

# 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: SADHU DHILLESWARI

Name of the College: GOVERNMENT DEGREE COLLEGE [MEN]  
SRIKAKULAM

Registration Number: 219 9001050038

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

Name & Address of the Intern Organization

Mulgo Colony

Ward Sachivalayam

Balaga, Srikakulam

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  
BACHELOR OF SCIENCE IN M.P.C.S

Under the Faculty Guideship of  
NVS Sridevi Kella

*(Name of the Faculty Guide)*

Department of COMPUTER SCIENCE  
GOVERNMENT DEGREE COLLEGE [MEN], SRIKAKULAM

*(Name of the College)*

Submitted by:  
SADHU DHILLESWARI

*(Name of the Student)*

Reg.No: 2122001050038

Department of BSC [MPCs]  
GOVERNMENT DEGREE COLLEGE [MEN] SRIKAKULAM

*(Name of the College)*

## Instructions to Students

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

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

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

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

## Student's Declaration

I SADHU DHILLESWARI a student of TWO MONTHS Internship  
Program, Reg. No. 2122001050038 of the Department of BSC [MPCs] → GDC [MEN]  
College do hereby declare that I have completed the mandatory internship SRIKAKULAM  
from 18-08-2023 to 30-09-2023 in HVDC Colony Sachivalayam (Name of  
the intern organization) under the Faculty Guideship of  
M.S. NVS Sridevi Kella (Name of the Faculty Guide), Department of  
Computer Science, Government Degree College [MEN] Sriikakulam  
(Name of the College)

S. Dhilleswari  
30/09/2023  
(Signature and Date)

03 NOV 2023

## Official Certification

This is to certify that SADHU DHILLESWARI (Name of the student) Reg. No. 2122001050038 has completed his/her Internship in Hudco Colony Sachivalayam (Name of the Intern Organization) on Functioning of Grama Ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC [MPCS] in the Department of Government Degree College (Men) (Name of the College).  
Sri Kakulam

This is accepted for evaluation.

Ward Administrator  
Hudco Colony Sachivalayam  
Grama Panchayat  
03/11/2023  
(Signatory with Date and Seal)

### Endorsements

Faculty Guide

Head of the Department

Principal





## Certificate from Intern Organization

This is to certify that SADHU DHILLESWARI (Name of the intern)  
Reg. No 9192001050038 of GDC[MEN] Sriika Kulam (Name of the  
College) underwent internship in Hudco Colony 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).

  
Ward Administrative Secretary  
Authorized Signatory with Date and Seal  
Hudco Colony Secretariat  
Code: 21085005  
Kattankulam Municipal Corporation



## Acknowledgements

I am deeply grateful to all the Staff members to the Hudco colony ward Sachinbhaiyarn and also my mentors and advisors during this Short-term internship for their invaluable advice and guidance. Their industry experience and expertise helped me to better understand the Company and industry and allowed me to make the most of internship work.

Throughout the internship the Hudco colony gram ward Sachinbhaiyarn 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 experience, 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                                      | Page No. |
|------|-----------------------------------------------|----------|
| 1    | Introduction to students                      | 2-3      |
| 2    | Students declaration                          | 4        |
| 3    | Official certification                        | 5        |
| 4    | Certification form intern organization        | 6        |
| 5    | Acknowledgements                              | 7        |
| 6    | Contents                                      | 8        |
| 7    | Chapter-1: Executive Summary                  | 9        |
| 8    | Chapter-2: Overview of organization           | 10       |
| 9    | Chapter-3: Internship part                    | 11       |
| 10   | Activity log form → first week to Fifth week  | 12-21    |
| 11   | Chapter-5: Outcomes description               | 22       |
| 12   | Realtime Technical Skills                     | 23       |
| 13   | Managerial Skills                             | 24       |
| 14   | Improve Communication Skills                  | 25       |
| 15   | Abilities in group discussion & team activity | 26       |
| 16   | Technological development                     | 27       |
| 17   | Students self evaluation in period Internship | 29       |
| 18   | Evaluation of the organisation                | 30       |
| 19   | Photos and video links                        | 28       |
| 20   | Evaluation                                    | 31       |
| 21   | Internal & External evaluation in internship  | 32-33    |
| 22   | Marks Students internal assessment statement  | 34-36    |

## 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. The Implementation of Grameen Sachivalayam is due to vander door to door devices to the house holder and its also developing in joinable manner.
2. Functioning of Grameen Sachivalayam It has mainly of 10 types of functions.
3. Objection of Grameen Sachivalayam. It has mainly
  - Sustainable development
  - Door to Door Service
  - Health and Hygenic Condition
4. Outcome of Grameen Sachivalayam
  - providing basic needs to the health had.
  - All services off 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:

Ward Sachivalayam also known as village & town secretariats are local government facilities set up in the Indian state of Andhrapradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

### Vision, Mission and Values

- providing various citizen services at a short term possible type.
- single door service system
- Door to door service and welfare of home
- providing ambient environment for all living organization.
- Citizen satisfaction in the ultimate aim of an organization.

### 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 Gidama Sachivalayam and Ward Sachivalayam. Now we can discuss about the ward Sachivalayam services
- various welfare schemes
- on going projects / construction
- public Distribution system (PDS)
- Ward
- Working of each functionalization
- Field works
  - 1) Renecessary of agriculture land
  - 2) Household survey
  - 3) Antenatal survey
- pre-production of Natural calamities.

## WEEKLY REPORT

WEEK - 1 (From DL 18.8.23. to DL 24.8.23)

Objective of the Activity Done: Staff members of Ward Sachivalayam

Detailed Report:

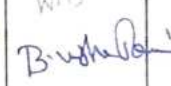
Main functions are in the follow

1. Ward Administrative Secretary
2. Ward Sanitation & Environment Secretary
3. Ward Education & Data processing secretary
4. Ward Amenities secretary
5. Ward Welfare & Development secretary
6. Ward planning & Regulation secretary
7. Ward Mahila police / ward women
8. Ward Health secretary
9. Ward Revenue secretary
10. Ward Energy secretary

Overall - incharge is Administrative Secretary who is maintaining all the activities in and around field visit by ward health secretary gives an opportunity how will the organisation staff is behaving with the people in the wards.



# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date         | Brief description of the daily activity                     | Learning Outcome                                               | Person In-Charge Signature                                                                     |
|--------------------|-------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Day - 1<br>18-8-23 | Introduction to staff and volunteers                        | organisation structure                                         | L. G.        |
| Day - 2<br>19-8-23 | various functions and their responsibilities                | organisation working hands                                     | L. G.        |
| Day - 3<br>20-8-23 | various functions and their defined the responsibility      | - no -                                                         | L. G.       |
| Day - 4<br>22-8-23 | Field visit by Health Secretary .<br>PM - Jay Survey        | Implementation of PM-Jay scheme                                | WHS<br>B.  |
| Day - 5<br>23-8-23 | Field visit by Health Secretary<br>An mental Survey         | How Health Secretary are visiting regularly to Pregnant womens | WHS<br>B.  |
| Day - 6<br>24-8-23 | Field visit by women police<br>School visit and Anganwadi's | Awareness Programme of Disha                                   | WP<br>K.   |

## WEEKLY REPORT

WEEK - 2 (From Dt 25/8/23 to Dt 3-9-23)

Objective of the Activity Done: Ward Revenue Secretary and  
Ward Education & Data processing secretary

Detailed Report:

Delivering of Divisions (Citizen) of a shorter possible that

1. Invoice of Caste & Income
2. Mutation (Land)
3. Family member Certificate
4. Birth & Death Confirmation

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

1. YSR premium
2. YSR Chayutha
3. Rice Card
4. ~~YSR~~ Armmavadi
5. J~~SR~~ <sup>na</sup> Bhavidyadevena

Field activity : Ration distribution to household  
at door step to MDs

Field activity : Land survey using "oops" the  
local technology recover for  
accuracy in a main point.

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date        | Brief description of the daily activity                                 | Learning Outcome                                                           | Person In-Charge Signature |
|-------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------|
| Day -1<br>25-8-23 | Roles & Responsibilities of Ward Welfare and Ward education secretaries | various services to citizen and type of welfare schemes                    | <i>[Signature]</i>         |
| Day -2<br>26-8-23 | Roles & Responsibility of Ward Revenue secretary                        | Ration distribution system and house hold recognition and types of cards   | <i>P. V. Rao</i>           |
| Day -3<br>28-8-23 | Responsibility of the electrical connection Lineman                     | I can learn how to deal with the electrical services                       | <i>[Signature]</i>         |
| Day -4<br>29-8-23 | Controlling the usage of the land and collect the taxes                 | Various taxes can be found on the house.                                   | <i>[Signature]</i>         |
| Day -5<br>31-8-23 | Role of welfare and education secretaries and visits                    | visit the schools and cleanliness of associated items & upload in INMS app | <i>[Signature]</i>         |
| Day -6<br>1-9-23  | Field visits by revenue pds distribution                                | Door to Door delivery of public distribution of household                  | <i>P. V. Rao</i>           |



## WEEKLY REPORT

WEEK - 3 (From Dt. 2-9-23 to Dt. 11-9-23)

Objective of the Activity Done:

Ward Health Secretary

Detailed Report:

During the visit by Ward Health Secretary we visited several for any health issues and the recommended few medications. Also spoke to the pregnant women for any difficulties observed the well being and kind new of the people with the health secretary.

Also accompanied by Women police visited house to educate the children for good and bad touch. Awareness for the girl for not being shy any harassment happened should be insisted.

No of online services and 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.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date        | Brief description of the daily activity                               | Learning Outcome                                                        | Person In-Charge Signature                                                            |
|-------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day -1<br>2-9-23  | Division and responsibility of Mahila police                          | Awareness program for safety of women and child                         |    |
| Day -2<br>4-9-23  | Division and responsibility of engineering & Ward Amenities secretary | On going work requirements and measures                                 |    |
| Day -3<br>5-9-23  | SDG survey<br>PM-Jay survey                                           | Knowing well about sustainable development and grow with process        |   |
| Day -4<br>7-9-23  | Household survey<br>pds distribution                                  | Knowing about type of household & their eligibility                     |  |
| Day -5<br>8-9-23  | Online service by ward education & data processing secretary          | Know how to apply caste / Income certification                          |  |
| Day -6<br>11-9-23 | Dc - brief on last 5 days activation                                  | Overall i learned maintainance & implementation to do better for nation |  |

## WEEKLY REPORT

WEEK - 4 (From Dt. 12-9-23 to Dt. 19-9-23)

Objective of the Activity Done: Ward Education & Digital, Data processing secretary  
Ward Amenities Secretary

Detailed Report: SLA - Service Life Agreement

In Ward 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

Ward Sachivalayam development programme

It is a planning program for the development of the ward Sachivalayam

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



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date         | Brief description of the daily activity                       | Learning Outcome                             | Person In-Charge Signature                                                            |
|--------------------|---------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1<br>12-9-23 | Definition of SLA<br>- open beyond SLA<br>- closed beyond SLA | Shortest possible time for service           |    |
| Day - 2<br>13-9-23 | Definition of MEDP and its objection overcome                 | Development processes                        |    |
| Day - 3<br>14-9-23 | Funds allocated to ward Sachinlalayam                         | General Fund for 1st finance full management |   |
| Day - 4<br>15-9-23 | Household survey of system 1,2,3,4,5                          | Most likely of Income survey                 |  |
| Day - 5<br>16-9-23 | Household survey of cloths 6,7,8,9,10                         | Categories of household                      |  |
| Day - 6<br>19-9-23 | Household survey of 11,12,13,14,15                            | Categories of household                      |  |

## WEEKLY REPORT

WEEK - 5 (From Dt 29.9.13 to Dt 30.9.13.)

Objective of the Activity Done: World Welfare secretary

## Detailed Report

- State government welfare schemes and its eligibility criteria application program field verification E-KYC program

Eg:                      ↓                      ↓                      VSR pension                      ↓  
OAP                      Window                      ↓                      Disability  
Single women

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.

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date        | Brief description of the daily activity                                    | Learning Outcome                                           | Person In-Charge Signature                                                           |
|-------------------|----------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Day -1<br>20-9-23 | Types of state government welfare schemes & their Eligibility              | welfare in the primary concern for the existing government | K. Srinivasan                                                                        |
| Day -2<br>21-9-23 | welfare Glender for the year 2022-2023                                     | planned execution and implementation of welfare scheme     | K. Srinivasan                                                                        |
| Day -3<br>22-9-23 | What is basic Sachinidagum what is agriculture & dry land?                 | Basic Knowledge of staff and boundaries                    |  |
| Day -4<br>27-9-23 | E-KYC mandatory for all the welfare schemes how E-KYC is done              | Digital literacy using mobile/Smart phone                  | K. Srinivasan                                                                        |
| Day -5<br>29-9-23 | Six step validation of eligibility for all welfare and non-welfare schemes | Digital literacy training acquired                         | K. Srinivasan                                                                        |
| Day -6<br>30-9-23 | DC Brief of all the 5 days activation                                      | very in form - active                                      | K. Srinivasan                                                                        |



## 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, knowledge and 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 at 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 → ward education &  
Data processing secretary

Field verification → ward welfare secretary

Third party verification → ward Administrative  
secretary

pre-applied → ward revenue secretary

Everyone is using the technology handwork  
to avoid duplicacy and provide services to  
eligibility candidates of any scheme.

1. Biometric Division
2. Android smart phones
3. IRIS Scanners
4. Face Authentication

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

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 and analogical skills.

Every work is time bounded and can't be neglected, while while in observing the activity and 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 improved by writing evolution scription/ thoughts

- \* My Confidence level 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 and Learn more management technology.

- \* I always respect everyone when I see them whenever they do good things. like helping others, cleaning the our 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.
- \* 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" and "Reven" in land .  
Re-namely program
- (ii) using drops in identification of marks  
in land assignment program.



PHOTOS & VIDEO LINKS



### Student Self Evaluation of the Short-Term Internship

|                                                                                            |                                       |
|--------------------------------------------------------------------------------------------|---------------------------------------|
| Student Name: <u>Sadhu Dhillewadi</u>                                                      | Registration No: <u>9177001050030</u> |
| Term of Internship: From: <u>18/8/2023</u> To: <u>30/9/2023</u>                            |                                       |
| Date of Evaluation:                                                                        |                                       |
| Organization Name & Address: <u>HUDCO Colony Ward Sachivalayam</u><br><u>Srikulam (Dt)</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✓ |

S. Dhillewadi

Signature of the Student

Date:

### Evaluation by the Supervisor of the Intern Organization

|                                                                                                               |                                       |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Student Name: <u>Sadhu Dhileswari</u>                                                                         | Registration No: <u>2122001050038</u> |
| Term of Internship: From: <u>18-08-2023</u> To: <u>30-09-2023</u>                                             |                                       |
| Date of Evaluation:                                                                                           |                                       |
| Organization Name & Address: <u>Hudco colony ward Sachivalayam</u>                                            |                                       |
| Name & Address of the Supervisor: <u>Gnanaswar Rao, Hudco colony,</u><br>with Mobile Number <u>9806065069</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: 05/11/2023

  
**Signature of the Supervisor**  
 Hudco Colony Secretariat  
 Code: 21085005  
 Municipal Corporation



## 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)**

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