

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: Thampai Saikalpana

Name of the College: Govt. Degree college, Sairakulam

Registration Number: 2122011050045

Period of Internship: 2 M From 18/08/23 to 30/9/23

Name & Address of the Intern Organization: Sairakulam (P. N. Colony)
Sachivalayam
Sairakulam

B. R. Ambedkar **University**

YEAR

Word **An Internship Report on**

Govt. Saktivalayam 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

MS NVS Sindhu Kella

(Name of the Faculty Guide)

Department of Computer Science

Govt. Degree College (Men) Saikalulam

(Name of the College)

Submitted by:

Thampa. Saikalpana

(Name of the Student)

Reg.No: 2122001050045

Department of

B.Sc (Computer)

(Name of the College)

Govt. Degree College (Men)

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, Thampan. Saikalpana a student of Internship
Program, Reg. No. 2122001050045 of the Department of Govt. Degree College
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ms. NVS Sindhu Kula (Name of the Faculty Guide), Department of
B.Sc (computers), Govt. Degree College (Men)
(Name of the College)

T. Saikalpana (30/9/23)
(Signature and Date)

Official Certification

This is to certify that Thampa. Sakalpana (Name of the student) Reg. No. 2122001050045 has completed his/her Internship in ma ward Sachivalayam (Name of the Intern Organization) on Sachivalayam department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (computers) in the Department of Govt. Degree college (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal) 23/9/23

Ward Administrative Secretary
P.N. Colony Sachivalayam
Srikakulam Municipal Corporation

Endorsements

Faculty Guide

Head of the Department 

Principal

Certificate from Intern Organization

This is to certify that Thampa. Saikalpana (Name of the intern)
Reg. No 2122001050045 of Govt. Degree College (Name of the
College) underwent internship in Girumawand Sachivalayam (Name of the
Intern Organization) from 18/08/23 to 30/09/23.

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


Authorized Signatory with Date and Seal
Ward Administration
P.N. Colony Sachivalayam
Srikakulam Municipal Corporation

Acknowledgements

I am deeply grateful to all staff members to the Subhalaya Grama Ward Sachivalayam, and also my mentors and advisors during this internship, for their invaluable 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 Subhalaya 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	Page.No.
1.	Introduction to students.	2 - 3
2.	Students declaration	3 - 4
3.	Official certification	4 - 5
4.	Certification form intern organization	5 - 6
5.	Acknowledgement	6 - 7
6.	Contents	7 - 8
7.	Chapter-1:- Executive Summary.	8 - 9
8.	Chapter-2:- Overview of organization	9 - 10
9.	Chapter-3:- Internship part.	10 - 11
10.	Activity log from → first week to sixth week	11 - 20
11.	Chapter-5:- Outcomes description	20 - 23
12.	Realtime Technical skills	23 - 24
13.	Managerial skills.	24 - 25
14.	Improve communication skills.	26 - 27
15.	Abilities in group discussion & team activity	28 - 29
16.	Technological development.	30 - 31
17.	Students self evaluation in period internship	32 - 33
18.	Evaluation of the organization	33 - 34
19.	Photos & video links	34 - 36
20.	Evaluation	Page No: 37
21.	Internal & External Evaluation in internship	37
22.	Marks students internal assessment statement	

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.

- * Panchayat Secretary: Grama panchayati Sachivalaya convenor, able to collect the taxes, and other welfare work under the Grama Sachivalayam area.
- * VRO (Village Revenue Officer): Should monitor the land and Ration food supply in villages.
- * Survey Assistant: Should survey or village lands.
- * Women Police: counselling, security and other important roles in village.
- * Engineering Assistant: Water supply, Grama Sachivalaya & village Engineering works.

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 recreated and secretariats set up in the Indian state of AP to decentralize the administration by making services and welfare services of all government departments available at one place.

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

* It was launched on Gandhi Jayanthi

* Since the scheme was inspired by Mahatma Gandhi.

* Village secretariat was first launched on 2nd Oct, 2019 on the event of Gandhi Jayanthi

* The notification for the village/ward secretariats has been released on 27th July 2019.

* The written exam was conducted between 1st Sep 2019 to 8th Sep. 2019.

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.

An internship program organized by the Govt. in order to select the students to aware and interact with the working of the department they selected.

Grama Sachivalayam was the organized which one can choose. The candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam Exam. The required education qualification are different according to the different post.

There were some schemes that are introduced in the Govt. of Andhra Pradesh like "YSR Amma Vadi Scheme", "YSR Riceland", "YSR Nannathallu", "YSR Vasathi Neevenda" etc.

Internships are a great way to connect classroom knowledge to real-world experience learning is one thing, but taking those skills into the workplace.

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, co-internship students about Grama Sakshivalayam net interaction.	Co-ordination b/w employees interaction with people administration work.	S. Gopinath
Day -2	Villager in Sakshivalayam about those villager map about the villager.	Pilgram place in the Sakshivalayam village statistics boundaries	S. Gopinath
Day -3	About survey they about Korada Revenue village boundaries data.	Discuss about Revenue Bound some peoples together	S. Gopinath
Day -4	ANM says that she has to visit at least 30 house hold in her allotted area.	She checks that what kind of problems faced by the people.	S. Gopinath
Day -5	Registered pregnant women in 12 weeks to enroll care.	she care in pregnancy and child birth	
Day -6	Identify women in need of medical termination of pregnancy.	she refer to nearest health facility and care.	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

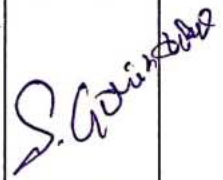
Objective of the Activity Done:

About First day Report.

Detailed Report: Interaction.

- * The first day do the interaction with the staff and the co-internship students about Grama Sachivalayam self introduction. co-ordination b/w employees interaction with people administration work.
- * The second day villagers in Sachivalayam about the villagers statistics data. To draw the village map.
- * The third day about Revenue theme about Revenue village about Revenue 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	He undertake the applications / grievances from volunteers.	Maintain and update MIS Reports	
Day - 2	fill service application form on behalf of the citizens / volunteers.	Manage routine office activities such as file maintenance.	
Day - 3	provide informations to citizens on enquiry of application formater.	upload the approved plan in ^{way} from panchayat development (GPPD)	
Day - 4	DA submission of daily Reports to panchayat secretary.	Panchayat secretary visit the daily report of DA.	
Day - 5	DA explain that attend to duties entrusted by the panchayat secretary.	All employee's work under the ^{ward Admin} Panchayat Secretary Admin.	
Day - 6	DA explain that the he attends to protocol duties Govt. special program	He must attend the all government programs.	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant.

- * Act as service & information provider, front office in-charge to the public at village secretariat.
- * Upload the approved plan in Grama panchayat development plan (GPRP) 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 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.
- * undertake applications/grievances from volunteer public and forward the same to the concerned functional assistant for redressal.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Act as Service & information provider, front office incharge.	under the public at village secretariat.	M. S. G. [Signature]
Day -2	DA shall provide information to the citizens on enquiry on form.	Attend to Kpandana and grievance redressal.	M. S. G. [Signature]
Day -3	He says that he attends duties of other FA as and when required.	Remit created amounts in the respective accounts	M. S. G. [Signature]
Day -4	Operate as people friendly single window service delivery point.	In follow first come first serve basis.	M. S. G. [Signature]
Day -5	provide information to citizens to enquiry of application formats.	He form filling procedure, enclosure required, etc.	M. S. G. [Signature]
Day -6	Data Entry and updating of records for the beneficiaries.	Delivery of service documents and certificates.	M. S. G. [Signature]

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done: About DA

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 initial & 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 programmes 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 surveyor measure land features, such as depth & shape.	Attending office, Registering day movement in the Register	M. S. Suleman
Day - 2	The examine previous land records to verify data from on site survey	collect land maps records and proceed field for attend survey.	M. S. Suleman
Day - 3	Surveyor also prepare maps and reports and present result to clients.	Attending of the Record work & uploading of the survey data.	M. S. Suleman
Day - 4	Village surveyor told that attending of record work and uploading	she upload the survey data on survey records.	M. S. Suleman
Day - 5	VA collect the land maps and records and proceed field for attend survey.	she has all village land map and records.	M. S. Suleman
Day - 6	VA inspections to take action again unauthorised construction.	she take action against unauthorised constructions.	M. S. Suleman

WEEKLY REPORT

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

Objective of the Activity Done: About VS.

Detailed Report: Village Surveyor

- * Attending office, Registering day movement in movement Register, collect land map/records and proceed fields for attend survey petitions.
- * Inspection of lands proposed for logouts.
- * Attending field survey.
- * Attend general duties and duties of other functional Amikantak as and when required.
- * Any other duty entrusted by panchayat secretary or other higher authorities.
- * Maintain the village map, field measurement books, RSR (Re Survey Record) Stone survey registers, Encroachment Register. Demarcation register stone survey records and town survey records in his Jurisdiction.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ANM says that she has to visit at least 30 households in her allotted area per day	She checks that what kind of problems faced by people.	R. Sood
Day -2	ANM uploading of daily reports like HIMS & IHIP-IDS etc...	She enroll the daily health report in govt. Records	R. Sood
Day -3	one of the daily activity of ANM is search for NCD- Diabetes- Hypertension	She find the which diseases caused by people.	R. Sood
Day -4	Register pregnant women in 12 weeks & ensure care	She care in the pregnancy and child birth.	R. Sood
Day -5	She must participate the in immunisation programmes.	She screen, treat, report fever cases and give health education	R. Sood
Day -6	Identify women in need of medical termination of pregnancy.	She refer to the nearest health facility & care.	R. Sood

WEEKLY REPORT

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

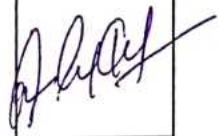
Objective of the Activity Done:

About ANM

Detailed Report: Auxillary Nurse Midwife

- * As part of ANM's routine daily activity she has to visit at 30 household in her allowed area bound cover the following activities with the help of ASHA's attached to her.
- * Ensure that all pregnant women get HBsAg, HIV tests
- * family planning review of a company sterilization cases.
- * Distribute Iron and folic acid tablets to all pregnant women
- * fever survey and collection of Blood measures.
- * Track all pregnancies by name for scheduled ANM.
- * uploading of daily reports in central and state portals.
- * Motive all pregnant women for institutional deliveries.
- * Attend Government special programmes.
- * Distribute Iron folic acid to adolescents.
- * Search for NCD- Diabetes Hypertension, cancers of other life style diseases.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through the volunteers.	Facilitate application process for eligible beneficiaries for schemes.	
Day - 2	Withdraw pension amount from Bank and handle disbursement through volunteers	Undertake pension applications.	
Day - 3	Monitor implementation of pension amount from village volunteers	Undertake the verification & uploading data.	
Day - 4	Monitor implementation of Mid-day meal scheme in all govt. schools	Be a part of village schools.	
Day - 5	Undertake registration & bio-metric authentication of JVD scheme.	JhannaBhumi Student Biometric Authentication	
Day - 6	Monitor implementation of physical verification of new pensions.	YSR Pension Kanuka-Grievance.	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done: About WEA

Detailed Report: Welfare Educational Assistant.

- * Field visit to village / schools / Hostels / SHG / VO meetings visit to self employment units etc for as per calendars of activities.
- * Identify eligible beneficiaries for schemes through the volunteers.
- * Withdraw pension amounts from bank and handle disbursement through volunteers.
- * Monitor physical verification of new & live pensions through volunteers, send proposals for new pensions to MPDO's.
- * Monitor implementation of mid-day meal scheme in all the government schools.
- * undertake registration and bio-metric authentication of fresh students for JVD schemes.

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.)

Internship are generally thought of to be reserved for college students looking to gain experience in a particular field. However, a wide array of people can benefit from the training internship in order to receive real world of the 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. Internship are utilized 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. Your potential employer will appreciate to choose to being someone on board who doesn't have to walk to receive direction for every task.

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 a 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 others, or people skills. Depending on the industry you may be in the interacting with clients and vendors as well as your co-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.

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 platform of understanding developing and deploying people and their skills. Management skills are ability and traits needed to perform certain duties, usually as it pertains to overseeing a team, such as solving problems, communicating well, and motivating employees.
- * I can do manage the one skill that is being some people together to explain the elements and awareness and the about resources. This is very useful to our real life that is mostly about resources.
- * The Resource project includes properties in urban areas apart from rural areas. The ultimate goal of a survey is to create a database of all immovable properties that serve as a conclusive record of titles.
- * To ensure your property is free of any trespassers, conducting a land survey is necessary. To apply for a land survey also I discussed.

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 villager and about Jagannanna kutomer.

In the part of villager I think about how is life in the village and do you have enough resources and all in life early here. There are many questions raise in my mind so, I can prepare a essay in my village.

My village namely Tungatampara. It is situated near a beach. It is also paradise of beauty, freshness and 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 highway like in city life. Village people live a very simple life. My village is also known as beauty of nature because it can be experienced in a village.

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 member below 5 years also how to member deletion in rice card and required documents etc.

AP Government decided to issue 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 areas respectively. The rice card application is visit nearest Ration office near 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. And than submit the Ration card applications.

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 the training. I learned about during the period of internship Swpc (Solid waste Processing centre). There sheds are the constructed for this purpose where aggregated compostable and non-compostable waste from households are collected and transported through Green ambassadors engaged by the Gramapanchayat.

People of Andhra Pradesh were in for a surprise on the Independence day of 2021 when flag hoisting events were held at the solid waste processing centre (swpc) where the core sanitation activities have been taking place, rather than at the usual venues such as Grama Panchayat office, Educational institution or public space.

According to official data the 75th Independence day were organising in all the 13 districts of the state at Swpc Sheds. as per the instructions of the Commissioner Panchayat Raj and Rural Development. The events also promoted the on going Jagananna Swachh Kankalpam.

Student Self Evaluation of the Short-Term Internship

Student Name: Thampa. Saikalpana

Registration No: 2122001050045

Term of Internship: 2 Months From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Sachivalayam - Saikakulam

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:

T. Saikalpana
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Thampa. Saikalpana</u>	Registration No: <u>2122001050045</u>
Term of Internship: <u>2 Months</u> From: <u>18/08/2023</u> To: <u>30/09/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>Gramasachivalayam/Saikakulam</u>	
Name & Address of the Supervisor with Mobile Number <u>K.M.M. Narayana Rao</u> <u>(9959007001)</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

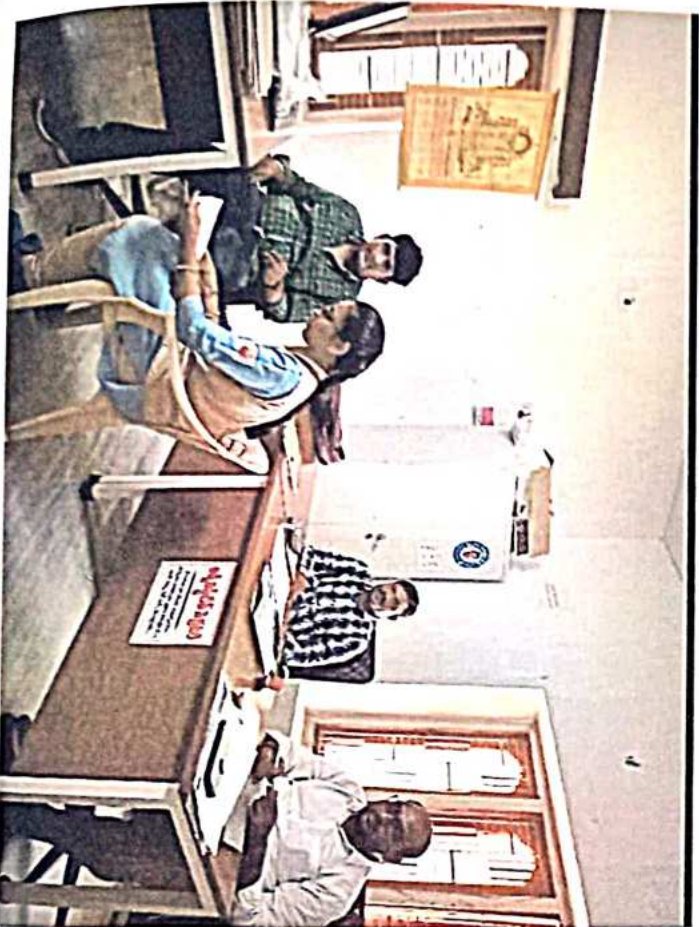
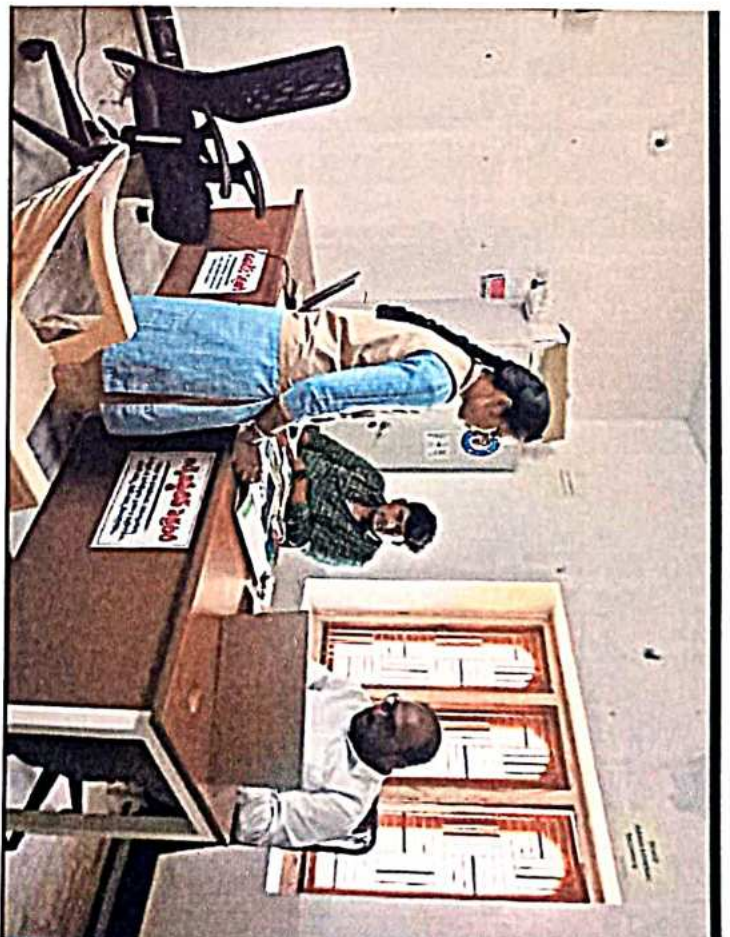
Rating Scale: 1 is lowest and 5 is highest rank

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:

Page No: 1


 Signature of the Supervisor
 Ward Administrative Secretary
 P.N. Colony Sachivalayam
 Srikakulam Municipal Corporation



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 readiness.

* The intern's evaluation should focus on their time with company how valuable they felt 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 the mentorship and the work they were assigned.

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)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in