

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(AN AUTONOMOUS BODY OF GOVERNMENT OF ANDHRA PRADESH)

An Internship Report on

Department of Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc [MECS]

Under the Faculty Guideship of

Sures Kumar sir Mani Kumar sir

(Name of the Faculty Guide)

Department of

Sachivalayam English

(Name of the College)

Govt. degree college Ed Men

Submitted by:

Puli. Gayitri

(Name of the Student)

Puli. Gayitri

Reg.No: 2122001091037

Department of

Sachivalayam

(Name of the College)

Govt. degree collage Ed Men,

Saikkulam

Instructions to Students

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

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

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

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Student's Declaration

I, P. Gayitri a student of Internship Program, Reg. No. 212260105103 of the Department of Sachivalayam College do hereby declare that I have completed the mandatory internship from 18/8/2023 to 20/9/2023 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of Magi Kumari Sir Sourish Kumar Sir (Name of the Faculty Guide), Department of Sachivalayam English Government degree college EDICHEN (Name of the College)

P. Gayitri
(Signature and Date)

20/9/2023

Official Certification

This is to certify that P. Gayatri (Name of the student) Reg. No. 202001051033 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Sanaveedhi, sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of sachivalayam in the Department of Govt. degree college (Name of the College).
E81(MEN)

This is accepted for evaluation.


Ward Administrative Secretary
Sanaveedhi Secretariat
Code: 21085007
Srikakulam Municipal Corporation

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



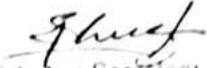
Principal



Certificate from Intern Organization

This is to certify that P. Gayatri (Name of the intern)
Reg. No 2122001051032 of Gent degree college (Name of the
College) underwent internship in Sachinwajun, Saravali (Name of the
Intern Organization) from 18/8/2023 to 20/9/2023

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


Ward Administrative Secretary
Sanaveedhi Secretariat
Code: 21085007
Srikakulam Municipal Corporation

Authorized Signatory with Date and Seal

Acknowledgements

- * I am deeply grateful to all STAFF members to the sanaveedhi ward sachivalayam and also my mentors and advisors during this Internship for their valuable advice and guidance. Their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.
- * Throughout the Internship the sanaveedhi ward Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.
- * They were always available to answer my questions and provide support and their wisdom and experience helped me to grow as a professional. I am thankful for their time and support, and for sharing their valuable insights with me.

* I am grateful thanks for Sana veedhi ward Sachivalayam support and the opportunity they have provided me their financial assistance allowed me to focus on my internship and my professional development and I am thankful for their commitment to helping me succeed. I hope to continue working with Sachivalayam in the future and to make the most of this invaluable opportunity.

* Finally, I would like to thank for providing the funding and support that enabled me to complete this internship without their assistance. I would not have been able to gain this valuable experience.

Contents

<u>contents</u>	<u>Page No.</u>
* Program Book for SHORT- TERM Internship	01
* An Internship Report	02 - 03
* Instructions to Students	04
* Student's Declaration	05
* Official certification	06
* Certificate From Intern Organization	07 - 08
* Acknowledgments	09 - 10
* Contents	11 - 12
* Chapter 1:- Executive Summary	
* Chapter 2:- Overview of the Organization	13 - 14
* Chapter 3:- Internship part	15 - 16
* Activity log for the first week	17
* Weekly Report - 1	18
* Activity log for the second week	19
* Weekly Report - 2	20
* Activity log for the third week	21
* Weekly Report - 3	22

contents

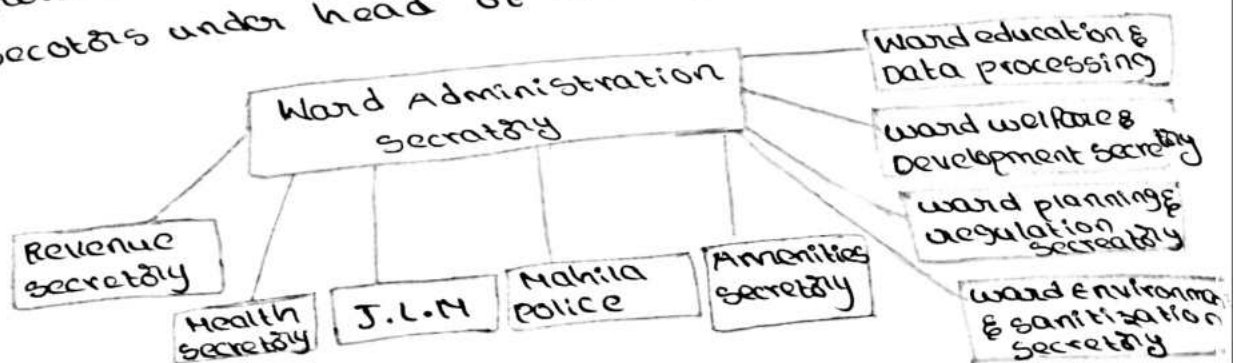
Page nos

* Activity log for the Fourth Week	23
* Weekly Report - 4	24
* Activity log for the Fifth Week	25
* Weekly Report - 5	26
* Activity log for the Six Week	27
* Weekly Report - 6	28
* chapter 5:- outcomes description	29-35
* Evaluation by the supervisor of the	37
• Intern Organization	
* Student self Evaluation of the short-term	36
Internship	
* photos- VIDEO links	38
* Internal Evaluation • FOR short term Internship	40-41
* Marks statements	42-43

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 Sanaveedhi ward sachivalayam. The a zenda of this organisation is to serve the people of the sanaveedhi sachivalayam. The Government of Andhra pradesh has released some schemes to the sachivalayam to impleated in the srirakulam. Here are the service persons in this organisation are allocated some particular sectors to do. These are total nine sectors under head of the organization.



The above figure explains that the people whole team was led by the head of the organisation. Administrative secretary who is named is Suresh Kumar sir where I had worked. I observed many qualities in him like leadership, time management and negotiation skills regarding the discussion with their organisation members. The whole team working with the unity and determination. Hence, the work seems to be easy then, when there are no distractions among them. After that the most hard worker behind the Administrative secretary is ~~digital~~ Assistant ward education & data processing. The whole data gathered at a place via is ward education & data processing. is entered into computer and hence it is easy to access their ward details in instant time.

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 ward by several assistants in sanaveedhi ward sachivalayam lead by ward administrative secretary.
- * TO Implement the several schemes and programmes in the ward, which was accused by government of Andhra Pradesh.
- * The head of the department planned in advance to initiate their plans in the ward and then divide to several individual to Implement their plans.
- * Sachivalayam is the organisation, which I was worked by 1. ward Administrative secretary is the head of the organisation.
2. Revenue Secretary

3. ANM 4. ward Education & data processing.
5. ward welfare & development secretary 6. Amenities
Secretary 7. ward planning & regulation secretary
8. Health secretary 9. ward environment & sanitization
secretary.

* The source and responsibilities of above
mentioned people are to give services to the
people of the ward sachivalayam.

* There is no profit or marked value for
the organisation which I had selected.

* Introducing new schemes and programmes
to the people of the ward sachivalayam.

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 acquired 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 smartphones and some several devices to elaborate the ideals in the ward Sachivalayam. we have took some responsibilities in this 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 ward Sachivalayam went into the ward Sachivalayam and did survey about regarding their issues and distractions.

By the Influence of Administrative Secretary
I had acquired 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	Participated in the or meeting with volunteer and secretaries	Working of secretary system	<i>[Signature]</i>
Day - 2	Participated in the Inland shaba at ground level.	Benefits of the people benefits receiving because of people.	<i>[Signature]</i>
Day - 3	A meeting at know about the levying of tax structure.	the levying of tax.	<i>[Signature]</i>
Day - 4	Field level inspection of levying house taxes	Field level house taxes	<i>[Signature]</i>
Day - 5	Structure of document verification about property tax leviation.	types of document verified	<i>[Signature]</i>
Day - 6	Questions & answers about the Workshop/ Internship	TO know about the system.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 18/8/23 to Dt. 24/8/23)

Objective of the Activity Done: Weekly report about 1 day

Detailed Report

Respected Ward Administrative Secretary
Mr. Suresh Kumar Sir Explain about those
matter.

- * participated in the meeting with volunteer and secretary.
- * Working of secretary system.
- * participated in the Ward shaba at Ground level.
- * Benefits of the ~~various~~ people Benefits receiving because of people.
- * A meeting at know about that levying of tax structure.
- * The levying of tax.
- * Field level Inspection of levying house taxes.
- * Structure of document verification about Property tax leviation.
- * 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	YSR pension kanuka YSR ASARA, Zero vadti	All voice card holders are eligible land owners holding	M.B. Naidu
Day - 2	Jagananna vidya Divana Vasathi Divana	The beneficiary must not be enrolled under any other pension scheme of the govt	M.B. Naidu
Day - 3	YSR Vahana Mitra YSR cheyutha	Farmers of AP who own culturable and landless cultivators	M.B. Naidu
Day - 4	Jagananna chedodu YSR 'EBC' nestham	Under the scheme eligible candidates can per annum EBC pursuing	M.B. Naidu
Day - 5	YSR Kapu nestham	Age b/w 45-60 years old permanent resident of AP State	M.B. Naidu
Day - 6	YSR Matsya Kara barosha	Age b/w 45-60 years. The family the out not to have its own 4 acres	M.B. Naidu

WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/23 to Dt. 31/8/23)

Objective of the Activity Done: About 2 Weekly report & welfare secretary

Detailed Report:

Respected ward Welfare & Development Secretary, Mr. Bulli Naidu sir Explain about these topics:-

- * All rice card holders are eligible land owners holding.
- * The beneficiary must not be entrolled under any other pension scheme of the Government.
- * Farmers of AP who own cultivable and landless cultivates.
- * under the scheme eligible candidates can per annum for pursuing.
- * Age between 45-60 years old permanent resident of AP state.
- * Age between 45-60 years, The family the out not to have its own 4 wheelers.

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, checking supply hours (morning & evening)	Drinking water	P. Dalinwade
Day - 2	Identification of pipeline leakages, observation of valve pits & EOL leakages.	Pipeline leakages	P. Dalinwade
Day - 3	Attending Execution of civil works including housing, Nodu-Nodul water leakage repairs	Government Schemes	P. Dalinwade
Day - 4	Identification of Individual Toilets / Processing EOL Sanctions / Execution.	Visiting community toilets & Public toilets & their hygienic condition	P. Dalinwade
Day - 5	Focus on water quality tests to maintain the chlorine levels in supplied water.	Water supply.	P. Dalinwade
Day - 6	Second Saturday	Second Saturday	P. Dalinwade

WEEKLY REPORT

WEEK - 3 (From Dt. 1.1.2023. to Dt. 8.1.2023)

Objective of the Activity Done: About 3 Weekly report of ward

Detailed Report: Admt Aminty Department.

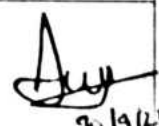
Respected Ward Amenity Secretary.

Mr. Malinada Sir Explain about those matter.

Drinking water samples testing, during supply testing hours (Morning & Evening). Identification of pipeline leakages, observation of valve pit for leakages.

Attending Execution of civil works including Housing, Nadu-Nedu / water leakage 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 FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction about town planning department in MAUD	Approval of Building proposals of various types and nature of buildings.	 31/9/23
Day - 2	Rules & responsibilities of the department	town development, preparation of development plans for all urban towns	 30/9/23
Day - 3	Role of the planner in society development	develop a plan for city expansion and consider important factors such as population	 31/9/23
Day - 4	Development in India and specially in Metro cities	Mumbai, Pune, Delhi, Ahmedabad, Surat, Chennai, Kolkata Bangalore	 31/9/23
Day - 5	Master plan development	one of the newly introduced courses that learners can undertake to acquire skills	 31/9/23
Day - 6	Encroachment property & public protection	When somebody tries to encroach illegally into someone else's property.	 31/9/23

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23. to Dt. 18/9/23)

Objective of the Activity Done: About 4 Weekly report of ward

Detailed Report: Planning & regulation department

Respected Ward planning & regulation
Secretary sir. Mahesh
Mahesh sir Explain about this
topics there are:-

Introduction about town planning department
in MAUD:-

- * Approval of building proposals of various types and nature of buildings
- * Approval of layout proposals.

Rules & responsibilities of the department:-

- * Department of town planning is working in the way of development. Its major responsibility is town development, preparation of development plans for all 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 areas and 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 & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explanation and Rice card service	New card Addition Detection Rice card split charge of Ardh	Aradhya VRO
Day - 2	Certificates Approval	Caste Certificate Income OBC EWS Family Certificate	Aradhya VRO
Day - 3	Byo duty	Form 6 - New Voto Registration Form 6B - Aadhaar Voto links	Aradhya VRO
Day - 4	Spandana Grievances	Field engineer Applicant report photo	Aradhya VRO
Day - 5	Home site pattars and OB pattars.	New house site patta ① OTS - one town settlement	Aradhya VRO
Day - 6	Vigilance / police / Intelligence, CID Enquires	VRO must attend, In front of revenue officer, Police department must be done.	Aradhya VRO

WEEKLY REPORT

WEEK - 5 (From Dt...11/9/23 to Dt...23/9/23)

Objective of the Activity Done: Explanation about government schemes.

Detailed Report:

Respected sir ward Revenue Department
Mr. Kranthi sir Explain about those
topics:-

New card addition, Delection, Rice card
Split and changing of Adhar.

Caste [Integrated] Income, OBC, EWS,
Family certificate.

Form G - New vote registration

Form GB - Adhar votes links

Field Engineer applicant reports and photo
New house site patta and OTS - one town
settlement

URO must attend, Inedant 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	Door to Door Garbage collection	After the implementation of daily door to door garbage collection system.	Siraji
Day - 2	Drain cleaning and scoping	During drain cleaning, a plumber will use powerful tools such as motorized.	Siraji
Day - 3	Awareness to people about source segregation & home composting.	waste segregation refers to and dry waste.	Siraji
Day - 4	Banned single use plastic and maintain dustbins.	waste plastic bags are polluting the land and water immensely.	Siraji
Day - 5	deslitation & AIO Spraying Activity	Employment of methods where in organic or inorganic materials.	Siraji
Day - 6	Seasonal Diseases awareness and larva survey	stand with signs or recruit petition signatures that will go to congress	Siraji

WEEKLY REPORT

WEEK - 6 (From Dt...21/9/23 to Dt...30/9/23)

Objective of the Activity Done: Explain about garbage collection.

Detailed Report:

Respected sir ward Environment & Sanitization Secretary. Mr. Sivaji sir Explain about this topics:-

- * Door to Door garbage collection
- * After the implementation of daily door to door collection system.
- * Drain cleaning and scoping
- * During drain cleaning, a plumber will use powerful tools such as motorized.
- * Awareness to people about source segregation & home composting.
- * Banned single use plastic and maintain dust bins.
- * Seasonal diseases awareness and larva survey.

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 value and the experience of current employee. Positive working environment provide several benefits for both employee and employer. Having a positive working environment is a great way to increase your work output where grower happier you may be more productive and more equipped to complete your tasks efficiently. Thus, can also help you come a better employee which leads to gains and promotions.

A positive working environment has a clean atmosphere that leads to greater productivity. When you're able to work with animal disease acting's - you're more likely to stay on task and accomplish more of your diverse 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 relies on employee with technical knowledge.

Ex:- Retail and Food service. Awareness often need to know how to use point of sale software.

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

Technical skills vary widely between industry any job type or computer programme. 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 organization in line with it refers to one's ability to organize activities in line with set guideline 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 pressure and ~~achieve~~ achieve certain goals or objective 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 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 communications and body language's must be in sync to convey a message clearly.

3. Emotional awareness:-

Improving communications means working toward emotional intelligence or keen understanding of your emotions and the emotions of those around you.

4. Questioning skills:-

TO create a two way flow of communication . its important to develop questioning skills when communicating with someone also sufficient questions that can daily the conversation mainpoint.

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 it usually less directive than that of a meeting.
- * Leading a discussion group is not same as suming a meeting.

Participation in teams:-

Participating in a team promotes an atmosphere that fosters friendship and laughilly this may motivate employee is parallel and align item to work harder. It helps an Individuals to possess communication skills, strengths and habits.

Contribution as a team member:-

The APMC connect article on contribute advices 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 observation 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 tracking Employee knowledge before and offer 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 we 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 control their learning environment and pace.

The main role of technology is acquiring, using, critiquing and communication information from a variety of sources and in a variety of ways. Technologies change etc? of technological development is the overall process of innovation, innovation and diffusion of technology & process.

Student Self Evaluation of the Short-Term Internship

Student Name: **P. Gayithri**

Registration No: **51037**

Term of Internship: **43** From: **18/8/2023** To: **30/9/23**

Date of Evaluation:

Organization Name & Address: **Sannaveedhi ward secretary**
OPP-PSNM school konna Veedhi
Srinakulam - 532001

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

P. Gayithri
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Puli Gayatri</u>	Registration No: <u>51032</u>
Term of Internship: <u>A3</u> From: <u>18/8/23</u> To: <u>30/9/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>Sa naveedhi ward secretary</u>	
<u>OPP-PSNM school - Konna street Srinakulam</u>	
Name & Address of the Supervisor with Mobile Number	Administrative:- <u>Suresh Kumar - 9989699384</u>

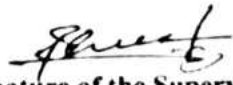
Please rate the student's performance in the following areas:

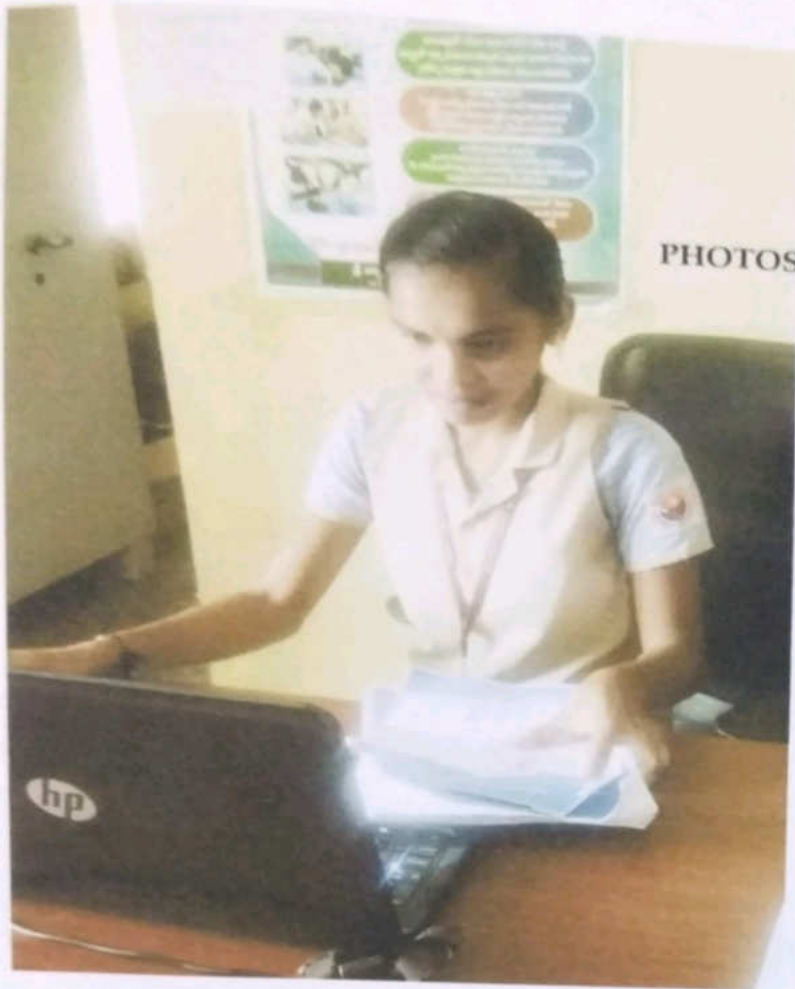
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

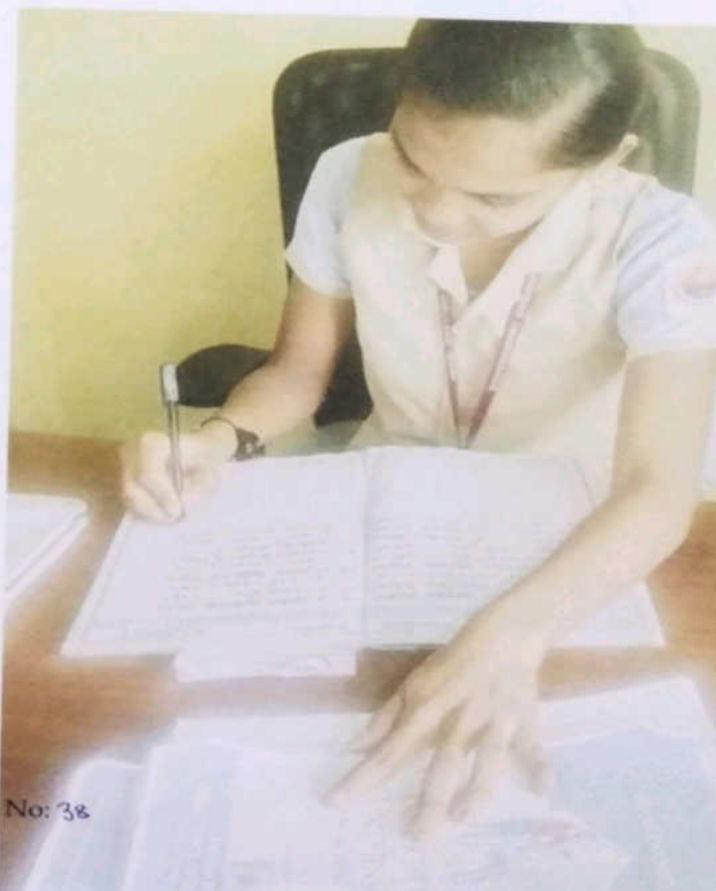
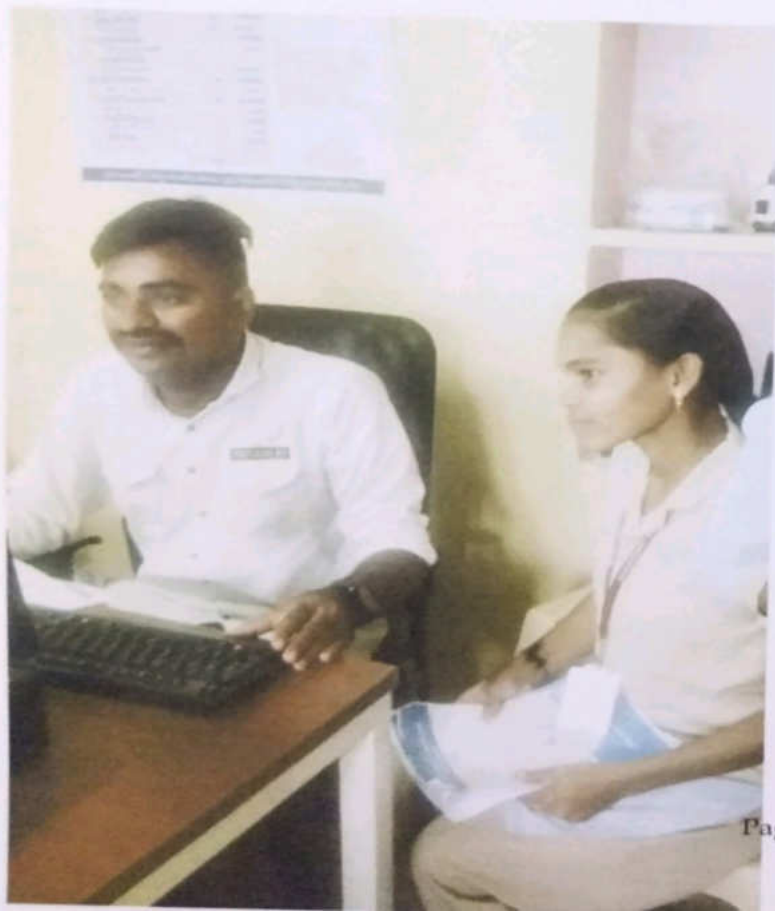
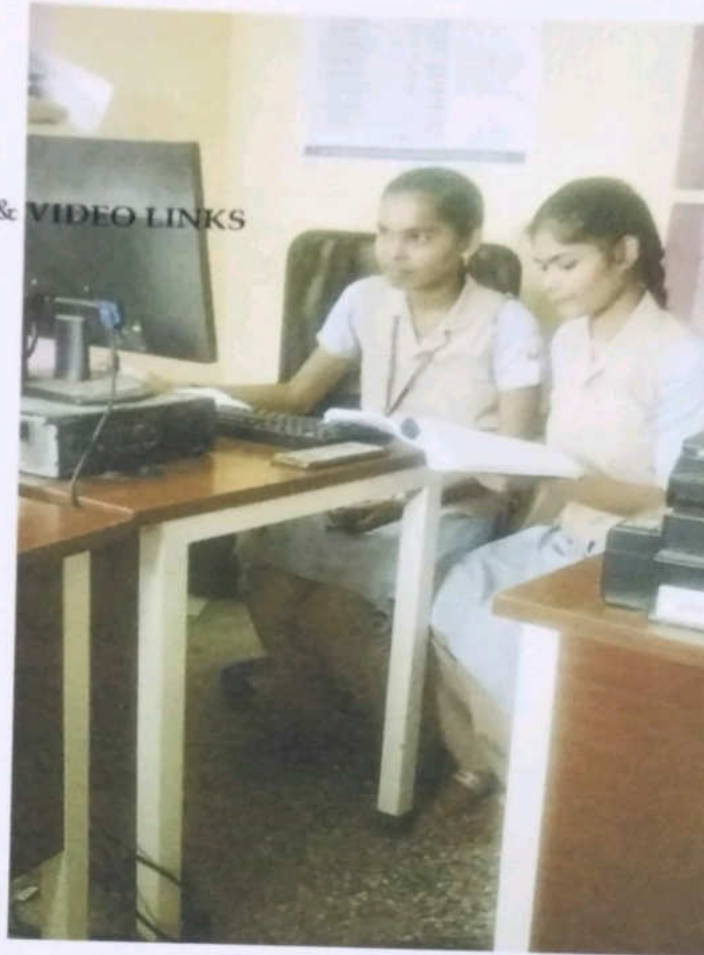
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor



PHOTOS & VIDEO LINKS



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: Patti. Gayatri

Programme of Study: Sachinvalayam

Year of Study: 2021 - 2023

Group: BSC [MECS]

Register No/H.T. No: 9192001061037

Name of the College: Government Degree College for Men

University: Ambedkar University

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:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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