

# 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: *Jessyca Wilson-Patt*

Name of the College: *UCD*

Registration Number:

Period of Internship: From: To:

Name & Address of the Intern Organization

\_\_\_\_\_ **University**  
YEAR

## **An Internship Report on**

Department of Sachivalayam

*(Title of the Internship)*

**Submitted in accordance with the requirement for the degree of**

BSc [MECS]

**Under the Faculty Guideship of**

Y. Mani kumar sir

*(Name of the Faculty Guide)*

**Department of**

Sachivalayam

Government Degree College (Men), Sri kakulam.  
*(Name of the College)*

**Submitted by:**

Jarjapu Mohan Rao.

*(Name of the Student)*

**Reg.No:** 2122001051018

**Department of**

Sachivalayam

Government Degree college (Men), Sri kakulam.  
*(Name of the College)*



## Student's Declaration

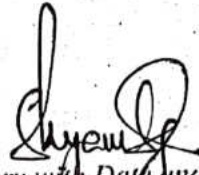
I, Tarjapu Mohan Rao a student of BSc [MECS]  
Program, Reg. No. 2122001051018 of the Department of MECS, Govt Degree College (Men)  
College do hereby declare that I have completed the mandatory internship  
from 18/08/2023 to 30/09/2023 in Grama ward Sachivalayam (Name of  
the intern organization) under the Faculty Guideship of  
Y. Mani kumar sir (Name of the Faculty Guide), Department of  
Sachivalayam, Govt Degree College (Men) Sri kakulam  
(Name of the College)

(Signature and Date)

## Official Certification

This is to certify that Jarjapu Mohan Rao (Name of the student) Reg. No. 2122001051018 has completed his/her Internship in Grama ward Sachivalayam (Name of the Intern Organization) on Chalivendri, Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC [Meds] in the Department of GDC Men Srikakulam (Name of the College).

This is accepted for evaluation.

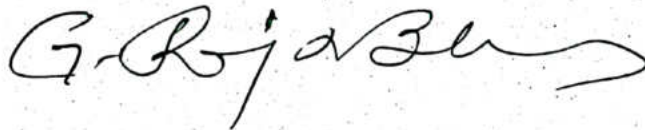
  
(Signatory with Date and Seal)  
Panchayat Secretary  
Chalivendri G.P.  
Veeraghattam Mandal

### Endorsements

Faculty Guide



Head of the Department



Principal



## Certificate from Intern Organization

This is to certify that SARJAPU MOHANRAO (Name of the intern)  
Reg. No 2122001051018 of GDC Men (SKM) (Name of the  
College) underwent internship in GRAMINARD SACHIVENDRI (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

Panchayat Secretary  
Chalivendri G.P.  
Veeraghattam Mandal



## Acknowledgements

- \* I am deeply grateful to a staff members to the Chalivendri grama sachivalayam and also my mentors and advisor during this Internship for their in valuable advice and guidance their industry experience and expertise helped me to better understanding the company and the industry and allowed me to make the most of my internship.
- \* They were always available to answer my questions and provide support and their wisdom and experience helped me grow as a professional. I am thankful for their time and support and for sharing their valuable insights with me.
- \* I am grateful to thank you for Chalivendri grama Sachivayam support and the opportunity they have provided me their financial assistance allowed me to focus on my internship and my professional development.
- \* Finally, I would like to thank you for providing the funding and the support enabled me to complete their Internship without their assistance.

## Contents

Program Book for Short-term Internship

An internship Report

Instructions to Students

Student's declaration

official certification

Certificate from Intern organisation

Aknowledgement

Contents

Chapter 1 - executive summary

Chapter 2 - overview of the organization

Chapter 3 - Internship report

Activity log book for the 1<sup>st</sup> week

Weekly report - 1

Activity log book for the 2<sup>nd</sup> week

Weekly report - 2.

Activity log book for 3<sup>rd</sup> week

weekly report - 3

Activity log book for 4<sup>th</sup> week

weekly report - 4.



Activity log book for the 5<sup>th</sup> week

weekly report -5

Activity log book for the 6<sup>th</sup> week

weekly report - 6.

Chapter 5 : outcomes Description.

Evaluation by the supervisor of the intern organization

Student self evaluation of the Short-term Internship.

Photos - video links.

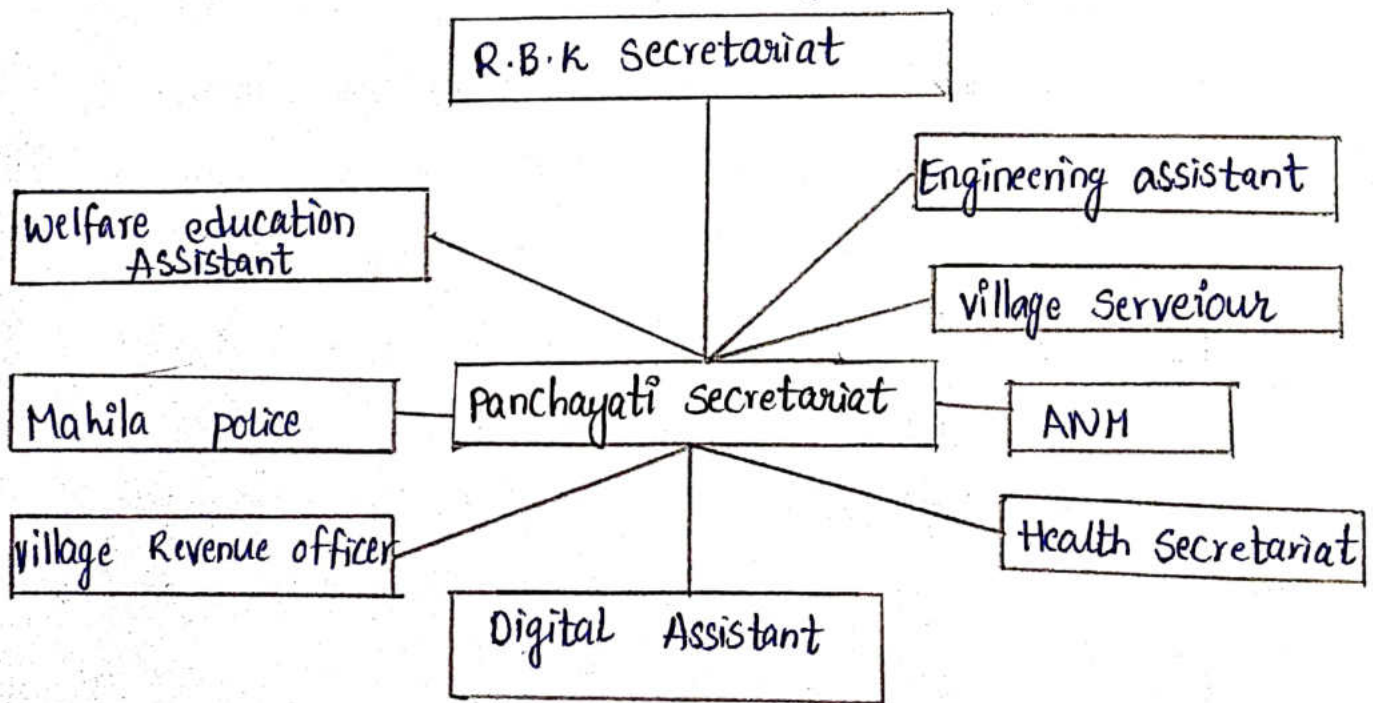
Internal evaluation for Short term internship

Marks 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.

The organisation that I had choose is Chalivendri grama sachivalayam. The agenda of this organisation is to Serve the people of the Chalivendri Sachivalayam. The Govt of Andhra Pradesh has revealed Some Schemes to the Sachivalayam to impleated in the Chalivendri. Here are the Service persons in this organisation are allocated Some Particular Sectors to do. There are total nine sectors under head of the organisation





## 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.

- \* To Serve the people of the gram by several assistants in Chalivendri grama Sachivalayam Lead by grama panchayat -at- Secretariat
- \* To implement the several schemes and programmes in the village, which was accused by govt of Andhrapradesh.
- \* The head of the department planned in advance to initiate their plan in the village and then divide to several individual to implement their plans.
- \* Sachivalayam is the organisation, which I was worked by
  1. Panchayati Secretariat is head of the organisation
  2. Village Revenue officer.
  3. ANM
  4. Digital Assistant
  5. Welfare Assistant & education department
  6. Engineering assistant
  7. Village Server
  8. Bill collector.
  9. RBK Secretariat.

### 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.*

While we are working here, we required some knowledge regarding several skills we have performed many tasks given by the Sachivalayam members. Here by we used several equipments like fingertips thumb impression Smartphone and some several device to elaborate the ideals in the ward. Sachivalayam, we have book some responsibilities in their internship period which includes the several services we had gathered some details of the Sachivalayam in a database to accomplish their data into the several sites.

They had given by us some responsibilities to go forward in maintaining services in the grama Sachivalayam went into the grama Sachivalayam and did survey about regarding their issues and distractions. By the influence of Panchayathi Secretariat I had required some managerial skills.

They are :

1. Team work
2. Leadership
3. Management
4. Strategic thinking
5. time Management.



# ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR pension Kanuka YSR ASara ,Zero Vaddi	All rice card holders are eligible <sup>must</sup> <del>must</del> not be enrolled under any other pension schemes of the govt.	N. P. D. K.
Day - 2	Jagananna vidya deevena vasathi deevena	The beneficiary must not be a rice card holder	N. P. D. K.
Day - 3	YSR vahana Mithra YSR cheyootha	farmers of AP who have cab or auto are eligible, women self employment purpose.	N. P. D. K.
Day - 4	YSR Jagananna Chedodu YSR 'EBC' Nestam	Under the scheme eligible candidates can pursuing per annum.	N. P. D. K.
Day - 5	YSR kapu Nestham	Age b/w 45-60 years old permanent resident of AP earn 18,000 Per Annum.	N. P. D. K.
Day - 6	YSR Matsyakara Bharosa	Age b/w 45-60 years fishermen are eligible for this Scheme.	N. P. D. K.

## WEEKLY REPORT

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

### Objective of the Activity Done:

### Detailed Report:

Respected welfare assistant Sir Mr. N. Rahul sir explain about those matter in assembly of Sachivalayam.

\* All rice card holders are eligible for land owners holding

\* The beneficiary must not be entrolled under any other pension scheme of the government.

\* Farmers of AP who own cultivable and land less cultivates crops.

\* Under the scheme eligible candidates can per annum for pursuing.

\* Age between 45 - 60 old permanent resident of the State Andrapradesh earn 18,000 per annum

\* Age between 45 - 60 years the fishermen are eligible for the scheme YSR Matsyakarma Bharosa.



## ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Participating in the meeting with volunteers and staff	working of Secretary system	<i>[Signature]</i>
Day -2	Participating in the grama sabha at ground level	Benefits of the people and explaining govt schemes to people.	<i>[Signature]</i>
Day -3	Enquiry and giving death certificates.	people who died in the village recently should take the certificate before 1 month	<i>[Signature]</i>
Day -4	Rules and Responsibilities of the department	Town development preparation of development plans for all Rural areas.	<i>[Signature]</i>
Day -5	Public protection encroachment property	When somebody tries to enter illegally into someone else's property.	<i>[Signature]</i>
Day -6	Conducting the Jagananna Arogya Suraksha	People who have health problems, they can utilise this opportunity.	<i>[Signature]</i>

## WEEKLY REPORT

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

**Objective of the Activity Done:**


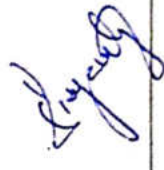




**Detailed Report:**

Respected panchayathi Secretariat Sir, Mr. Shyam Sundar Rao Sir explains about those matter.

- \* Working under the rules of Secretary System
- \* Explained the government schemes for the people of Rural areas.
- \* Explained about which works he done during any problem arisen. Like Someone enters into someone's property illegally he took action within minutes.
- \* Conducted the Jagannanna Arogya Suraksha during my internship period of time
- \* Awareness to the people of town development preparation of development plans for all the Rural Area people.
- \* Explained how the village Secretariat did their work.



# ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Drinking water samples, testing, during Supply hours (morning & evening)	Drinking water.	
Day - 2	Identification of pipeline Leakages, observation of value pits or Leakage.	Pipeline Leakes.	
Day - 3	Attending execution of civil works including Housing, Nadu-Nedu /water leakages. repairs	Government Schemes.	
Day - 4	Identification of individual Toilets / processing for Sanita- tion execution.	visiting communication toilets & Public. toilets for their hygienic condition.	
Day - 5	focus on water quality tests to maintain the Chlorine levels in supplied water.	water supply	
Day - 6	Second Saturday	Second Saturday.	

## WEEKLY REPORT

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

**Objective of the Activity Done:**

**Detailed Report:**

Respected Engineering assistant Mr. Shyam  
Sundar Rao Sir Explains the given matter.

- \* Drinking water samples, testing, during supply hours.
- \* Explained how to identify the pipeline leakages of taps and observation of valve pits or leakage during water supply.
- \* Attended execution of civil works including Housing Nadu-nedu or water leakage repairs.
- \* Identifying of individual toilets / processing for sanitation execution.
- \* Focus on water quality tests to maintain the chlorine level in the supplied water.



# ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	PM kisan apply Service.	farmer who culti- vating below 3 A ghears Land are eligible.	T. Sawnyg
Day -2	fertiliser Distribution	Who had done the e-crop booking are get fertilizers from govt with less cost.	T. Sawnyg
Day -3	field visit	visit cultivating land -s and Checking diseases of plants.	T. Sawnyg
Day -4	e-crop booking	Take thumb impr- -ession from farmers for crop insurance.	T. Sawnyg
Day -5	Raithu Bharosa	Taking thumb impr- -ession of farmers for this scheme.	T. Sawnyg
Day -6	Farmer ekyc and e-crop booking	for procurement of variety of crops by taking thumb.	T. Sawnyg

## WEEKLY REPORT

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

### Objective of the Activity Done:

### Detailed Report:

Respected Agricultural Assistant mam, Mrs. Sowmya mam explain about the given topics.

- \* Farmers who had done the e-crop booking are get fertilizers from government with the less cost.
- \* visit cultivating lands and checking diseases of plants.
- \* Take thumb impression from farmers for the crop insurance.
- \* Taking thumb impression from the farmers for Raithu Bhayasa Scheme.
- \* For procurement of variety of crops by taking the thumb impression.
- \* farmers who cultivating below 3 acres of land are eligible for the PM Kisan apply service.



## ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	explanation and Rice Card Service	New card Addition, deletion, Rice card split change of aadhar.	P. Vishnu
Day -2	Certificates Approval	Caste (Integrated), Income, OBC, EWS family certificates.	P. Vishnu
Day -3	Booth level office	form 6 - New vote registration. forms 6-B Aadhar votes link.	P. Vishnu
Day -4	Spandana grievance & land reserve.	field engineer applicant report photos.	P. Vishnu
Day -5	Home site patta and OB patta	New house sites patta OTS - one town settlement	P. Vishnu
Day -6	vigilance / police / intelligence, CIO expires.	VRO must attend, Infront of revenue officer, police dept must be done.	P. Vishnu

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Respected Sir, village Revenue officer (VRO)

Mr.

- \* New card addition, Deletion, Rice card split and the exchanging of aadhar.
- \* Approval of certificates like caste (Integrated) Income, OBC, EWS and the family certificates etc.
- \* Booth level office - form G - New vote registration form 6B - aadhar votes link.
- \* field engineer applicant reports and photos, New house site patta and the OTS - One Town Settlement.
- \* VRO must attend, Infront of revenue officer, Police department must be done.



# ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Visiting government Schools.	Going to school and checking food that children eating	J. Ganga
Day - 2	Conducting awareness programmes.	In villages, conducting awareness programmes over women and girl child	J. Ganga
Day - 3	Crime visit	visiting the crime site, when any crime happened in the villages.	J. Ganga
Day - 4	Anganwadi checking	Checking the food served to the children and the govt gave food to the pregnant women.	J. Ganga
Day - 5	Cast disturbance awareness programs	awareness on the cast disturbance and saying no to cast disturbance to all	J. Ganga
Day - 6	DISHA app downloading	visit all villages and saying that download DISHA for protecting women.	J. Ganga

## WEEKLY REPORT

WEEK - 6 (From Dt. 25/9/2023 to Dt. 30/09/2023)

### Objective of the Activity Done:

### Detailed Report:

Respected Women protection Assistant Mr. Gulibilia Ganga Mam explained the given matter.

- \* Going to school for checking the food that serving to the children studying in the government schools.
- \* Conducting awareness programmes over women and child protection in the Rural villages.
- \* Visiting the crime site, where any crime happened in the village.
- \* Checking the food that giving to the childrens and checking that every fund giving to the pregnant womens in the Angavadi schools.
- \* Awareness on the cast disturbance and saying no to caste disturbance to all the people in the village.
- \* Visiting villages and saying that download DISHA App to all womens for protection.



## 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 are valued and the experience of benefits for both employee and employer. Having a positive working environment is a great way to be more product and more equipped to complete your tasks efficiently. This can also help you once a better employee which leads mainly and promotions.

A positive working environment has a clear atmosphere that leads to great production. When you're able to work with arrival disease acting. you're more likely to stay on task and accomplish more of your devices 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 expertise 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 recruit on employee with technical knowledge.

Ex:- Retail and food service. awareness of their need to know how to use point of sale software.

Programming language.

Common operating system

Software proficiency

Technical Management

Data Analysis.

Technical Skills are very widely b/w industry any job type for computer program knowledge of various coding language is considered a technical skills.



**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 organisation. In line with it refers to one's ability to organize activities in line with set guidelines while still remaining within the limits of the available resources such as time, money and labour. It is also the process of formulating a set of actions or one or more strategies to pursue and achieve certain goals or objectives with the available resources.

Communications :

Processing great communication skills for a manager. It can determine how well information is shared through about a team how well a manager communicates.

**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 near what they're saying usually and non verbally a consider their thoughts.

2. **Non-verbal communication :**

The manage a Pension 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 at voice, eye contact, posture and facial expression verbal communication and body languages must be in sync to convey a message clearly.

3. **Emotional awareness :**

Improving communication means working forward emotional intelligence or clear 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 at 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 problems on atmosphere that foster friendship and laughably this may motivate employee is parallel and align item to whole harder. It helps an individual to passes communication skills. Strength and habits.

**Contribution as a team member**

The APMC 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 groups through various activities. It values a lot of skills, analysis and observations for forming a 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 taking employee knowledge before and after the process.

Real-world Practice is the gold stem 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 were always needed and that will continue to need as we encounter and overcome new challenges in the world of business.

Technology based training learners can be more engaged because they can controlled their learning environment and pace.

The main role of technology is alluring using citing and communication Informating from a variety of sources and in a variety of ways.. Technologies change (TC) or technological development is the overall process of Invention Innovation and diffusion of technology or process.



## Student Self Evaluation of the Short-Term Internship

Student Name: Jagapu Mohan Rao

Registration No: 2022000508

Term of Internship: 45 From: 18/08/2023

To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Chalivendi grama Sachivalayam

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:

Signature of the Student

## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Jarjapu Mohan Rao Regd NO : 2122001051018

Term of Internship: 45 From 18/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Chalivendri Grama Sachivalayam

Name & Address of the Supervisor  
with Mobile Number:

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) 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  
Panchayat Secretary  
Chalivendri G.P.  
Veeraghattam Mandal











## EVALUATION

## **Internal Evaluation for Short Term Internship (On-site/Virtual)**

### **Objectives:**

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### **Assessment Model:**

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
  - Activity Log 25 marks
  - Internship Evaluation 50marks
  - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.



- b. Real Time Technical Skills acquired.**
- c. Managerial Skills acquired.**
- d. Improvement of Communication Skills.**
- e. Team Dynamics**
- f. Technological Developments recorded.**

**MARKS STATEMENT**  
**(To be used by the Examiners)**



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Tarjapu Mohan Rao

Programme of Study: Sachivalayam

Year of Study: 2021 - 2023

Group: BSc [MECS]

Register No/HLT. No: 2122001051018

Name of the College: Government degree college (Men) Sriakulam.

University: Dr. B.R. Ambedkar university, Sriakulam.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

  
Signature of the Faculty Guide

Date:

Certified by

Signature of the Head of the Department/Principal

Date:

Seal: