

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:

Nandini Sandhya Rao

Name of the College:

Government Degree College (A. W.)

Registration Number:

2122001050022

Period of Internship:

From:

To:

Name & Address of the Intern Organization

Gowri Vaidya Foundation
Maddur

Basavankur University
YEAR

An Internship Report on

Grama Sachivalayam Services.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science In M.P.CS

Under the Faculty Guideship of

Mrs N.V.S Sridivi Killa.

(Name of the Faculty Guide)

Department of Computer Science

Government College for (men) Sriakulam (001)

(Name of the College)

Submitted by:

Navini. Sandhya rani

(Name of the Student)

Reg.No: 2122 00105 0028

Department of BSc (computers)

Government Degree College (men) - Sriakulam.

(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, Navini. Sandhya rani a student of Internship
Program, Reg. No. 262101050028 of the Department of Govt degree college new Sri kakulam.
College do hereby declare that I have completed the mandatory internship
from 18/8/23 to 30/9/23 in Sachin layam (Name of
the intern organization) under the Faculty Guideship of
Mrs N.V.S Sridevi Kella (Name of the Faculty Guide), Department of
BSC (Computers) M.P.C.S, Government degree college new Sri kakulam.
(Name of the College)

N. Sandhya rani.
(Signature and Date) 30/09/23

Official Certification

This is to certify that Navini. Sandhya rani. (Name of the student) Reg. No. 2122001050028 has completed his/her Internship in Sachivalayam, (Name of the Intern Organization) on Short term internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (Computers) M.P.CS in the Department of Govt degree college men (Name of the College).
Srikakulam.

This is accepted for evaluation.

A.S. Begi
11/10/23
(Signatory with Date and Seal) by
Fareedpore Grama Palanayat
Etchuru Mandal
Srikakulam Dist.

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Navini Sandhya Rani (Name of the intern)
Reg. No. 2122001050028 of Govt Degree College (WU) (Name of the
College) underwent internship in Grama Ward Sachivalaya (Name of the
Intern Organization) from 18/8/2023 to 30/9/2023 (Thirteen days only)

The overall performance of the intern during his/her internship is found to be
Satisfactory (Satisfactory/Not Satisfactory).

G. Sily
30/9/23
Village Revenue Officer
Authorized Signatory with Date and Seal
Etcherla Mandal

Acknowledgements

I am deeply grateful to all staff members to the Fareedpeta Grama ward Sachivalayam. and also my mentors 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 Fareedpeta Grama ward Sachivalayam provided me with valuable insights and 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.

Contents

S.No	Contents	Pag-No
1,	Instructions to Students.	02 to 03
2,	Students de-claration.	04
3,	Official Certification.	05
4,	Certification from Intern organization.	06
5,	Acknowledgements.	07
6,	Contents.	08 to 09
7,	<u>Chapter - 1</u> : Executive Summary.	10
8,	<u>Chapter - 2</u> : Overview of organization.	11
9,	<u>Chapter - 3</u> : Internship part.	12
10,	Activity log for $\Rightarrow$ first week	13 to 14
	Second week	15 to 16
	Third week	17 to 18
	fourth week	19 to 20
	fifth week	21 to 22
	Sixth week.	23 to 24
11,	<u>Chapter - 5</u> : Outcomes description	25
12,	Real time technical skills.	26

S.No	Contents	Page No
13,	Managerial Skills,	27
14,	Improve communication skills,	28
15,	abilities in group discussions and team activity.	29
16,	technological developments.	30
17,	Students self evaluation in the period and internship.	31
18,	Evaluation of the organisation.	32
19,	photos & video links.	33
20,	Evaluation.	34 to 36
21,	Internal & External evaluation in Internship.	37 to 38
22.	Marks statements & internal assessment statement.	39

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.

An Executive Summary is a short document (or) section of a document produced for business purposes. It summarizes a longer report (or) proposal (or) a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

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

In Sachivalayam there are 11 staff members.

In the Sachivalayam staff members name are,

- 1) panchayat Secretary.
- 2) VRO (Village Revenue Officer).
- 3) Survey assistant,
- 4) ANM,
- 5) veterinary & fishery assistant,
- 6) women police,
- 7) Engineering assistant,
- 8) agriculture assistant-
- 9) digital assistant
- 10) 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.

* Grama ward Sachivalayam is also known as village Secretariats set up in the Indian State of AP to decentralize the administration by making services and welfare services of all government department available at one place. Andhra Pradesh was the first state in India to launch village Secretariats to deliver services. It was inspired by Gandhi Jayanti, since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes village becoming self-sufficient, autonomous entities. Establishment of village Secretariats was one of the promises made by YS Jagan Mohan Reddy his Praja Saukalpa Yatra.

* It is used to making services and welfare services of all government departments available at one place.

* Government of AP appoints village volunteers to deliver services.

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 interact with the working of the departments, they selected.
- * Grama ward Sachivalayam was the organised which one I choose, The candidates between 18 to 42 years of age are eligible for AP grama ward Sachivalayam Exam. The required educational qualifications are different according to the different posts.
- * There were some schemes that are introduced in the Government of Andhra Pradesh, like YSR Annamadi scheme, YSR rice card, YSR Navaratnam, YSR vasathi decma etc. ...
- * It helps the citizens of AP to survive and to have an basic education for the children. All these schemes are applied to the people belonging to below poverty line (BPL) in the state.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interaction with the Staff, Internship students about Grama Sachivalayam Self Interaction.	Coordination b/w Employers interaction with people administration work	Maya
Day - 2	villages in Sachivalayam about those villages map about the villages	Program places in the Sachivalayam village. Statistics	Maya
Day - 3	About resurvey theme about forced revenue village boundaries	Discusses about resurvey bring some peoples together	Maya
Day - 4 11/9/2023	ANM says that she has to visit at least 30 household in her allocated area	She checks that what kind of problems faced by peoples	Rajija H.P.H.A.B Forced Revenue S/C
Day - 5 13/9/2023	Register pregnant women in 12 weeks Ensure Care	She care in pregnancy and child birth	Rajija H.P.H.A.B Forced Revenue S/C
Day - 6 16-9-2023	Identify women in need of nutrient health education. nation of pregnancy	She refer to nearest health facility and care	Rajija H.P.H.A.B Forced Revenue S/C

WEEKLY REPORT

WEEK - 1 (From Dt. 15/08/23 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 between Employees interaction with people administration work.
- * The second day villages in Sachivalayam about the villages statistics data, to draw the village map.
- * The third day about Resurvey theme about Revenue village about Resurvey theme revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	undertake the application / grievances from volunteers	maintain and update MIS Reports.	Maya
Day - 2	fill Service application forms on behalf of Citizens / volunteers	manage routine office activities such as file mab + comp...	Maya
Day - 3	provide informations to citizens on enquiry of application formats	upload the approved plan in Gram or panchayat development (GPD)	A. S. Beg
Day - 4	IDA Submission of daily reports to panchayat secretary	panchayat Secretary visit the daily reports of DA	A. S. Beg
Day - 5	DA Explains that attend to duties as entrusted by the panchayat Secretary	All employees work under the panchayat Secretary	A. S. Beg
Day - 6	DA Explains that he attends to protocol duties, Govt special program	He must attend the all govt program	Maya

WEEKLY REPORT

WEEK - 2 (From Dt. 25/08/23 to Dt. 31/08/23)

Objective of the Activity Done:

about DA (Digital Assistant)

Detailed Report:

Digital Assistant.

- * about as service & information provider, front office in-charge, to the public at village Secretaries.
- * Upload the proved plan in Gram panchayat development plan (GDP) in the plan plus software.
- * Manage maintain and update MIS containing the database of the village Secretaries.
- * Ensure digital services to the public effectively that are provided mandatorily by the local government like birth & death, property valuation, Tax demand etc.
- * Attend duties of other functional assistants as and when required.
- * Submit daily Reports to panchayat Secretary.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AS services & Information provider, front office In-charge	under the public at village Secretariat	Maya
Day - 2	DA shall provide information to the citizens and grievance on enquiry on application form	Attend to spare and grievance redressal.	Maya
Day - 3	He says that he attends duties of other PAs as and when required	Remit created amount in respective amount	Maya
Day - 4	operate as people friendly single window service delivery point	In follow first come, first serve basis	Maya
Day - 5	provide Information to citizens to enquiry application formats	the form filling procedure, endoscopy required	Maya
Day - 6	Data entry and updates of records for beneficiaries	Delivery of service/document certificates.	Maya

WEEKLY REPORT

WEEK - 3 (From Dt. 1/09/23 to Dt. 8/09/23)

Objective of the Activity Done: about DA Digital assistant.

Detailed Report: Digital assistant.

- * Attending office and entering all the details Related to Communications/ Applications in the Inward register and shall place it before Panchayat Secretary for Initials and distribution.
- * Attend the duties as entrusted by the Panchayat Secretary.
- * Regular updation of MIS reports.
- * Updation of all the records maintained by the Gp including finances and related soft wares.
- * Submission of daily reports to Panchayat Secretary.
- * He shall attend the protocol duties, Government special programme and election duties.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	village surveys measure and features such as depth and shape	attending office registering day movement in register	Maya
Day - 2	They examine previous and records to verify data from on-site survey	collect land maps records and proceed filed for attend survey	Maya
Day - 3	Surveyors also prepare maps and reports and represent result	Attending of record work and uploading of survey data.	Maya
Day - 4	village survey told that attending of record work and upload	she upload the survey data on survey records	Maya
Day - 5	VS collect the land maps and records and proceed filed for attend survey	she has all village land maps and records	Maya
Day - 6	VS Inspections to take action against unauthorized logous or	she take action against unauthorized constructions	Maya

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23 to Dt. 16/09/23)

Objective of the Activity Done: About vs (Village Surveyor)

Detailed Report: Village Surveyor.

- * attending office, Registering day movement in movement Register, Collect land maps / Records and proceed field for attend Survey petitions.
- * Inspection of lands proposed for logouls.
- * attending field Survey by government programmes.
- * attend general duties and duties & other functional assistants as and when required.
- * Any other duty entrusted by panchayat Secretary or other higher authorities.
- * maintain the village maps, field measurement books, R&R (Re Survey record) / Stone Survey registers, Enchosed Registers and Demarcation registers street Survey records.
- * Survey Assistant shall prepare / Convert of manual land Records into graphic records using Bhumithi Collabland other CAD software and adopted by the Department of Government.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19-09/2023	ANM says that she has to visit at least 20 house hold in her allotted area per day	She checks that what kind of problems face by peoples	Rajjia M.P.H.A.I.T Fareed Reta S/c
Day - 2 20-9/2023	ANM uploading of daily Reports like. HTMS & HTP-IDSP etc	She enroll the daily health report in government records	Rajjia M.P.H.A.I.T Fareed Reta S/c
Day - 3 21-9/2023	One sp the daily activity of ANM is Search for NCD-Diabetes	She find the which diseases caused by people	Rajjia M.P.H.A.I.T Fareed Reta S/c
Day - 4 22/9/23	Register pregnant women in 12-weeks & ensure care	She care in pregnancy and child birth.	Rajjia M.P.H.A.I.T Fareed Reta
Day - 5 20/9/23	She must participate the In Immunization programmes	She Screen, treat report fever case and give health education	Rajjia M.P.H.A.I.T Fareed Reta S/c
Day - 6 25/9/2023	Identify women in need of nutrient medical amination of pregnancy	She Refer to nearest health facility and care	Rajjia M.P.H.A.I.T Fareed Reta S/c

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 mid wife (ANM)

- * As part of ANM's routine daily activity she has to visit at 30 household in her allotted area and cover the following activities with the help of ASHA's attached to her.
- * 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 and fever survey and collection of blood smears.
- * Uploading of daily reports [HMs & HIP-Iasp], Aushadi] in central and state portals.
- * Motive all pregnant women for institutional deliveries. Attend Government Specials programmes.
- * Search for NCD - Diabetes, Hypertension, Cancer. of other life style disease.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 26/9/2023	She should work under the administrative central of medical AHC	Technical Supervision and guidance of Female Health Supervisor	Rajija H.P.H.A.B Fareed Reta S/c
Day -2 27/9/2023	She should stay at her official head quarters	She available for the community for all, maternity	Rajija H.P.H.A.B Fareed Reta S/c
Day -3 28-9/2023	She should be in uniform with Identity Card	Maintain all the record and reports under RCH	Rajija H.P.H.A.B Fareed Reta S/c
Day -4 29-9/2023	ANM should prepare map of her allowed area	Records all the birth and deaths according to area	Rajija H.P.H.A.B Fareed Reta S/c
Day -5 30/09/2023	She collect data of all parameters and keep family health	Assist the medical Supervisor and family health supervisor	Rajija H.P.H.A.B Fareed Reta S/c
Day -6 1/10/2023	All the ANMs have to discharge all the duties as assigned by AHC	Attend to such other duties as entrusted by office	Rajija H.P.H.A.B Fareed Reta S/c

WEEKLY REPORT

WEEK - 6 (From Dt. 25/09/23 to Dt. 30/09/23)

Objective of the Activity Done: About ANM

Detailed Report: Auxillary Nurse midwife

* work under the Administrative control of the medical Officer primary Health Centre (PHC) and technical Supervision and guidance of female health Supervisor.

* stay at her official head quarters and available for the community for all maternity care services

* Discharge all the duties as assigned by the primary Health Center (PHC) medical officers.

* provide Immunization for pregnant women with Td (Tetanus and adult diphtheria).

* maintain all the records and Reports as prescribed under Reproductive and child health care (RCH).

* prepare the action plan for her area with help of female Health Supervisor.

* Conduct population screening for hypertension Diabetes / Common cancers and other NCDs.

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 of to be reserves for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training internships 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. Internships are utilized in a number of different career fields, including architecture, engineering, healthcare, economics, advertising and many more.
- * 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)

- * Skills the ability to do something well. many people that are skilled in a certain activities. Skills 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 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 other, or people. skills, depending on the industry, you may be in interacting with toward a common goal. As part of a team, you work with workers and managers.
- * As an intern, 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 the capacity to work with others toward a common goal. As part of a team, you have to understand your own 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 practise of understanding developing and deploying people and their skills. management skills are abilities and traits needs to perform certain duties, usually as it performs communicating well, and motivating employees.
- * I can do manage the one skills that is bring some people together to explain the elections and awareness and the about Resurvey. This is very useful to our real life that is firstly about Resurvey.
- * The Resurvey project includes properties in urban areas part from Rural areas. The ultimate goal of a resurvey is to create a database of all immovable properties that serves as a conclusive record of titles.
- * To ensure your property is free of any trespasser, conducting a land survey is necessary, to apply for a land Survey also I discussed that is firstly you need to contract the Tahasildar of the particular area. Next download the application form and fill every column carefully.

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 villages and about Jagatanna schemes.
- * In the part of villages, I think about, how is life in the villages and do you have enough resources and also is life easy here. There are many questions raised in my mind so, I can prepare a essay in my village.
- * My village namely Fareedpeta. It is situated near a seashore. It is also paradise of beauty, freshest peaceful. The people of my village mostly like farming. This village is also so calm and so silent. and also called the rural part of the country. It is called rural because it doesn't have modern facilities like cities.
- * The life in my village is full of contentment and happiness, as people are not in a hurry like in city life. Villagers people live a very simple life. My village is also known as beauty of nature because it can be experienced in a village as it is surrounded by trees, 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 Card, How member addition in Rice Card and by birth addition. How to add members 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 and urban area respectively. the Rice Card application is visit nearest Ration office means the applicant has to go to office to get the D, application form.
- * A copy of the application form can also be download from the net next complete Ration application form, the applicant has to fill in all the details of the family members correctly without any errors. there should not be any over writing and the applicant needs to have all the documents before entering the details.

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 scope (Solid waste processing centre). These sheds are constructed for this purpose, where segregated compostable and non-compostable waste from house holds are 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 hosting events were held at the solid waste processing centres (SWPC). where the core sanitation activities have been taking place, rather than at the usual venues, such as gram panchayat offices, educational institution(s) public spaces.
- * According to official data, the 75th Independence day were organising in all 13 districts of the state at waste sheds. as per the instructions of the commissioner, Panchayat, Raj and Rural development, the events also promoted the ongoing Tagaruna Sankalpa Sankalpam, envisioned by the Chief minister of Andhra pradesh.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Naviri. Sandhya rani</u>	Registration No: <u>2122001050028</u>
Term of Internship: <u>two months</u>	From: <u>18/08/23</u> To: <u>30/09/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Grama ward Sachivalayam, fareedpet, PIN-532412</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

N. Sandhya rani
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Naviri. Sandhya rani</u>	Registration No: <u>2122001050028</u>
Term of Internship: <u>two months</u> From: <u>18/08/23</u>	To: <u>30/9/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Grama ward Sachivalayam foreedpeta</u>	
Name & Address of the Supervisor with Mobile Number <u>B. Manoj Kumar sir, 89Kakulam.</u> PIN- <u>532410.</u>	

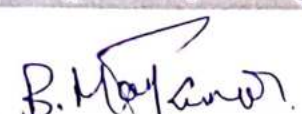
Please rate the student's performance in the following areas:

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

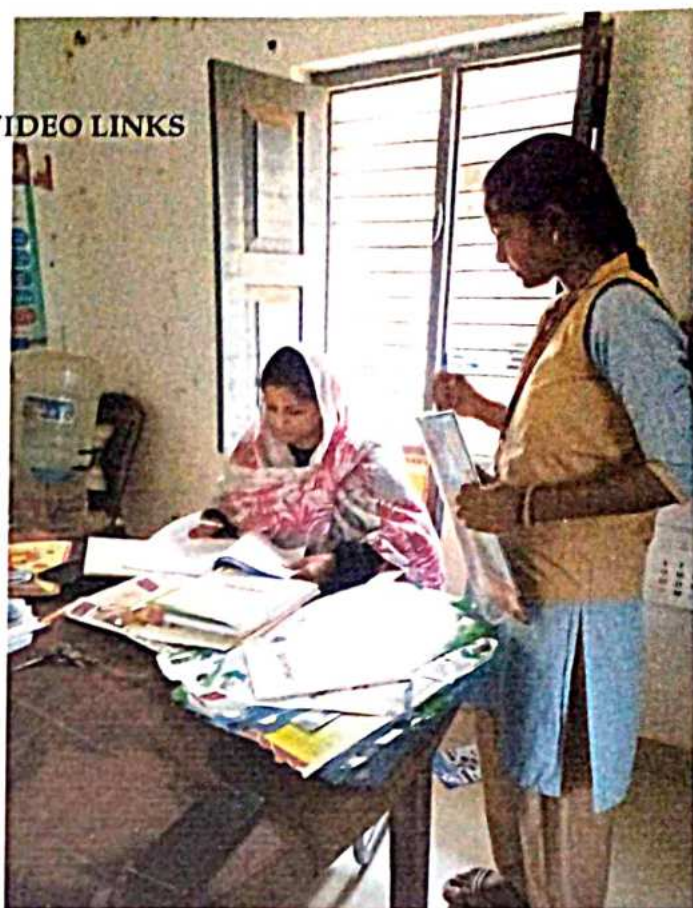
Rating Scale: 1 is lowest and 5 is highest rank

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
 FOREEDPETA SACHIVALAYAM
 ETCHERLA MANDAL

PHOTOS & VIDEO LINKS



EVALUATION

- * This Evaluation form is to be completed by the Supervisor at the end of the semester. The purpose of this Evaluation is to assess the overall performance of the Intern and to provide guidance to the Intern in terms of professionalism and workplace readlines.
- * The Intern's evaluation should focus on their time with Company, how valuable they find the Internship was and what they learned. Good things to touch on are processes in the Internship on boarding, off-boarding etc -- as well as mentorships and the work they were assigned.
- * Evaluation provides a systematic method to study a program practice, intervention (or) initiative to understand how well it achieves its goals. Evaluation help determine what works well and what could be improved in a program (or) initiative.
- * A Good Evaluation Synthesizes the findings and gives a clear diagnosis with supporting evidence. It should state the extent of the problem as well as highlight competencies and give a reasonable estimate of the outcome any emotional (or) social features (either adverse (or) positive) also need to be addressed.

* For example, education evaluation is a method and to prove, if the expectations and aims of an educational process reflect reality. Educational evaluation is the process by which teachers, schools, and students are the degree to which students integrate and understand information.

* The result of an evaluation is an educational setting may determine whether eg:-

✓. a course will continue to be offered.

✓. A particular text book will be used.

✓. A teacher gets promoted,

✓. A student passes to the next grade.

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

Objectives:

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

Assessment Model:

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

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

MARKS STATEMENT
(To be used by the Examiners)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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