

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

T. Samiksha

Name of the College

Green Valley College

Registration Number

2152 001051045

Period of Internship

From 13/8/23 To 30/9/23

Name & Address of the Intern Organization

Forest Department
(Salem)

Ambedkar University

YEAR

An Internship Report on

Collector office

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
BSC (MECS)

Under the Faculty Guideship of

V. Manikumar Sir

(Name of the Faculty Guide)

Department of

GDC (MEN) SRIKAKULAM

(Name of the College)

Submitted by:

W. T. Som Sekhar

(Name of the Student)

Reg.No: 2122001051045

Department of

Government Degree College

(Name of the College)

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, V. T. Soma Sekhar a student of Internship
Program, Reg. No. 212200105011 of the Department of Arts College (MEN)
College do hereby declare that I have completed the mandatory internship
from 28-08-23 to 11-10-23 in Collector office (Name of
the intern organization) under the Faculty Guideship of
V. Manikumar (Name of the Faculty Guide), Department of
Collectorate English, Arts College (MEN); Srikakulam
(Name of the College)

T. Soma Sekhar

(Signature and Date)

Official Certification

This is to certify that T. Soma Sekhron (Name of the student) Reg. No. 21221001050045 has completed his/her Internship in Collectorate (Name of the Intern Organization) on Collector office (SKM) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Arts College MEN, SKM in the Department of Arts College, SKM (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide : 

Head of the Department 

Principal



Certificate from Intern Organization

This is to certify that T. Soma Sekhar (Name of the intern)
Reg. No 21221001051044 of Arts College (MEN), SKLM (Name of the
College) underwent internship in Collectorate, Srikakulam (Name of the
Intern Organization) from 28-08-23 to 11-10-23

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


Authorized Signatory with Date and Seal

PROTOCOL
Superintendent
Collector's Office
SRIKAKULAM

Acknowledgements

The act of acknowledging something or someone acknowledgment of a mistake recognition of favorable notice of an act or achievement received acknowledgment for this charitable work, a thing done or given in recognition of something received the purpose of acknowledgment is enable you to think all those who have helped in carrying out the research. I'd like to acknowledge the assistance (help/effort of) I greatly acknowledge the assistance.

When we acknowledge good deeds of others, we foster the culture of goodness. always remember. If you acknowledge someone's good work or a good deal you are making that person feel important and worth something and there is no better feeling in life than feeling useful as others.

The features of acknowledgement:-

- * I am deeply grateful for given data
- * We greatly acknowledge for the support of
- * The research for this article was in my internship
- * We would like thank you internship stable to taught important matters.

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.

* A business internship is very valuable for a student as they can turn into practice what they have learned at the university.

Duties and responsibilities of a Collector are as follows:

* Land assessment

* Land acquisition

* Collection of land revenue, maintenance of land records, land reforms, consolidation of holdings etc.,

* Collection of income tax dues, excise duties, irrigation dues etc.,

* Distribution of agriculture loans.

The functions of district collector are:

* To collect agriculture tax

* To implement laws relating to agriculture.

* To provide relief in case of draught and scarcity of floods.

* To support agriculturists.

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 to Collector office.

- * Providing version citizen services of a short possible type.
- * Citizen satisfaction is the ultimate aim of an organisation
- * Providing ambinent environment for all living organisation
- * Each functionary has a specific value to fulfill the required of the villagers.
- * Door to door services and welfare to home.
- * Single window service system.

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.

list of activities done by district collector are :-

- * District collector coordinates the work of government departments in a district.
- * Every department sends update of to district collector.
- * Ensuring law and order in the society is the key task of district collector.

Speaking Skills : You should be able to speak to clients to explain their choices and ensure that they fully understand what is being said empathically you must have the ability to put yourself in customer's shoes and build a strong rapport with most customers to successfully negotiate.

- * Sanction of loans to government servants for house building and purchasing of vehicles.
- * Sanction of gratuity provident fund (G.P.F) and to government servants.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	1. Concentration on the RDO department → In RDO office.	Introduction about RDO department	
Day -2	2. Concentration on the Process of birth Certificate → In RDO office	About Birth Certificate	
Day -3	3. Purpose of assignments of agricultural lands → In RDO office.	Assignments of agriculture lands	
Day -4	4. Purpose of the land alienation → In RDO office	About Alienation	
Day -5	5. Concentration of the Process of diwali licence (RDO office)	About Diwali Licence	
Day -6	6. Concentration of the Process of diwali licence [RDO office]	About diwali license.	

WEEKLY REPORT

WEEK - 1 (From Dt. 28/8/23 to Dt. 05/09/23)

Objective of the Activity Done: ~~collector~~ Partnership about collector office (RDO office)

Detailed Report: It is easy to get a birth Certificate, if you are born in a hospital, if you are born at home, you should inform at the municipal office or in respected sachivalayam. In case of late, inform in RDO office, VRO, MRO should do the enquiry. VRO, MRO signs notary, thasildar. letter should be required. The Process goes as MRO → RDO → Enquiry → Accept → return → MRO - A Certificate will be prepared we learned this

Agriculture lands are called D-Patta. The land should be used in one year, it can be cultivated even as inheritance. But it should not be sold. They don't have the right to sale this land. Government takes a return if left unused. The land cultivated for some time is called L.C. Patta, if private land is converted to government. It is called alienation. The govt prohibited the transfer of mayan's land. Army's, railways job purposes requires character certificates.

Explosive temporary license starting from 2002, from where application should be made in collector's office. NAC, fire officer, SMC, and thasildar and GST. If you apply AE form to them you have to pay 500 per day to sell diwali items only if you recommended and give a NAC. Nothing more than 25 kgs. Temporary license is only for 3 days. Timings → 8 AM to 6 PM only with collector permission.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	1. Concentration of the Process of Pdr's Project displacement Reasons [RDO office]	Pdr's project displaced Reasons	
Day -2	2. Concentration of senior citizen act [In RDO office]	senior citizen act	
Day -3	3. Concentration of the sections of senior citizen act.	sections of senior citizen act	
Day -4	4. Concentration of the Process of tax payment of agriculture lands	Tax Payment of agriculture lands	
Day -5	5. Concentration of the RTI act & sections of RTI act	RTI act and sections of RTI act	
Day -6	6. The Process and Purpose of death certificate [In RDO office]	Death certificate	

WEEKLY REPORT

WEEK - 2 (From Dt. 11/09/23 to Dt. 23/09/23)

Objective of the Activity Done: Internship about collector office (Survey department)

Detailed Report: Pold's are those who leave the place for projects land acquisition are power land projects, Project displaced persons, house sites, national highways, Endowment department should provide all the facilities to the people who have lost when they make a land call.

Senior Citizen act about people above 60 years. There are 32 sections in this. This act is applicable in all states of India except Jammu & Kashmir. Section 9 → 500₹ fine and 6 to 8 years imprisonment in civil citizen if any senior citizen caught into ill treatment. Section - 21, 23, 26, 31, 21, 3, 4, 5, 15 are the important out of 32 sections that everyone should know.

* Tax should be paid for agriculture lands. Quarter rate should be paid. Fine will be taken if not paid.

* RTI → Right to Information Act, 2005. A.P.J. - Abdul Kalam passed the act 12-10-2005. RTI came into effect to absence of corruption. Accountability, Transparency, 6(3) - In 3 days the officer has the information and return to person with in 5 days.

IPO - Indian Postal Order. Court stamp → Judicial stamp. Mandal range are 5₹ BPL → Below poverty line. In case of division or district range stamp cost is 10₹. About death certificate

₹20 from the widow. window pension is given

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	1. Concentration of the Introduction of survey department	Introduction about survey department	
Day -2	2. Concentration of the survey department & Instruments	About Survey Instruments	
Day -3	3. Concentration of the measurement of instructions	Measurements of Instruments	
Day -4	4. Concentration of the maintenance of survey and land records district units	Drawing Instrument	
Day -5	5. Concentration of maintain of survey & land record district units	Drawing maintenance of survey and land records district units	
Day -6	6. Concentration of establishment table of the office of the survey of state of A.P	establishment table of office of the Survey Communication of state of A.P	

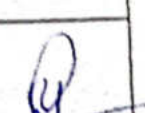
WEEKLY REPORT

WEEK - 3 (From Dt 25/09/23 to Dt 03/10/23)

Objective of the Activity Done: Internship in collector office about S&LR

Detailed Report: About survey department introduction. Survey instruments we use some tools to measure land boundaries. They are chain, cross staff with nails, standard line, flags. We learned that there are representative fraction $1\text{cm} = 1\text{chain}$ of 20 meter and $1\text{link} = 20\text{cm}$, $1\text{cm} = 100\text{links}$ if $20\text{cm} = 2000\text{cm}$ and British units 1 metre units, Conversion instruments. We plot the measurements measured on the ground with a ratio and plot it on paper. with a scale according to the ratio. Tools are needed. 1 scale 2 B.T 3. Compass, maintenance of survey and land records district are two states level institutions under them meeting they are 1. Survey training institute, 2. Central survey office and three regional survey offices covering all the zones of the state establishment table of commissioner and land records department we know what regional survey offices. there are three regional directors will be the officers of their respective office. establishment table of regional survey officers district offices of general department we know that

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Concentration of the survey work details	Survey work details	
Day -2	Concentration of the Mandel survey registers	Mandel survey registers	
Day -3	Concentration of geometrical symbol	Geometrical symbol	
Day -4	Concentration of the general about charts	About charts	
Day -5	Concentration of the symbol definition	About symbol definitions	
Day -6	Concentration of about triangle types	About triangle types	

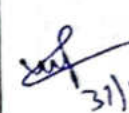
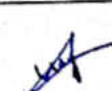
WEEKLY REPORT

WEEK - 4 (From Dt. 7/10/23 to Dt. 11/10/23)

Objective of the Activity Done: DSO office in Collector office

Detailed Report: Survey work details. They are two types of rocks. They are A class stones and B class stones. About difference b/w A class stones and B class stones. Geographical matters about symbol Mandal survey registers taluk registers 1, 5, 6 (3), 11, 7 & BA. Any new changes in the revenue record will be made in the Mandal registers. Farmers can give their Patta lands to government's register No. 4. A license should be granted for non-cultivation of bare bridges in the case Reg No: 5. The register is called pilalakshment. To pay sixth on dead land, whether the land held by the landlords is wholly or partly unwashed by the stream & there is not enough harvest applications are made to government for release of such lands. Receipts No: 8 farmers sell the land and register the deals at the sub-divisional office the register of purchase and sale of such goods. This is called the register of land classification ranges. Reg No: 8A as per BSO this is called current formed register survey forms enter this when subdivisions are newly formed pursuant to section 13 of the survey and boundaries act, the respective file shall be close in the district gazette in village about geometrical symbol charts, definitions, triangle & equilaterally.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About Practical section Mines and Minerals	Protocol section and Mines & Minerals	 (16) 31/10/23
Day -2	About character verification caste verification	character verification HON caste verification	 31/10/23
Day -3	F-section F_1 , F_2 , F_3 seats	F-section seats	
Day -4	About sections of 20, 21, 23, 30, 31, 32	Sections of 20, 21, 23, 30, 31, 32	
Day -5	About disaster Managements	Disaster management	
Day -6	About assignments of agriculture lands	Assignments of agriculture lands.	

WEEKLY REPORT

WEEK - 5 (From Dt. 11/10/23 to Dt. 12/10/23...)

Objective of the Activity Done: About DSO in collector's office

Detailed Report: Introduction about PM, CM, central minister, governor, OSD officers on special duty (OSD). Governor CM department CM, Speaker, Minister, MP, MLC, MLA, MPP, ZPIT, MPIC, Subpanel

MP = 7 MLA's; 5 MLC - No area limit

Examination qualification is 104 section is the sildex. mines & minerals mines & Geology no objection certificate - the sildex (NOC), A Notice mining department. Appollution. About court cases, mines, Geology July, and new action cases and persons. About character verification, caste verification, C1-C6 sections. C1 is cinema autography caste verification C2 is decision, C3 is SC, ST. cracker license prominent license, C4 - legal view, benefits, railway matters, C5 - law and order. APHRC, NARC, gun license, C6 is RTI - Right to information, caste verification, Disaster management, about cyclones. floods, earthquake land slips, Acs covid and force accidents, CMFR - chief minister relief fund. Food safety, sexurey brought, drinking water, web land postal. thunder belt, cyclone warning, cyclone shelter, ROR act, entire land mother of water tax & OTC all about cases, maintenance & suit register, settlement land record under section 20, 21, 23, 30, 31, 52, Provide the security addressity through the media

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.)

An internship experience may be a requirement for a variety of different college education programmes and if you've recently completed a required internship. An internship reflection can allow you to describe your unique experience and how the experience can support your academic or professional development.

* **Avoid unnecessary details:-** Keep your reflection paper focused on the most relevant details. For instance you can include how your experience supported your skill development and confidence in your profession, but including details about how this can help you improve your relationship with distant family might not apply to your reflection.

Conclusion:- Conclude your reflection with an explanation of how your internship experience can contribute to and support your overall academic achievement of or professional growth. I learned how to introduce myself, tasks about my intercepts, knowledge and skills with entrepreneurs and as well as how to ask questions and a better understanding of the purpose not only in the co-working space, but also others in the market.

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

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programmes in real world situations diverse technical skills are required in just above every field and industry there are five types of technical skills.

- 1) Programming
- 2) Digital design
- 3) Marketing strategy
- 4) Copy writing
- 5) Computer programs & software.

Acquired skills are talents and expertise often obtained through education or experience. these include soft skills as communication and hard or technical skills such as computer programming

Benefits of technical skills training knowledge in power and the more your employees know. the more your business can grow. By providing technical skills, training for your employees, you're instilling self-confidence that they have the knowledge and competence to perform their daily tasks to the best of their ability.

Must be able to apply the technical knowledge and skills required in specialist and profession job role and responsible in order to achieve the expected outputs.

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.

Simply, Managerial skills are the knowledge and ability of the individuals in a managerial position to fulfil some specific management activities or tasks. This knowledge and ability can be learned and practised however, they also can be acquired through practical implementation of required activities and tasks.

Skills management is the practice of understanding, developing and deploying people and their skills well implemented skills management should identify the skills that job roles require. the skills of individual employees and any gap between the two

* Leadership ; leadership skills are key to successful management and a great skill-set to include on your resume.

* Delegation

* Empathy

* Project management

* Communication

* Planning

* Negotiation

* Good Communication having good communication skills is probably the most important skill of all for managers to have-- good organisation.

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.,)

These are specific things to do that can improve your communication skills

- * listen, listen and listen
- * who you are talking to matters
- * Body language matters
- * check your message before you hit send
- * Be brief, yet specific
- * write things down
- * Sometimes it's better to pick up the phone
- * think before you speak

→ * How to improve communication skills.

- 1) Practice active listening :- effective communications are always good listeners
- 2) focus on non-verbal communication
- 3) Manage your own emotions
- 4) (Manage your) Ask for feedback
- 5) Practice public speaking
- 6) Develop a filler.

Good communication skills are essential to allow others and yourself to understand information more accurately and quickly

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

Do's:-

- 1) Respect the Contribution of other speakers
- 2) Listen well to the ideas of other speakers, you will know something
- 3) Acknowledge what you find interesting
- 4) Remember that a discussion is not a fight
- 5) Respect differing views
- 6) Think about your Contribution before you speak.
- 7) Try to stick to the discussion topic.

Team work only works when team members feel like they can speak openly, share ideas without getting shut down and build on those of others, make suggestions and voice their opinions make sure. Communication isn't just flowing downwards but also upwards and between team members.

The aspects which make up a GD are verbal communication, non-verbal behaviour and Conformation to norms, decision-making ability and cooperation you should try to be as close as possible to these aspects. The participating Candidates will be assessed in terms of clarity of thought expression and language.

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

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

The best technology tools for workforce training

- * Learning management systems
- * Video content creating tools
- * Microlearning platform
- * Content creation tools
- * Hosted course platforms
- * Knowledge repositories
- * Training tools support business.

A primary benefit of technology based training is cost-effectiveness. If an organisation is required to train multiple employees technology offers unlimited options based on relatively low-cost and employee accessibility.

Example of technological change is how mobile phones have changed and evolved throughout the years the telephone

Technical skills, sometimes referred to as hard skills, involve the practical knowledge you use in order to complete tasks. Some examples of technical skill are data analysis, web development

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Tumma Somsehar</u>	Registration No: <u>2121001051042</u>
Term of Internship: <u>Short</u> From: <u>28/08/23</u>	To: <u>01/10-23</u>
Date of Evaluation:	
Organization Name & Address: <u>Collector office, Srikakulam</u>	

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:

T. Somsehar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>T. Soma Sekhar</i>	Registration No: <i>2122001051014</i>
Term of Internship: <i>8 months</i> From: <i>28/08/23</i> To: <i>11/10/23</i>	
Date of Evaluation:	
Organization Name & Address: <i>Collector office, Srikakulam</i>	
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	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]
Signature of the Supervisor

Page No:

PROTOCOL
Superintendent
Collector's Office
SRIKAKULAM

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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: T. Soma Sekhar

Programme of Study: SHAT,

Year of Study: 2nd year

Group: BSC MECS

Register No/H.T. No: 2122001051044

Name of the College: Government Degree College (Men), Srikakulam

University: Dr. B. R. 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:

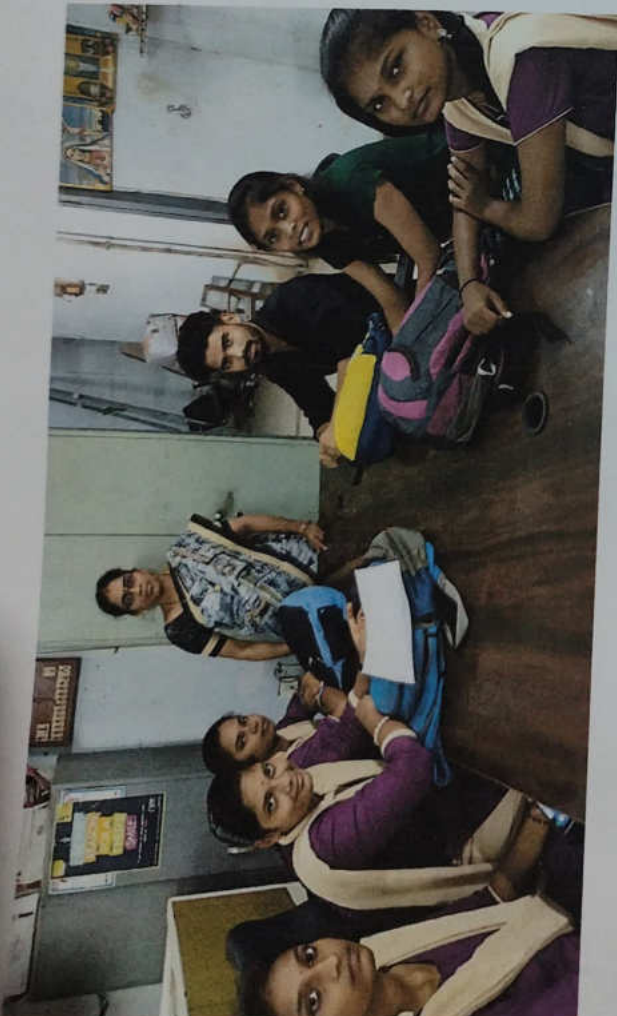

Signature of the Faculty Guide

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)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

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