

# 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)

Handwritten text at the top of the page, possibly a title or header, which is mostly illegible due to blurring and bleed-through.

Handwritten text in the upper middle section of the page.

Handwritten text in the middle section of the page.

Handwritten text in the middle section of the page.

Handwritten text in the middle section of the page.

Handwritten text at the bottom of the page.

# An Internship Report on

Short term Internship Program (Mechanical Department)

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science in Mech

Under the Faculty Guideship of

V. Mani Kumar

(Name of the Faculty Guide)

Department of

Government of Mysore College

(Name of the College)

Submitted by:

Mahankali Kventhi

(Name of the Student)

Reg.No: 2122001051084

Department of BSC (MECH)

Government of Mysore College

(Name of the College)

Page No:



## **ANDHRA PRADESH**

# **STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road  
Attmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)

## Official Certification

This is to certify that HAATHANATH KANAKA (Name of the student) Reg. No. 2122CT09124 has completed his/her Internship in Schavandayee (Name of the Intern Organization) on \_\_\_\_\_ (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 (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)  
Grantha Panchayath  
BEJJUPUTUGA  
Kavith (M). SKLM Dt

Endorsements

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that -JAYASHREETHA (Name of the intern)  
Reg. No 2112200031034 of Age (years) 20 (Name of the  
College) underwent internship in Kathirayam (Name of the  
Intern Organization) from 15/08/2022 to 20/09/2022

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



*Authorized Signatory with Date and Seal*  
Srana Panthayath  
BEJIPUTUGA  
Kavith (M), SKLM DL

### Student's Declaration

I, Muneer Khan, a student of Computer Science B.Sc (Hons)  
Program, Reg. No. 2020060097 of the Department of Electronic  
College do hereby declare that I have completed the mandatory internship  
from 18/2/2022 to 26/1/2023 in Electronics Group (Name of  
the intern organization) under the Faculty Guidance of  
(Name of the Faculty Guide), Department of  
-AETC (Hons) Coe School-

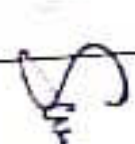
Kantli  
(Signature and Date)

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apche.ac.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.

# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                  | Learning Outcome                               | Person In-Charge Signature                                                            |
|------------|----------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------------------------|
| Day-1      | Definition of SA<br>-open beyond SA<br>-closed beyond SA | Start of possible<br>-time for<br>-conferences |  |
| Day-2      | Definition of Query<br>SA obligation of monetary         | Development<br>process                         |  |
| Day-3      | Link - Allocated to<br>Group for day of                  | General test for<br>11th June fall<br>monitors |  |
| Day-4      | House lead Savvy<br>of - Alex 10, 3, 4, 5                | small Alex a<br>Come Savvy                     |  |
| Day-5      | Household Survey of<br>Alex 6 C. 7, 8, 9, 10             | Caliberious at<br>-household                   |    |
| Day-6      | Here told Savvy<br>at C. 11, 12, 13<br>14, 15, 16        | - do -                                         |    |

**WEEKLY REPORT**  
**WEEK - 2** From 19/06/2020 to 25/06/2020

Objective of the Activity Done:

Detailed Report:

① Breeding of Doves (Couples)  
 of a Shovel possible - done.

1. Transfer of Cows & Cows.
  2. Family members Certificate.
  3. Birds & chicks Cuckoo.
  - 4.
- Modifying for Science to the Eligible Candidate first

field verification

1. yir peridium.
2. yir Augustus
3. Rice God
4. yir prunoidi
5. yir vidya dhana

field activity. Pattern observation - to be successful

at the step by mns.  
 hand returning using Caps for Cuckoo - performing

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                                                   | Learning Outcome                                                        | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------|
| Day-1      | Discussion of Responsibility complete - details of welfare - information - animal welfare | Topic of welfare - animal welfare - type of welfare - animal welfare    | <i>[Signature]</i>         |
| Day-2      | Discussion of Responsibility of VRO for Village Survey - info.                            | Relation of animal welfare on system of animal welfare - animal welfare | <i>[Signature]</i>         |
| Day-3      | Discussion of Responsibility of Veterinary - info. of agricultural - info.                | Animal welfare - animal welfare - animal welfare - animal welfare       | <i>[Signature]</i>         |
| Day-4      | field visit by VRO - PDI animal welfare.                                                  | Animal welfare - animal welfare - animal welfare - animal welfare       | <i>[Signature]</i>         |
| Day-5      | field visit by V1 Re Survey                                                               | Animal welfare - animal welfare - animal welfare - animal welfare       | <i>[Signature]</i>         |
| Day-6      | De. brief of last 5 days activities                                                       | Animal welfare - animal welfare - animal welfare - animal welfare       | <i>[Signature]</i>         |

## WEEKLY REPORT

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

Objective of the Activity Name

Thematic Report      Gender      Subsidization      Disincentive      base

functionary & volunteer

main      functionaries are in follow

→      panchayat      Secretary

→      Digital - Assistant

→      village      &      Education - Assistant  
District officer

→      Village

→      Assistant

→      Agriculture

→      Village      Surveyor.

→      Police      Police

→      Police

→      Police

Overall in charge in panchayat      Secretary, who is

mainly all the activities in and a good      know well

could visit by      - given an opportunity.      know well

the organization      staff in behaving with the village

Page No:

## WEEKLY REPORT

WEEK - 3 (From 19/01/2020 to 25/01/2020)

Objective of the Activity Done

Demanded Report. Doing work by night and visited Great House for my lecture. Give a proposal women for my participation about the work helps for black women the people with the policy.

Also a compromised by another police officer in house to know the situation the situation for the girl child has not being any day. Day harassment happens should the situation often control.

about online. Some are given up particularly and necessary knowledge about how a system women be cleared to the government.

knowing eligibility. Certain etc all the welfare should be clear government.

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

I achieved the goal. the successful practical practice skills in very quickness, and given the

highlighted Capstone. I analyzing skills

-Every week, is the benefited and limit to  
Projected. while world in analyzing the activities  
of decision are making very important

For doing any -know Projects know point in up  
of should. -Strongly planning and finally the practice  
for implementation.

## Evaluation by the Supervisor of the Intern Organization

|                                                       |                                     |
|-------------------------------------------------------|-------------------------------------|
| Student Name: <b>MANALYUS KANDATHI</b>                | Registration No: <b>20120401019</b> |
| Term of Internship: <b>July From</b>                  | To:                                 |
| Date of Evaluation:                                   |                                     |
| Organization Name & Address:                          |                                     |
| Name & Address of the Supervisor: <b>Arulmani P S</b> |                                     |
| With Mobile Number: <b>9955020724</b>                 |                                     |

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 | <b>OVERALL PERFORMANCE</b>         | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |

Date:

Page No:

  
**Signature of the Supervisor**  
 Grama Panchayat  
**BEJUPUTTURA**  
 Kovvur (M), SRI M D

### INTERNAL ASSESSMENT STATEMENT

Name Of the Student: ANASWARYA KANAKATH  
Programme of Study: Biotechnology  
Year of Study: 2022 - 2024  
Group: (H.C.C), B.OT  
Register No./I.T. No: 212200101022  
Name of the College: Govt. Arts  
University: Anna University

| SLNo | 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:

Signature of the Head of the Department/Principal

Seal:

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

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

## **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:

|                         |          |
|-------------------------|----------|
| o Activity Log          | 25 marks |
| o Internship Evaluation | 50marks  |
| o 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.

## EVALUATION

Page No:



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

Student Name: Alfred Henry Leonardo Registration No: 2122200105  
 Term of Internship: Guided From: 1st Dec 1 To: 20/01/2023  
 Date of Evaluation: \_\_\_\_\_  
 Organization Name & Address: \_\_\_\_\_

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: \_\_\_\_\_

*Alfred Henry Leonardo*  
 Signature of the Student



PHOTOS & VIDEO



PHOTOS & VIDEO



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

Faculty-Wisdom:

- A - Handling of class session.

- A - Give answer explanation

- A - Create Sources

- A - Focus - Naturalization programme

which given the specific procedure of - the course.

Secondly:

Using v-pos machine in PPT.

Thirdly:

using API of Keuron's program.

hand Re-normally

Pre programme.

→ Finding, Drawing, in identification programme.

→ classes in hand

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

In groups group discussion : I always give with point to point and don't try to answer, I will be clear at each 1 and 2 only.

It also encourage other to participate in discussion to give their views.

-the discussion to give the group discussion  
I always contribute the group.

In a formal & formal manner.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, interpersonal skills, confidence level while communicating, anxiety management, understanding others, getting understood by others, appropriate speech habits, to articulate the key points, using the correct structure, maintaining structure and providing greeting, thanking and appreciating others, etc.)

my communication skills are weak and to improve myself with communication different people in different places

my Confidence Communication in front of people  
are very willing

I though I hardly are very large and I will

my Confidence with the more I will

Continuous with are very large and I will

my want needs are more

Continuous with are very large and I will

my need needs are very large and I will

and action are more anxiety management technology

of fear are more anxiety management technology

I always great whenever they do good

of those then whenever they do good

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, communication, production use of time, weekly improvement in competitiveness, good meeting decision making, performance analysis etc.

I obtained the soft skills. My personal perspective  
feedback which is very quickly and gives the

Feedback Computer of analyzing skills.

Could be  
- Every week in office  
negotiating with the customer  
to making is very important  
to customer knowledge

For doing any large project  
in short of could be  
the pre course for  
- finally

## CHAPTER 4: EFFECTIVE TEAM BUILDING

Describe the work environment you have experienced in terms of people interactions, decision making, and maintenance. Identify at least three people, procedures, processes, discipline, time management, teamwork, relationships, motivation, mutual support, and teamwork, motivation, goals and results, etc.

Conclusion

It appeared a very good working  
with professional knowledge & work results. The  
above organization all can be very successful in  
attending all the

They had chosen an internal in laboratory in how  
the system works and adaptation activities are  
focused in a particular manner.

At the time - they spent time in doing working  
structure are appropriate, such as those financial  
for their extended operation & co-operation to the  
interdisciplinary programme.  
The Digital aids used for helping use in location  
are very advancement & needs of accountability.

Vehicle helps the system usability  
Gain myself improvement of team organization  
working culture.

1) Design the end product and you know

A car is for systematically arranged

- Application program - 1 (single) Account

Full verification - 5 weeks - 1 week

- extend policy verification - 1 (multiple) client

Per - extend - 1 week

And extend - 1 week

Everyone is using the technology to avoid confusion and avoid

almost work to avoid confusion - for organizing

- increasingly in

system

Decision

A Executive

Good ideas

- 1 - 1 week

Scanner

A 1st

- Antivirus

A face

## WEEKLY REPORT

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

Objective of the Activity Theme

Detailed Report

State - government - welfare department and its eligibility

System. application program for welfare department

Program

eg. via function process eligibility states (children)

can within eligibility states have children

at state - type of person have children

eligibility children the changed planning & improvement

welfare children shown the changed planning in a project of

ten of know as the shown

prevalence number effective - know good children

eg. states place station of the children

which given on - then households. for any

It is medication for all the

- type of welfare

State - step indicator.

1. No Great Enlarge in the household.

2. No Increase the pay in household

3. No of the the 2 years of agricultural land

4. No from welfare welfare

Page No.

5. from a field Agricultural land in urban area

# ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity                             | Learning Outcome                                                      | Person In-Charge Signature |
|------------|---------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|
| Day-1      | Organise and present the village - exercise of their responsibility | will be in the presence of the village for the evening (presentation) | Kumar                      |
| Day-2      | will be in the presence of the village for the evening              | planning and execution in the village of the village                  | Kumar                      |
| Day-3      | will be in the presence of the village for the evening              | Basic knowledge of a village so that it is better                     | Kumar                      |
| Day-4      | - Organise and present the village for the evening                  | Organise and present the village for the evening                      | Pooja                      |
| Day-5      | Organise and present the village for the evening                    | Organise and present the village for the evening                      | Pooja                      |
| Day-6      | Organise and present the village for the evening                    | Organise and present the village for the evening                      | Pooja                      |

## WEEKLY REPORT

WEEK - 4 (From Th..... to Fr.....)

Objective of the Activity Done:

Detailed Report:

Step - source the approved  
to your work. Activities above are done  
and source in learning their own can  
also Guide each

- for eg:
1. Finance Certificate - why?
  2. Date Certificate - why?
  3. Motivation - why?
  4. Pk. Card - why?

Group Group in planning programme.  
It is in a planning programme.

for the development of group planning.

- \* Sanitation planning.
- \* Road repair planning
- \* Street light pollution/repair
- \* also Environment - how

General fund - - basis for payment / properties tax  
also finance. Group from state government.

## 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.

In the paragraph Bag - Act - 1999 says that local government in the Every village for the growth & development in a sustainable manner.

2) Implementation of gram sadak Sakshinagar - to reach, has - to check condition - to the house better, and also

developing the village in a - favorable manner. It has mainly function of Gram sadak Sakshinagar.

3) type of functions.

1) Objective of Gram sadak Sakshinagar.

1. Sustainable development.

2. Door to door service.

3. Health and hygienic Condition.

4) Out Come of Gram sadak Sakshinagar

→ providing basic need to the distressed.

→ All Service at to on stop.

→ Easy Solution to all problems.

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

### Introduction of Green Women Sustainability

- providing various citizen services to a Sharon possible to
- Single window service system
- One-to-one service of welfare of home.
- providing natural environment for all living organizations
- Planning Green Opena program development program)
- Green for the welfare of an organization.

## CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organisation 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 Gengen Saktiuhya

→ Various, village Gengen.

→ On going Process / construction.

→ Gengen Saktiuhya.

→ Working of Gengen functionalization.

→ Find weights.

→ Price survey of agricultural land.

→ Agricul Survey.

→ House hold Survey.

→ Production of Natural Calmation.

# ACTIVITY LOG FOR THE FIRST WEEK

| Day<br>A.<br>Date | Brief description of the daily activity                            | Learning Outcome                       | Person In-Charge<br>Signature |
|-------------------|--------------------------------------------------------------------|----------------------------------------|-------------------------------|
| Day-1             | Introduction of staff and introduction                             | Organisation Structure                 | Panda                         |
| Day-2             | Various functionalities of every department and its responsibility | Organisation structure                 | Panda                         |
| Day-3             | Various functionalities of their different work and responsibility | —                                      | Panda                         |
| Day-4             | first visit by admin Am onkel Savary                               | Also my car getting ready for my party | Panda                         |
| Day-5             | field visit by admin pm. for Savary                                | Deployment of pm day Savary            | Panda                         |
| Day-6             | D.C. brief of what the last 5 days activation.                     | Same knowledge has achieved and good   | Panda                         |

# ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                                        | Learning Outcome                                                                  | Person In-Charge Signature                                                            |
|------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day-1      | Division F Representability<br>Noted 8 small to police                         | Hygiene awareness<br>Implementation<br>Safety of women<br>& child                 |  |
| Day-2      | Division 9 Representability<br>& Engineering - first<br>of punishment for day. | Engaging with<br>Recruitment &<br>Purchase of<br>manpower                         |  |
| Day-3      | field activity.<br>Toq Survey<br>for - day Survey                              | Knowing well<br>about Sustainable<br>development goals<br>pocet                   |  |
| Day-4      | field activity<br>house hold - survey<br>poc distribution.                     | Knowing about impact<br>of house hold<br>of the eligibility                       |   |
| Day-5      | Online Survey<br>Digital Literacy                                              | knowing about to<br>apply for calla<br>(Green Card Mark)<br>y name Carina         |    |
| Day-6      | Debate on fact<br>5 days after for                                             | Our all's freedom<br>aware of violence<br>when implemented to<br>the better world |    |

## Contents

Page No:



## Acknowledgements

Page No:



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.

————<<②>>————