

**Program Book**

**Short Term Internship**

**AP STATE COUNCIL OF HIGHER EDUCATION**  
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

# Program Book for Short-Term Internship

Name of the Student: ANNEPU · DJILEEP KUMAR

Name of the College: Govt · Degree college (men) Srikakulam

Registration Number: 2122001051002

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

Name & Address of the Intern Organization Kanimetta Grama Sachivalayam  
Kanimetta, Srikakulam

**An Internship Report**  
**On**  
**(Title of the Internship)**  
**Functioning of Grama Ward Sachivalayam .**  
*Submitted in accordance with the requirement for the degree of..B.Sc(MECS)*

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

Department: BSc (MECS)

Name of the Faculty Guide:

Duration of the Internship: From 13/02/23 To 30/04/23

Name of the Student: ANNEPU . DILEEP KUMAR

Programme of Study Functioning of Grama Ward Sachivalayam

Year of Study: 2023

Register Number: 2122001051002

Date of Submission: 30/04/23

### Student's Declaration

I, A. Dilip Kumar a student of BSc(M.E.) Program, Reg. No. 21220091051R02 of the Department of Electronics College do hereby declare that I have completed the mandatory internship from 18/08/23 to 30/09/23 in Vaniricketta Grama Sachivalayam (Name of the intern organization) under the Faculty Guideship of ....., (Name of the Faculty Guide), Department of Computer Science Govt degree: College, M.E. (Name of the College)

A. Dilip Kumar  
(Signature and Date) 30/9/23

### Endorsements

Faculty Guide: M. M. S. S.

Head of the Department

G. R. S. R.

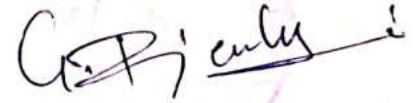
Principal

B. S. S.

### Certificate from Intern Organization

This is to certify that ANNEPU DILEEP KUMAR (Name of the intern) Reg. No. 222001051002 of G.V. Degree College (Name of the College) underwent internship in Kanimetta Grama Sachiva (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).



Authorized Signatory with Date and Seal



## ACKNOWLEDGEMENTS

- \* I am deeply grateful to all Staff members to the Karimetta Grama Ward Sachivalayam and also my mentors and advisors during this invaluable advice and guidance for 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 Karimetta 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 provide support and their wisdom and experience helped me to grow as a professional. I am thankful for their time and support. Valuable insights.
- \* Finally, I would like to thank for providing the funding and support that enable me to complete this internship without their assistance. I would not have been able to gain this valuable experience.

## 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. Panchayati Raj Act - 1994. Says that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of Grama Ward Sachivalayam to render door to door service to the house holder, and also developing the village in a sustainable manner.
3. Function of Grama Ward Sachivalayam. It has mainly 10 types of functions.
  1. objection of Grama ward Sachivalayam
    1. Sustainable development.
    2. Door to Door Service
    3. Health and Hygienic Condition
4. Out come of Grama Ward Sachivalayam
  - \* providing basic needs to the health hood.
  - \* All Service of 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 with 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 of Grama Ward Sachivalayam

- \* Providing various citizen services at a shorter possible time.
- \* Single window service system.
- \* Door to door service & welfare of home.
- \* Providing on biest environment for all living organization.
- \* planning GRDP (Grama Panchayat Development Program).
- \* Citizen Satisfaction is 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 Grama Sachivalayam
- \* Various welfare Schemes.
- \* on going projects / Contractions
- \* possible distribution system (pds)
- \* Grama Sabha
- \* Working of each functionization
- \* field weights
- \* Renecessary of agriculture land
- \* Aretol Servey
- \* House hold Servey
- \* pre production of Natural Catemation.

# ACTIVITY LOG FOR THE FIRST WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY                          | LEARNING OUTCOME                                              | Person In-charge Signature |
|------------|------------------------------------------------------------------|---------------------------------------------------------------|----------------------------|
| Day - 1    | participated in the meeting with volunteer & Secretaries         | working of Secretary system                                   | J. Raga Sela               |
| Day - 2    | participated in the Word at ground level                         | Benefits of the people benefiting according because of people | J. Raga Sela               |
| Day - 3    | A meeting at know about the levelling for the structure          | The levelling of base                                         | J. Raga Sela               |
| Day - 4    | Field level inspection of levelling the house taxes              | Field level house taxes                                       | J. Raga Sela               |
| Day - 5    | structure of document verification about property tax levitation | Types of document verified                                    | J. Raga Sela               |
| Day - 6    | Questions & Answers about the workshop Internship                | TO know about the system                                      | J. Raga Sela               |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected ward Administrative Secretary

Sir explain about those matter.

\* participated in the meeting with volunteer & Secretary

\* working of Secretary system

\* participated in the ward Shaba at ground level.

\* Benefits of the people benefiting because of people.

\* A meeting at know about the levelling of tax structure.

\* The levelling of tax.

\* Field level inspection of levelling house taxes.

\* Structure of document verification about property tax verification.

\* Types of document verified.



# ACTIVITY LOG FOR THE SECOND WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY    | LEARNING OUTCOME                                                             | Person In-charge Signature |
|------------|--------------------------------------------|------------------------------------------------------------------------------|----------------------------|
| Day - 1    | YSP pension kanuka<br>YSP Asala, Zavarathi | All rice card holders and eligible land owner's holding                      | T. Raja Sekhar             |
| Day - 2    | Jagananna Vidya Diksha<br>Vasathi Diksha   | The beneficiary must not be enrolled under any other pension scheme of govt. | T. Raja Sekhar             |
| Day - 3    | YSP Valasa Mitra<br>YSP cheythala          | Formers of AP who own orbi and landless                                      | T. Raja Sekhar             |
| Day - 4    | Jagananna Chetaru YSR<br>'Esc' nestham     | Under the scheme no eligible candidate can pass annum passing                | T. Raja Sekhar             |
| Day - 5    | YSP Kapu nestham                           | Age b/w 45-60 years old permanent resident of AP state                       | T. Raja Sekhar             |
| Day - 6    | YSP malya<br>kara barosha                  | Age b/w 45-60 years the family should not have its 4 weeks                   | T. Raja Sekhar             |



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected word & welfare & Development

Explain about those topics .

- \* All rice card holders one eligible land owners holding
- \* The beneficiary must not be Entitled under any other pension scheme of the government .
- \* Farmers of AP who own cultivable and landless cultivations .
- \* Under the scheme Eligible Candidates can per annum for purchasing
- \* Age b/w 45-60 years old permanent resident of A.P State
- \* Age b/w 45-60 years The Family the but not to have it's own of Wheelery .

# ACTIVITY LOG FOR THE SECOND WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY   | LEARNING OUTCOME                                                             | Person In-charge Signature |
|------------|-------------------------------------------|------------------------------------------------------------------------------|----------------------------|
| Day - 1    | YSP pension karuka<br>YSP Asala, zeavathi | All rice card holders and eligible land owner's holding                      | J. Raja Sekhar             |
| Day - 2    | Jagananna Vidya Dikana<br>Vasathi Dikana  | The beneficiary must not be enrolled under any other pension scheme of govt. | J. Raja Sekhar             |
| Day - 3    | YSR Valana mitra<br>YSR cheythala         | Formers of AP who own crops and landless                                     | J. Raja Sekhar             |
| Day - 4    | Jagananna Chakku YSR<br>'Esc' nestham     | Under the scheme no eligible candidate can perform passing                   | J. Raja Sekhar             |
| Day - 5    | YSR Kapu nestham                          | Age b/w 45-60 years old permanent resident of AP state                       | J. Raja Sekhar             |
| Day - 6    | YSR matsya<br>kara bariasha               | Age b/w 45-60 years the family should not have in 4 weeks                    | J. Raja Sekhar             |

Statement of the Activity Done

Detailed Report

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Handwritten text line 6.

Handwritten text line 7.

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# NOTIFY THE FIRE THE THREE WEEK

| NOT<br>E<br>DATE | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
|------------------|---------------------------------------------|------------------------------------------|
| NOT<br>1         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>2         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>3         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>4         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>5         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>6         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>7         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |
| NOT<br>8         | THESE REPRESENTATION OF THE DAILY<br>NOTIFY | THESE REPRESENTATION<br>IN THE<br>NOTIFY |



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected Ward Amenity Secretary  
Explain about those matters. Drinking water  
Samples testing during supply testing hours  
(morning & evening) Identification of pipeline  
leakages. observation of valve pits & BT  
leakages.

Attending execution of Civil works  
Including housing, Nodu-Nedu / water  
leakages repairs. Identification of Individual  
Toilets / Processing for Sanctions / Execution  
- focus on water quality tests to maintain  
the chlorine level in supplied water.

# ACTIVITY LOG FOR THE FOURTH WEEK

| DAY & DATE | BRIEF DESCRIPTION OF THE DAILY ACTIVITY             | LEARNING OUTCOME                                                       | Person In-charge Signature |
|------------|-----------------------------------------------------|------------------------------------------------------------------------|----------------------------|
| Day - 1    | Introduction about town planning department in MAUD | Appraisal of Building Proposal of various types and nature of building | shel                       |
| Day - 2    | Rules & Responsibilities of the department          | town development preparation of development plans urban towns          | she                        |
| Day - 3    | Role of the planner in society development          | develop a plan to city expansion and consider imp factors population   | shel                       |
| Day - 4    | development in India and specially in metro cities  | mumbai, pune, Delhi, Ahmadabad, surat, chennai, Kolkata, Bangalore.    | shel                       |
| Day - 5    | major plan development                              | one of the roles introduced course and learns acquire skills.          | shel                       |
| Day - 6    | Encroachment Property & public & protection.        | when somebody tries to enter illegals into someone's property          | shel                       |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected word planning & regulation Secretary

Explain about this topics them are :-

Introduction about town planning department in MAU.

\* Approval of building proposals of various type and nature of building.

\* Approval of layout proposals.

Rules & Responsibilities of the department :-

\* Department of town planning is working in the way of development & major responsibility is town development proposition of development plans urban towns.

Role of the planner in society development :-

\* An urban planner will develop a plan for city expansion and consider important factors such as population growth, protected area or more.

Master plan development :-

\* A master in development planning is one of the newly introduced courses that learners can undertake to acquire skills and training.



# ACTIVITY LOG FOR THE FIFTH WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY           | LEARNING OUTCOME                                                         | Person<br>In-charge<br>Signature |
|------------------|------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------|
| Day -<br>1       | Explanation and Rice<br>Card Service                 | Newborn Addition<br>Declaration Rice<br>Card Split char<br>ge of Aadhar. | ole                              |
| Day -<br>2       | Certificates<br>Approval                             | caste (Integrated)<br>Income oBC<br>ows<br>Family Certificate            | ole                              |
| Day -<br>3       | BLD Duty                                             | Form b-New vote<br>Registration<br>form 6B- Aadhar<br>Vote links         | ole                              |
| Day -<br>4       | Spardana<br>Governances                              | Field Engineer<br>Applicant repo<br>rt photo                             | ole                              |
| Day -<br>5       | Home Site patterning<br>and OB patterning            | New house<br>site patterning<br>OTS- oro town<br>settlements             | ole                              |
| Day -<br>6       | visitors / police /<br>Intelligence, .cid<br>Expires | VRO mustabers,<br>Infront of gaur<br>nro of must<br>be done.             | ole                              |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected Sir ward Revenue Department  
-explain about those topics:-

New card addition, deletion, Record Split  
and Changing of Aadhar

caste [Integrated] Income, OBC, Eklg  
-family certificate.

Form 6 - New vote registration

Form 6B - Aadhar vote linking

Field Engineer applicant reports and photos  
New those Site photos and D/S - one town  
Settlement.

VRO must attend, Inform of Revenue  
officer, police department must be done.



## 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.)

A work environment in Job description by creating an accurate picture of what potential employee can expect by explaining your company's core values and the experience of current employees positive working environment provide several benefits to both employees and employers.

Having a positive working environment is a great way to increase your work output where you grow happier you may be more productive and more equipped to complete your tasks efficiently. Thus, can also help you become a better employee which leads to salary & promotions.

A positive working environment has a clear atmosphere that leads to great productivity. When you're able to work with an ideal desire and feelings you're more likely to take over and accomplish more of your duties responsibilities.



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

Technical Skills are qualities acquired by using and gaining experience in performing physical (or) digital tasks. There are many different kinds of technical skills. Traditionally people working in mathematics, Computer Science and Information Technology have used many technical skills. Today however, many more industries seek employees with technical knowledge.

Ex:- Retail and Field Service, awareness of needs to know how to use point of Sale Software.

- \* Programming language
- \* Common operating system
- \* Software proficiency
- \* Technical management
- \* Data Analysis

Technical skills vary widely by industry and job types. For computer programme knowledge of various coding language is considered a technical skill.

**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 a collection of abilities that include things such as business planning, decision making, problem solution, communication, delegation and time management.

Planning:-

Planning is a vital aspect within an organization in line with its rules to one's ability to organize activities in line with set goals while still remaining within the limits of the available resources such as time, money and labour. It is also the process of formation of a scheme containing goals or objectives with available resources.

Communications:-

possessing great communication skills for a manager. It can determine how well information is shared through a team. It will be a manager's communications.



**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.,)**

### 1. Listening Skills :-

To Communicate well you need to listen given a person your full attention hear what they're saying usually and non verbally and consider their thoughts.

### 2. Non-verbal communication :-

The message a person Communication isn't just spoken. It's non-verbal to improve Communication you need to pay attention to you and the other person body language tone of voice, eye contact, posture and facial expression Verbal body languages must be in sync message clearly

### 3. Emotional awareness :-

Improving Communications means working toward Emotional Intelligence (or) better understanding of your emotions and the emotions of those around you.



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

\* It's leadership is usually less directive than that of a meeting.

\* leading a discussion group is not same as summing a meeting.

Participation in teams :-

participating in a team promotes an atmosphere that fosters friendship and laughter. This may motivate employee is parallel and align in to work order. It helps an individuals to possess Communication Skills Strengths and ability.

Contribution as a team member :-

The Apra connect article on contribute advises each team to share a personal strength and how it contribute to making a successful whole environment.

Leading a team/ activity :-

Team building is a management technique used for improving the efficiency and performance of the whole Analysis strong and capable team.

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

\* Gr's leadership is usually less directive than that of a meeting.

\* leading a discussion group is not same as summing a meeting.

Participation in teams :-

participating in a team promotes an atmosphere that fosters friendship and loyalty this may motivate employee is parallel and align in to work order. It helps on individuals to possess communication skills strength and liability

Contribution as a team member :-

The Apra connect article on contribute advises each team to share a personal strength and how it contribute to making a successful whole environment.

Leading a team/ activity :-

Team building is a management technique used for improving the efficiency and performance of the whole Analysis strong and capable team.



Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Technology allows you to understand how effective your training and development is by tracking employee knowledge before and after the process.

Real world practice is the gold standard of how to learn something because you have to apply new knowledge before it can really become your own.

Technology can facilitate the kind of development and learning we always needed & that we continue to need as we encounter & overcome new challenges in the world of business.

Technology based training learners can be more engaged because they can control their learning environment and place.

The main role of Technology is acquiring, organizing and communicating information from a variety of sources and in a variety of innovation and development of technology.



Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: A. Dileep Kumar & 2122001051002

Term of Internship: From <sup>Short</sup>18/8/23 To 30/9/2023

Date of Evaluation:

Organization Name & Address: Kanimetta ward Secretary

Name & Address of the Supervisor with Mobile Number: Dakanagarm, Srikakulam - 532402

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) Initiative                                       | 1 | 2 | 3 | 4 | 5 |
| 4) Interaction with staff                           | 1 | 2 | 3 | 4 | 5 |
| 5) Attitude                                         | 1 | 2 | 3 | 4 | 5 |
| 6) Dependability                                    | 1 | 2 | 3 | 4 | 5 |
| 7) Ability to learn                                 | 1 | 2 | 3 | 4 | 5 |
| 8) Planning 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                                 | 1 | 2 | 3 | 4 | 5 |
| 12) Productivity                                    | 1 | 2 | 3 | 4 | 5 |
| 13) Progress of learning                            | 1 | 2 | 3 | 4 | 5 |
| 14) Adaptability to organization's culture/policies | 1 | 2 | 3 | 4 | 5 |
| 15) OVERALL PERFORMANCE                             | 1 | 2 | 3 | 4 | 5 |

A. Dileep Kumar  
Signature of the Student

### Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A.Dileepkumar & 2122001051002

Term of Internship: <sup>Short</sup> term From 18/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address:

Karimetta ward Secretory

Name & Address of the Supervisor  
with Mobile Number:

Dakaraan Brikakulam - 632402  
Administrative

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) Initiative                                       | 1 | 2 | 3 | 4 | 5 |
| 4) Interaction with staff                           | 1 | 2 | 3 | 4 | 5 |
| 5) Attitude                                         | 1 | 2 | 3 | 4 | 5 |
| 6) Dependability                                    | 1 | 2 | 3 | 4 | 5 |
| 7) Ability to learn                                 | 1 | 2 | 3 | 4 | 5 |
| 8) Planning 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                                 | 1 | 2 | 3 | 4 | 5 |
| 12) Productivity                                    | 1 | 2 | 3 | 4 | 5 |
| 13) Progress of learning                            | 1 | 2 | 3 | 4 | 5 |
| 14) Adaptability to organization's culture/policies | 1 | 2 | 3 | 4 | 5 |
| 15) OVERALL PERFORMANCE                             | 1 | 2 | 3 | 4 | 5 |

Signature of the Supervisor

## 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 of 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 persons 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 with 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:
  - Data and Information you are expected to collect about the organization and/or industry.
  - Job Skills you are expected to acquire.
  - 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 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.

## PHOTOS & VIDEO LINKS





## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: A. Dilip Kumar

Programme of Study: Sachivalayam

Year of Study: 2nd year

Group: BSC(MECS)

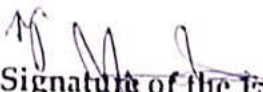
Register No/H.T. No: 2127001051002

Name of the College: Government Degree College MEN (Skun)

University: Amberkhan

| Sl.No | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1.    | Activity Log          | 25            |               |
| 2.    | Internship Evaluation | 50            |               |
| 3.    | Oral Presentation     | 25            |               |
|       | GRAND TOTAL           | 100           |               |

Date:

  
Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal