Services to eligibility candidates of any scheme.

1. Biometric division

2. Android Smart phones

3. IRIS scanners

4. Face ~~Authere~~ Authentication

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

In student purpose thumb verification for VRO.

The face authentication for attendance to the staff officers.

**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 & analytical skills.

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

For doing any task, procedural knowledge, secondary planning and thirdly the procedure implementation.

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

\* My communication skills are modify and improve myself communication with different people in different places.

\* My written communication is improve. by writing evolution description I thoughts

\* My confidence levels are very high and I will continue to do further projects

\* My Anxiety levels are very low. I am very patient and listen to music whenever I feel low. & learn more management technology.

\* I always respect everyone. when I see them. whenever they do good things like helping others, cleaning the environment. etc.

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 space with the point to point and clarity on the topic and will be clear on what I am saying.

\* I also encourage often to participate in the discussion of sharing their ideas.

\* I always conclude the group discussion in a friend and family manner, not

\* Respect the co-participant ideas and words.

\* Respect the team leader and I give full support and do hardwork to get not only my success but also to get our team success

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 :-

- \* Handling of smart phones
- \* Biometric division.
- \* IRIS scanner.
- \* Face authentication programme.

which given the relative procedure of the (realistic procedure).

Secondly :-

Using E-pos machine in pos.

thirdly :-

(i) Using "Cops" & "Reven" in land re-namely program

(ii) using maps in identification of markers in land assignment program.

## Student Self Evaluation of the Short-Term Internship

<b>Student Name:</b> Nanthu. Neelachalam	<b>Registration No:</b> 21220010500 27
<b>Term of Internship:</b>	<b>From:</b> 18/08/2023 <b>To:</b> 30/09/2023
<b>Date of Evaluation:</b>	
<b>Organization Name &amp; Address:</b> Vanaka Grama Sachivalayam, Kaviti (mandal), Srikakulam (Dt.)	

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	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5 ✓

**Date:**

N. Neelachalam  
Signature of the Student

## Evaluation by the Supervisor of the Intern Organization

<b>Student Name:</b> Nanthu. Neelachalam	<b>Registration No:</b> 2122001050027
<b>Term of Internship:</b> From: 18/08/2023	To: 30/09/2023.
<b>Date of Evaluation:</b>	
<b>Organization Name &amp; Address:</b> Vozaka Grama Sachivalayam.	
<b>Name &amp; Address of the Supervisor with Mobile Number</b>	

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

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

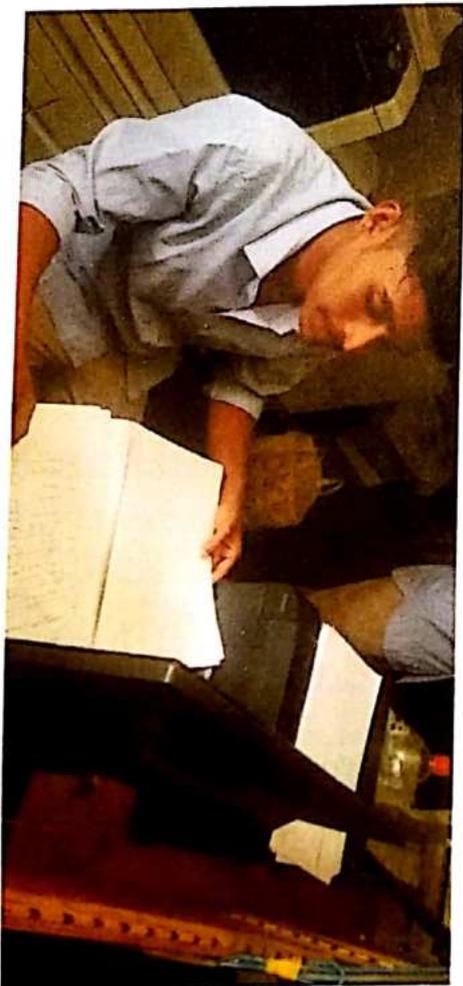
Rating Scale: 1 is lowest and 5 is highest rank

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

**Date:**

  
**Signature of the Supervisor**  
 PANCHAYAT, SECRETARY  
 VARAKA GRAMA PANCHAYAT  
 Kaviti Mandalam SKL Dist.

PHOTOS & VIDEO LINKS



## EVALUATION

## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.

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

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



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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