

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: *Peddinti, Dilip*

Name of the College: *Government degree college (Men)*

Registration Number: *2122001050035*

Period of Internship: From: *18/05/2023* To: *30/09/2023*

Name & Address of the Intern Organization

Gopama Sachinbalayam

Singapuram Village;

Pathapatnam; Srikalahasti;

Andhra Pradesh; 532213

Arbhadkar University **University**

YEAR

An Internship Report on

Gyana Sachibhayan Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Science (MPCs) (B.Sc)

Under the Faculty Guideship of

MR MVS Prithvi Kella

(Name of the Faculty Guide)

Department of

Goverment degree college (gen) Sakataram

(Name of the College)

Submitted by:

P Dilip

(Name of the Student)

Reg.No: 2122001050035

Department of

B.Sc Computers) MPCs

(Name of the College)

Certificate from Intern Organization

This is to certify that peddinti Dilip (Name of the intern)
Reg. No. 9122001050035 of govt degree college (M) (Name of the
College) underwent internship in Ganapathi Chaitanyam (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).

α

Pr. Arun
Authorized Signatory with Date and Seal

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, peddinti Dilup a student of _____
Program, Reg. No. 2122001050035 of the Department of govt. degree college (M) SKLM
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in gama sachiwalayam (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
B&C (MPCs) government degree college (M) Sri Kalahasti.
(Name of the College)

P. Dilup.
(Signature and Date)

Official Certification

This is to certify that Pedinti Dilup (Name of the student) Reg. No. 2122001050035 has completed his/her Internship in gama Sachibaram (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPCs) in the Department of govt degree college CM (Name of the College).

This is accepted for evaluation.

Bs - Cmp
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Acknowledgements

I am deeply grateful to all staff members to the Singapuram Grama Sachivalayam and also my advisors during this internship for their invaluable advice and guidance. Their industry experience and help me to better understand the company and industry and allowed me to make the most of my internship.

Throughout the internship the Singapuram Grama Sachivalayam provided me with valuable insights and guidance and helped me to navigate my tasks and Responsibilities.

They were always available to answer my questions and provide support and their wisdom and helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.

I would not have been able to gain this valuable experience.

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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.

—An executive summary is a short document (i) section of a document product of business purposes it summarizes a longer report (ii) proposal (iii) 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 activity is performed in the internship during the internship period of time. the activities are to collect all the details and write the notes of all activities done by staff members.

In Sachivalayam there are 11 members

- * pachayat secretary :- grama pachayat Sachivalayam able to collect the taxes, and other welfare work under grama Sachivalayam. area.
- * VERO :- (should monitor the local and ration food supply in villages.
- * Survey Assistance :- should survey of all village health monitoring and scheduling healthy camps in villages.
- * ANM :- (should be responsible for village health monitoring, and scheduling healthy camps in villages.
- * Veterinary and fisher Assistant :- life stock, dairy and fishes
- * Women police :- Counseling (security and.) other important ruler in village.
- * Engineering Assistant :- water supply, grama Sachivalayam and village engineering work.
- * Agricultural Assistant :- Monitoring Agriculture work.
- * Digital Assistant :- Monitoring the village in high window system.

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 Sachivalayam is also known as village Secretary, set up in the Indian state of A.P to decentralise the administration by making service and welfare services of all governments,

departments available, at one place. A.P was the first state in Indian to launch village secretariats to deliver services. It was launched by Gandhian Sir. The scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that provides villages becoming self-sufficient, autonomous entities. Establishment of Village Secretariats was one of the pioneer moves by Y.S. Jagan Mohan Reddy, his Praja Sakalpayatra.

- * It is used to make service and welfare services of govt. government departments available at one place.
- * govt of AP appoints Village Volunteers to deliver service.
- * It was launched on Gandhi Jayanthi
- * Since the scheme was inspired by Mahatma Gandhi
- * Village Secretariats were first launched on Oct 2nd 2019 on the event of Mahatma Gandhi Jayanthi
- * The notification for the village/ward secretariat has been released on 27th July 2019
- * It is used to provide the public conveniently

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 organization for a limited period of time.

As an internship program organised by the govt in order to select the students to observe and interact with working of department they selected.

grama sachivalayam was the organization which one choose the candidates b/w 10 to 12 choose the condition b/w eligible for AP grama Sachivalayam exam. the Required educational organization are different according to the different Party

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
DA Day - 1	He undertake application of greencard from volunteers.	maintain and update MTS Reports	K. DA
Day - 2	fill service application form on behalf of. citizen / volunteer.	Manage workflow, office activities such as file maintenance.	K. DA
Day - 3	Provide information to citizen an enquiry of application format	upload the approved plan in grama Panchayat development (GDP)	K. DA
Day - 4	DA submission of daily report to Panchayat Secretary	Panchayat Secretary visits the daily report of DA.	K. DA
Day - 5	DA explain the attend to duties as instructed by the Panchayat Secretary	All employees work under the Panchayat Secretary	K. DA
Day - 6	DA explain that we attend to protocol, duties and govt. special programs	He must attend all govt programs.	K. DA

WEEKLY REPORT

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

Objective of the Activity Done:

About digital assignment (DA)

Detailed Report: Digital Assistant

- * Act as Service & Information provider, front office incharge to the public at village secretariat
- * upload the approved (GAPP) in the plan plus software.
- * Manage maintain and update MIS containing the database of the village secretariat
- * Ensure digital services to the public effectively that were provided, modify by the local goal like, birth & other functionalities and when required
- * Attend duties of other functionalities, as when required.
- * Submit daily reports to panchayat secretary
- * Undertake applications/grievance from voters forward the same to concerned functional assistant for reviewed.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
EP Day - 1	Engineering Assistant Says that, he is technical Inspector of building	He give the permission of construction of building	Wmwa EWA
Day - 2	EA prepare the construction bill and prepare the quality control reports	construction bill granted by the EA	Wmwa EWA
Day - 3	EA attending government special programs & general duties	He must attend all govt programs	Wmwa EWA
Day - 4	Assists in planning and developing Engineering design projects	making plans using detailed drawings	Wmwa EWA
Day - 5	He prepares Engineering plans, follow specifications	preparing estimates and budgets	Wmwa EWA
Day - 6	Completing regulatory documents concerning safety issues	creating technical reports for customers	Wmwa EWA

WEEKLY REPORT

WEEK - 2 (From Dt 25/8/23... to Dt 31/8/23...)

Objective of the Activity Done:

About ENA

Detailed Report:

Engineering Assistant

- * Attend & inspect all engineering and civil work under Secretariat limits assigned by panchayat. Raj & Rural development. Rural housing and Sanitation. SSA department
- * Identify and Remove pipeline leakage observe value pipe to identify the leakages.
- * Maintain good sanitation drinking water sources public taps and hand pumps
- * Create awareness on low cost and Eco friendly models and suggest models for housing beneficiaries and other line departments
- * Conduct inspection of public buildings and school buildings and prepare fitness certificate periodically and submit the authority

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Walgare Neri Day - 1	Identify eligible beneficial IS schemes through Volunteers	Facilitate application process for eligible beneficiaries for schemes	Saritha (WEA)
Day - 2	with draw pension amount from bank and handle disbursement through Volunteers	undertake pension applications.	Saritha (WEA)
Day - 3	monitor implementation of pension amount from village volunteers	Under take verification and up loading data	Saritha (WEA)
Day - 4	monitor implementation of more scheme in all govt schools	BE - a part of village schools	Saritha (WEA)
Day - 5	Under take registration and bio-metric authentication of fresh students for term scheme.	Jhankani students biometric Authentication	Saritha (WEA)
Day - 6	Monitor implementation of physical verification of new pensioners	YBR Pension Kaanuka - grievance.	Saritha (WEA)

WEEKLY REPORT

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

Objective of the Activity Done: VS and VRO

Detailed Report: Village survey and Village Revenue officer

V.S :-

- * Attending office, Registering day movement, collect maps
- * Inspection of lands proposed for layout
- * Attending field surveys
- * Attending general duties and duties of other functions Assistant at and when required.
- * Resurvey Record (RSR) / stone survey, street survey

VRO :-

- * Maintenance of village revenue record and all village Revenue accounts promptly and accurately.
- * Collection of land Revenue and taxes, other,
- * The VRO will assist the Revenue functions in discharging the Executive and Registerial functions

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
VAA Day - 1	Conduct field visits forenoon as per need of the farmers.	undertake crop booking of crops	Sanjaya
Day - 2	Conduct field visits and interaction with farmers.	Disseminate latest & improve technologies to the farmers.	Sanjaya
Day - 3	Prepare integrated village action plan for agricultural and allied sectors.	People integrated village action plans for agri.	Sanjaya
VFA Day - 4	Role of fisheries co-operatives in enhancing fish production	Productivity in public water bodies	Chaiti
Day - 5	Fish nutrition and feed management	Types of feed feeding methods	Chaiti
Day - 6	harvesting fish using aquaculture equipment	Commercial fishing operation taking	Chaiti

WEEKLY REPORT

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

Objective of the Activity Done:

VFA

Detailed Report:

(Village fisher Assistants)

- * fisheries department has 3 types
① Inland . ② Aqua culture . ③ Marine
- * the department is responsible for matters relating to formulation of inland, marine and coastal fisheries and fishery institutions.
- * The village fisher assistant shall be responsible to their regular supervising officer.

AA:-

- * Field visits and interaction with farmers promoted village program. e-crop booking etc
 - * operation of Rythu Bazaras processing of partitions
- Received
- * Display minimum support price of various crops at Rythu Bazaras Kendhram
 - * Implementing central and state schemes related agricultural.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
ANM Day - 1	ANM says that she has to visit atleast 30 hours held in her allocated area per day	to check that what kind of problems faced by people.	P. Malathi MPHAF Singaperum Sachivalayam
Day - 2	ANM uploading of daily reports like HIMS & IHP - DSP etc	she control the daily health reports in govt records	P. malathi MPHAF Singaperum Sachivalayam
Day - 3	Register pregnant women in 12 weeks & ensure care of women health	she care in pregnancy and child birth.	P. malathi MPHAF Singaperum Sachivalayam
NPS Day - 4	grama Sachivalayam she carry darshi - visit anganawadi centre	she visit anganawadi centre and check the quality of food.	MP
Day - 5	she prohibit the awareness of child. wearing.	awareness of internal complaints committee	MP
Day - 6	gynec produce around, near endemic disease violence at work place act	awareness of people about Judicial acts	MP

WEEKLY REPORT

WEEK - 6 (From Dt. 29/12/23 to Dt. 30/12/23)

Objective of the Activity Done:

ANM

Detailed Report:

Auxiliary nurse, midwife and mphila police.

ANM :-

- * work under the administrative control of the medical officer Primary health centre and technical supervision all the Revenue.
- * maintain all the Records and Reports as prescribed under reproductive and child health care
- * prepare the plan for her area with the help of female health supervisor.

Mphila police :-

- * create awareness on the prevention of alcohol & drug abuse
- * create awareness about about gender-based violence
- * awareness on domestic violence, sexual harassment of women at work places, out, child marriages prohibition and ensure constitution and functioning of Internal Complaints Committee

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 as a way 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.
- * An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Concerns fields. Includes architecture, engineering, healthcare, economics, advertising and many more.
- * Some internships are used to allow individuals to perform research while others are specifically designed to allow people to gain first-hand experience with work you have applied for an internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have anything to offer. During your interview highlight instances where you have taken it upon yourself to contribute.
- * Your potential employer will appreciate to have someone to help someone on board who doesn't have to wait to receive direction for every task and who's willing to assist others with their work while taking initiative is important, so it is the ability to receive feedback.

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

Skill - the ability to do something well many people claim that are skilled in a certain activities. Skill can be the deciding factor in whether you will be very successful or unsuccessful. In certain activities in your life firstly the communication skill the communication occurs in variety of ways but primarily interested in your ability to write to speak. perfection to.

Today's work culture - whether your hoping to enter an organisation for a start up or well established often require even the most senior level executives to wear multiple hats. For example, one day you might find yourself supporting the sales team and the next day performing customer service.

Critical thinking refers to your ability to analyse and evaluate a situation or issue. & form a judgement. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles and to pose creative solutions to challenge.

It's something many of your professors have likely emphasized and is highly valued by employers.

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

- * Management skills are the practice of understanding developing people and their skill management skills are abilities and their needed to perform certain duties. usually as it produce to overseeing a team. such as solving problems, Communications well, and motivation Sachivalayam Employer.
- * An Election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.
- * Election thing machine also known as is voting using electronic meant to either and (b) take care of the charger of casting and counting votes
- * An EVM is designed with two units the central unit and the balloting unit. counting the Room which is called strong room is used to keep ballot boxes of polling In counting day in presence of controlling officer to open for counting in presence of Election for nominator, after successful completion of counting officer announce the election. naming who is the winner.

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 at the part of about villager and about Jagannanna Schemes

I am the part of villager, I think about how is life in the village, and do you have enough resources and also it like easy here there are many questions arise in my mind. So I can prepare a Essay in my village.

my village namely Kingapuram it is situated near MRO office, it is also paradise of beauty fresher peacefully. the people of my village mostly like farming this is very calm and silent. like farming this is rural part of the country, it is called of a Rural because it doesn't have modern facilities like cities

In my village, there is no pollution no noise and no rush. I feel very Excited when we prepare to go to our village, but one defect of my village is there is no facility of proper Road. In fact, there is a foot from the Road to village to nearly their Respectively.

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 that the civil supplier like in the part of Rice card service. that is how to apply new rice card already having rice card and by birth addition how to add member below 5 years also. How to members deletion in Rice card and Required documents etc

Ap government decide to issue new rice card to all the eligible families of the state which the total income of family should be less than 10,000/- per month and 12000/- per month in rural & urban area respectively. the rice application is visit nearest Ration office means the get D application form

- Add name in Ration card online in Ration card section dula on link and new members name and open the application form. fill in all details completely & upload unexpired documents including a scan of your Existing Ration card and identity document of a new member.

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 subject area of training. I learned about during the period of internship solid waste processing centre. these skills are constructed for this purpose where comparable and non-compostable waste from house hold are collected and transported through green abassadors engaged by gram panchayath

over the past few weeks, the state run jagannanna swachh. Sankalpam Campaign has proved to be the best platform of encourage village folk about the necessity of segregating waste of house hold level and making the village. litter free and garbage free

All the people who attend the program is large number for themselves the encouraged at scope, where the second level of segregation takes place followed by preparation of vermi compost beds, plastic disposed, and safe disposal of Sanitary napkin through incineratory.

Student Self Evaluation of the Short-Term Internship

Student Name: <i>Peddinli. Dilip</i>	Registration No: <i>9182001050035</i>
Term of Internship: From: <i>18/08/2023</i> To: <i>30/09/2023</i>	
Date of Evaluation: <i>30/09/2023</i>	
Organization Name & Address: <i>gromae Sachivalayam / Gingipetam</i>	

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:

P. Dilip
Signature of the Student

This evaluation form is to be completed by the supervisor at the end of semester. The purpose of this evaluation is to assess the overall preparation of the intern and to provide guidance to the intern of professionalization and workplace readiness.

For example, education evaluation is a method used to measure if the expectations and goals of an education process reflect reality. Education evaluation is the process by which teachers, schools, and students are evaluated to indicate the effectiveness of education and degree to which students integrate and understand information.

- * 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

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Peddinti, Dilip</u>	Registration No: <u>222001050035</u>
Term of Internship: From: <u>18/08/2023</u> To: <u>20/09/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>goma sachivalayam, Singupuram</u>	
Name & Address of the Supervisor <u>Singupuram, Village,</u> with Mobile Number	

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

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)

Page No:



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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