

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTOR (BODY OF GOVERNMENT OF ANDHRA PRADESH))

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: UDAYAPURAM. SATHISH

Name of the College: Govt. Degree College (MEN) Sivakulam

Registration Number: 2122001050046

Period of Internship: From 18/08/23 To 30/09/2023

Name & Address of the Intern Organization:

Sachivalayam - Kothapalli.

DR. B.R. AMBEDKAR University

YEAR

An Internship Report on

Functioning Gramasam Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Science in M.F.C.S

Under the Faculty Guideship of

V. S. Sreedevi Kella

(Name of the Faculty Guide)

Department of computer science

Government Degree College (men) Sivikakulam

(Name of the College)

Submitted by:

U. Sahithi

(Name of the Student)

Reg.No: 2122001050046

Department of .

Computer Science

(Name of the College)

Govt. Degree college (men) Sivikakulam.

Instructions to Students

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

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

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

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Student's Declaration

I, L. VEDAVALLURAM, SUDHITH a student of 2 month's internship Program, Reg. No. 2112801850004 of the Department of Computer Science College do hereby declare that I have completed the mandatory internship from 18/08/2022 to 30/09/2022 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of Ms. V.S. Sreedevi (Name of the Faculty Guide), Department of Computer Science, Govt. Degree college (men) SKM (Name of the College)


U. Sudith / 30/09/22.
(Signature and Date)

Official Certification

This is to certify that UDAYAKUMAR SATHI (Name of the student) Reg. No. 2122001050046 has completed his/her Internship in Chennai and Sachivalayam (Name of the Intern Organization) on Sachivalayam (Short-term Internship) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Computer Science in the Department of Computer Science (MEN) SKIM (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)


Endorsements

Faculty Guide 

Head of the Department 

Principal

Certificate from Intern Organization

This is to certify that UDAVARUM SATHI (Name of the intern)
Reg. No 2122001050046 of Govt Degree College (Name of the
College) underwent internship in Kothapalli Grama Sachivalaya (Name of the
Intern Organization) from 18/08/23 to 30/09/2023

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

G. S. S. S. S.
Authorized Signatory
Panchayat Secretary
Kothapalli
KOTHPALLI

Acknowledgements

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

Through the internship the ~~mentor~~ Kothapalli Grama ward Sachivalayam provided me with valuable guidance and responsibilities. They were always available to answer my questions and provide support and their wisdom and experience helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.

In this during the period of internship I learn the such kind of responsibilities and schemes of the Sachivalayam.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Learning objective:-

- ⇒ To give an understanding of the functioning and structure of the grama ward Sachivalayam organization.
- ⇒ To develop skill in administration and electrical organization. Tasks related to day to day operation of the organization.
- ⇒ To learn about various Govt. Scheme and Program implementation by the grama ward Sachivalayam for the benefit of rural population. Skill - 1
- ⇒ To Prove communication and Inter Personal skill through interaction with village and other
- ⇒ To acquire knowledge of legal and regulatory from work governing the activities of grama Sachivalayam.

Vision : mission of Value's :-

- vision is to bring in a corruption-free transport and accountable administration at village level.
- It also over at strengthening and smooth functioning of Panchayath raj. institution.
- It the main mission in decentralize the administration by making service and welfare service.

Rule's and Responsibilities :-

Panchayat Secretary :- Grama Sachivalayam. Convenor able to collect taxes and other welfare.

VRO :-

Monitoring the land and Ration, food supply in village

Survey Assistant :- Surveyor of village land.

ANM :- Responsible for village health monitoring conducting health camps.

Agricultural :- NAO's :- monitoring agricultural work window system.

Welfare Assistant :- person distribution, dwalana maila, house construction.

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 :- Gram Sachivalayam also known as Village Secretariate) are secretariate setup in the Indian state of AP to decentralize the administration by making reducer of welfare receiver of all govt. department available of one place. AP was the first state in the India to launch Village Secretary Govt. was the AP appointed Village Volunteer to deliver services. It was launched on Oct 2019 on the eve of Gandhi Jayanthi. There are found a total of 15,005 No. of Sachivalayam in AP. 1/65 in rural.

Vision mission of Value :-

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ANM :- Responsible for village health monitoring conducting health camps.

Women Police :- counselling security and other important B.M.

E.A :- water supply. Grama Sachivalayan village worker.

Electrical assistant :- electricity supply and street light.

Agriculture MPO's :- Monitoring agriculture work suggestion monitoring.

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

Welfare assistant :- Person distribution. dwarka a male. hours constant.

Posi of Grama Sachivalayan:

=> Providing basic service like water sanitation health education social security to whole population.

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.

- ⇒ Panchayat Raj :- Act-1994 day's - that level govt in every village of the growth & development in a motivabl manner.
- ⇒ Em of AP State . Y.S Jagan mohan Reddy started the secretariat at Vizayawada the statement was made on oct 2, 2019, 150th anniversary of manatma Gandhi
- ⇒ Function of grama waric Sachivalayan. It was mainly 11 types of officer's in secretariat the Village Volunteer system. ever to bring govt. service to people doorstep.
- ⇒ Generally using of technological skills and instrument mainly we just like bio-metric computer system.
- ⇒ The Internship Part these kind of skills is very important.
 - * Early solution of all problems.
 - * All service's of no stop.

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ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18/08/23 Day - 1	I submitted the issue letter of internship in each Sachivalayan.	-	G. Saranya
19/08/23 Day - 2	Digital assistant introduced about all the staff member's	I learned about how many sectors Sachivalayan.	G. Saranya
21/08/23 Day - 3	Introduction with Village volunteer's	I learned about how many hang one given to one volunteer.	K. Sriya
22/08/23 Day - 4	Panchayat secretary told about gram a doritimi	I know about some problem of the Kottapalli village.	G. Saranya
23/08/23 Day - 5	welfare assistant told about the details of Sachivalayan.	I understand about the establishment of Sachivalayan.	S. Praveen
24/08/23 Day - 6	Digital assistant told about the vision and mission of Sachivalayan.	The main mission in devising services to the their door step.	G. Saranya

WEEKLY REPORT

WEEK - 1 (From Dt 19.10.22 to Dt 24.10.22)

Objective of the Activity Done:

All Grama Sachivalayam Assistant.

Detailed Report:

Gram Sachivalayam is also known as Village Secretariate AP in the 1st state in India to launch Village Secretariate Govt of A.P. appointed Village Volunteer to deliver schemes.

=> Nearly 2 lakhs candidates are qualified

=> There were found a total of 15005 no. of Sachivalayam in A.P.

=> 3842 in urban areas 11163 in rural areas.

Department:

- * Panchayat Secretary
- * Village Revenue Officer.
- * District Assistant.
- * Welfare & Education.
- * Mahila Police.
- * Engineering Assistant.
- * Village Surveyor.

- * Village Agriculture Assistant.
- * Energy Assistant.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
25/08/23 Day - 1	Panchayat Secretary explained about his Job chart	I learned about the Responsibility of Panchayat Secretary	G. Swapna
26/08/23 Day - 2	Pachayat Secretary explained about his character.	I learned about the role of Panchayat Secretary	G. Swapna
28/08/23 Day - 3	He explained about the collection of taxes and maintenance of Secretary	I have learned about types of taxes	G. Swapna
29/08/23 Day - 4	He explained about condition of meeting in function. Committee.	I have learned about way how meeting in conducted.	G. Swapna
30/08/23 Day - 5	He told that he have to deposit the money collected in tax in handover	I have learned how much money is paid and different taxes.	G. Swapna
31/08/23 Day - 6	collecting of taxes in Served in the Village	I have learned about how to collect taxes.	G. Swapna

WEEKLY REPORT

WEEK - 2 (From Dt. 25/08/22 to Dt. 31/08/22)

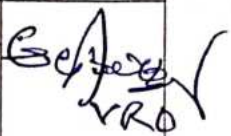
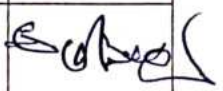
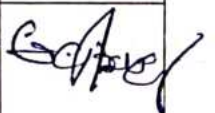
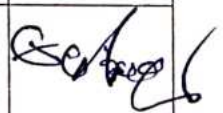
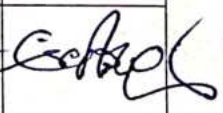
Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

- => He is executive authority of Grama Panchayat
- => He/she collect taxes & non taxes of Grama Panchayat Promptly and deposit the money regularly.
- => He/she shall maintain and act as a custodian of the entire Records/ registers of the Grama Panchayat including Chat book's.
- => Have Power to initiate disciplinary action against the employees of the Village Secretariat.
- => He shall co-ordinate & Supervision over all employees working under the Village Secretariat.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
19/9/23 Day - 1	VRO sir explained about in job char	It learning about to role of VRO in gram Sachiva layan.	
21/9/23 Day - 2	VRO sir explained about her job	I understand about her duties in Grama Sach.	
21/9/23 Day - 3	He told about the issue of certificates like caste income OBC, etc.	I learn about the requirement for applying for certificate.	
05/10/23 Day - 4	He explained about how she protect the govt problem	I understand that she is responsible for govt	
06/09/23 Day - 5	KRISHNA'S Aslam - Holiday	- Holiday.	
7/09/23 Day - 6	He told she work under assistant supervision of Revenue department.	I understand that she is the play key & supervising department.	

WEEKLY REPORT

WEEK - 3 (From Dt. 1.10.22. to Dt. 7.10.22...)

Objective of the Activity Done:

Detailed Report: Village Revenue officer

- => Village Revenue officers work under the administrative supervision Revenue department
- => They are answerable to village secretariate
- => They have to attend the meetings conducted by the village secretariat with relevant information
- => collection of water taxes and another sums Prefating to Revenue department.
- + Issue of Certification - The VRO shall issue nativity Certificate and stveney certificate. in their respective jurisdiction only.
- => Protection of Govt lands Govt tenures and other Govt properties and takes effective steps to safe guard the interest of Govt

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
8/09/23 Day - 1	Digital ASS told about his job chart	I learn & understand about his role in Sachivalayan.	Sjai
11/09/23 Day - 2	Digital ASS told about his job chart.	I know all the responsibilities of him in Sachiva	Sjai
12/09/23 Day - 3	He told about how will co-ordinate and work in coverage with all village	He divides the work to remaining staff members.	Sjai
13/09/23 Day - 4	He told that he acts as incharge of forest officer & sel mee-seva	I understand that mee-seva and non-mee-seva	Sjai
14/09/23 Day - 5	He said and that he will manage and maintain that database of village secret.	I understand that where data was maintain by him	Sjai
15/09/23 Day - 6	He will take physical and financial status of the work from GPRP.	Getting of physical and financial in, under him main	Sjai

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
8/09/23 Day - 1	Digital-ASS-told about his job chart	I learn & understand about his role in Sachivalayan.	Sign
11/09/23 Day - 2	Digital-ASS-told about his job chart.	I know all the responsibilities of him in Sachiva	Sign
12/09/23 Day - 3	He told about how will co-ordinate and work in coverage with all village	He divides the work to remaining staff members.	Sign
13/09/23 Day - 4	He told that he acts as incharge of four offices ESEI, MEC, Seva	I understand that message and non-message	Sign
14/09/23 Day - 5	He said and that he will manage and maintain that database of village Secretary.	I understand that where data was maintained by him	Sign
15/09/23 Day - 6	He will take physical and financial status of the work from GPRP.	Working of physical and financial in under him maintain	Sign

WEEKLY REPORT

WEEK - 4 (From Dt. 14/11/22. to Dt. 15/11/22.)

Objective of the Activity Done: Digital assistant

Detailed Report:

- => He shall coordinate and work in convesgar with all village secretarial functionites.
- => He shall computerize the house hdd data. Collected by all village voluteers in the village Secretarial area about sort out the needs/ beneficia sector work and calculated the same. to Panchayat's Secretary
- => He shall act's as incharge of front office i.e. CSC / nec. serva Centre.
- => The function of front office include,
 - * Reception of application applic a public
 - * Delivery of service.
 - * Reception came Reformation Centre to the Public.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
16/09/23 Day - 1	Welfare Assistant told about his Job chort	Understood about his Job Sachiva lagan.	S. Praveen
18/09/23 Day - 2	Vinaya Chavithi Holiday	Holiday.	S. Praveen
19/09/23 Day - 3	He told about the distribution of Pension Every month.	I understood about the ways of distribution in Pension.	S. Praveen
20/09/23 Day - 4	He told about Jagannatha Vidya devne scheme	I understood about the eligibility rules.	S. Praveen
21/09/23 Day - 5	He told about anna vadi Scheme	I understood the eligibility rule.	S. Praveen
22/09/23 Day - 6	He told about Jagannatha Chathodu Scheme	I understood about the eligibility.	S. Praveen

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
16/09/23 Day - 1	Welfax-Assist told about his Job chart	Understood about his Job Sachiva lagan.	S. Praveen
18/09/23 Day - 2	Vinaya Chavithi Holiday	Holiday.	S. Praveen
19/09/23 Day - 3	He told about the distribution of Pensions Every month.	I understand about the ways of distribution in Pensions	S. Praveen
20/09/23 Day - 4	He told about Jaganna Vidya devne Scheme	I understand about the Eligibility rules.	S. Praveen
21/09/23 Day - 5	He told about Anna vadi Scheme	I understand the eligibility rule.	S. Praveen
22/09/23 Day - 6	He told about Jaganna and Chathodu Scheme	I understand about the Eligibility.	S. Praveen

WEEKLY REPORT

WEEK - 5 (From Dt 16/9/23 to Dt 22/9/23...)

Objective of the Activity Done: Welfare & Education assistant.

Detailed Report:

General duties:-

⇒ I sur Identification of eligible person for the below said welfare Schemes.

⇒ To generate awareness among the Public in the Village Secretariat jurisdiction about the scheme meant for the weaker section of the society being implemented by all welfare department Social welfare, tribal welfare, B.C. welfare, minority welfare.

Pension's :-

⇒ Shall monitor the distribution of Pensions every month in the Village.

⇒ Shall draw cash and issue the Village Volunteer every month.

⇒ Shall collect the death vacancy of Pension and updates in website through digital assistant.

Improving livelihood of SHG:-

* YSR Bhima.

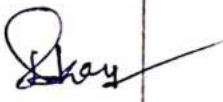
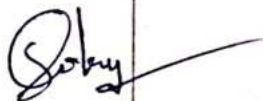
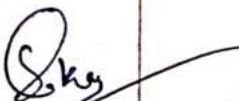
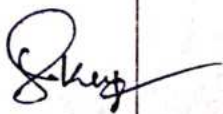
* YSR Didhi Scheme.

* YSR NLR Scheme

Page No: 23

* YSR Aasra Scheme

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
23/09/23 Day - 1	Mahila Police madam told about her job character.	I learnt about her job role	
24/09/23 Day - 2	Mahila Police madam told her job char	I learnt about her job	
25/09/23 Day - 3	Mahila police mam told that her responsibility is in Sachivalaya - m	I learnt about her role and responsibilities	
27/09/23 Day - 4	madam told that she is responsible for women's & child duties	I learnt about women's child duties	
29/09/23 Day - 5	She will visit the School and Angana Udi's Junction and School	visited school & Anganwadi's understand about this	
30/09/23 Day - 6	She said that the she have to create aware on the Prention Alchohal or drugs	I understand about selling alchohal in village in illegal.	

WEEKLY REPORT

WEEK - 6 (From Dt. 23/12/22 to Dt. 29/12/22)

Objective of the Activity Done: Mahila Police & women & child welfare

Detailed Report:

- => Women & child welfare duties
- => Integrated child development service scheme
- => SHE/HLE should do support supervision and monitoring of day to day activities of facilitate the AWW.
- => Enrollment of beneficiaries.
- => Women & children care protection and welfare program.
- => Care & protection of children
- => Differently abled (Transgender & Senior Citizen)
- => Education.
- => Mahila Police duties.

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.)

1. Experienced a very good a very good working environment with Professional knowledge & kind of people in this organization all the staff are very Punctuating in attending the office

=> They had shown an interest in technology and how the system working and administration activities are handled in a Procedural manner.

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-> I am satisfied myself of this organization (Grama ward Sakthivalayam.) protocols and working culture.

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Illustrate how each of the following skills you have acquired will come in the job related skills and hands on experience)

- Each work is systematically managed
- Allocation Program - Digital/ANALOG
 - Field verification, vehicle/ANALOG
 - Third Party verification - ANALOG/ANALOG
 - For - ANALOG - V/RO
 - Since - ANALOG - ANALOG/ANALOG

Every one is using the technology and work to avoid difficulty and ignore technology in the dignity of any scheme.

- 1) Biometric Observation
- 2) Android Smart Phone
- 3) IRIS Scanners
- 4) Face Authentication

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

⇒ Each work is systematically managed

→ Application Program - Digital Assistant.

→ Field Verification - Welfare Assistant

→ Third Party Verification - Administrative staff

Proc - Applied - VRO

Final - Applied - MPDO/MRO

Every one is using the technology found work to avoid duplicity and ignore transparency in the eligibility of any scheme.

1) Biometric Division

2) Android Smart Phone

3) IRIS Scanner's

4) Face Authentication.

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.

1) Achieved the real-time Governance Procedure
Predefine which is very realistic and given
time to management. Competence & Analog skills.

=> Every work in time is bounded and
be neglected whole world is observing the
activity & Decision making is very important.

=> For doing any thing firstly Practical
knowledge and Secondly Planning and thirdly
the procedure for 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 modified and improved my self in communication of different people in different place

=> my written communication as per improved if by written say evolution description / -through

=> my confidence level is very high and I will continue the same

=> my speech ability is modern and it would be improved by communication skills.

* I always greet every one when I see them & those whenever they do good things.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

=> In gram. division. I always space with point-to-point and don't log to improve. I will be clear of what I am saying.

I also encourage often to participate in the occasions to share their views.

I always conclude the group discussion in a friendly & formal manner.

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:-

1. Biometric division.
2. IBIS Scanner
3. Face Authentication Program.
- 4) Handling of Smart Phones.

Secondly thing:-

Using E-Pos machine in Pos.

Third thing:-

- Using COPS & "Bevan" in land Re-harmely Program.
- Using drones in identification's & marks in land alignment Programme.

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:-

1. Biometric division.
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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:-

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2. IBIS Scanner
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- 4) Handling of Smart Phones.

Secondly thing:-

Using E-Pos machine in Pos.

Third thing:-

- Using COPS & "Beven" in land Re-harmely Program.
- Using drones in identification's of marks in land alignment Programme.

Student Self Evaluation of the Short-Term Internship

Student Name: UDAYAPURAM. SAKETH	Registration No: 21260105 0046
Term of Internship: 4	From: 18/08/23 To: 30/09/23
Date of Evaluation: 30/09/23	
Organization Name & Address: Kothapalli Sachivalayam. Kothapalli Srilakshmi.	

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: **30/09/23**

U. Saketh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: UDAYAPURAM. Sahith	Registration No: 2122001050046
Term of Internship: 9 From: 18/08/23	To: 30/09/23
Date of Evaluation:	
Organization Name & Address: Kottapalli Sachivalayam Kottapalli (mandasa)	
Name & Address of the Supervisor (GANGA. Swarna) (P.S) (Incharge) with Mobile Number : (9390407640)	

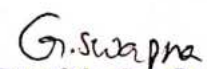
Please rate the student's performance in the following areas:

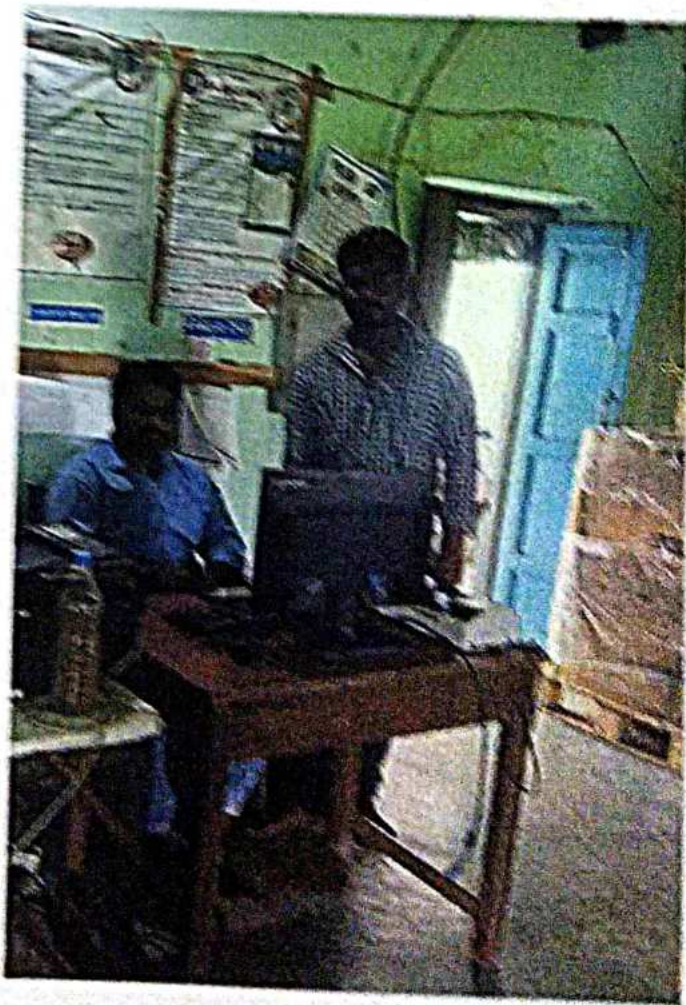
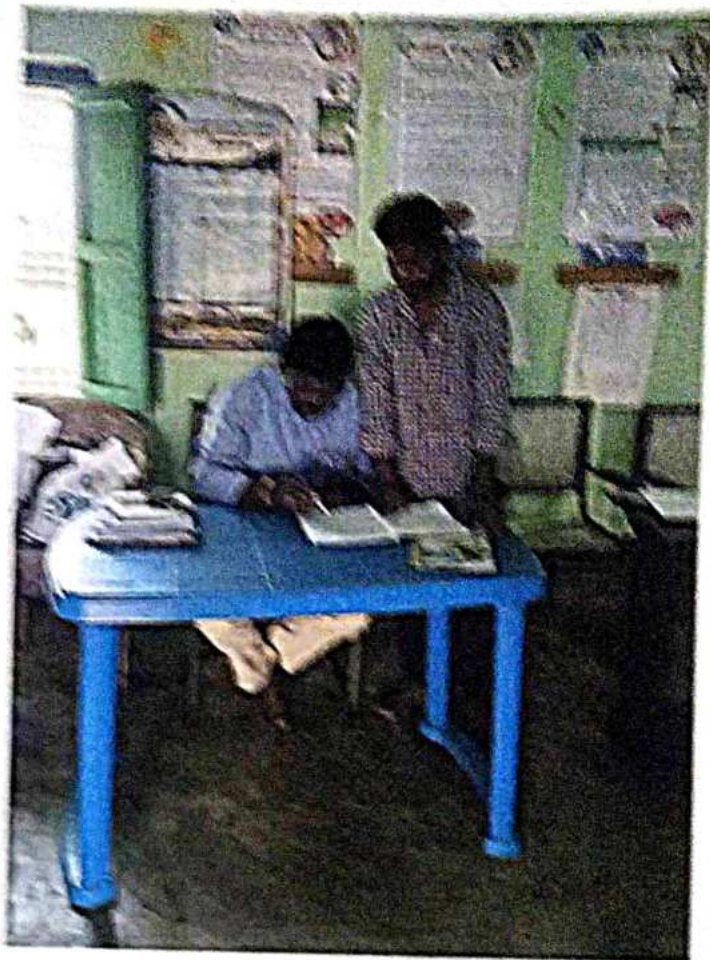
Please note that your evaluation shall be done independent of the Student's self-evaluation

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
Grama Panchayat
KOTTAPALLI



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.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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