

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: Gi. Yudegwaraj

Name of the College: Government Degree College (Men)

Registration Number: 2122001052019

2 months

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

Name & Address of the Intern Organization: (Sachivalayam), Lakkivalas

Dr. B. Ambedkar University

— YEAR —

An Internship Report on

Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
U.G Degree (B.Sc)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Govt. Degree College

(Name of the College)

Submitted by:

Go. Yudeswararaju

(Name of the Student)

Reg.No: 2122001052019

Department of Chemistry

Govt. Degree College (Men), SKLM

(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, Gr. Yudeswaranraju a student of 2 months internship
Program, Reg. No. 2122001052019 of the Department of Chemistry
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in _____ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
Chemistry, Govt Degree College (men), Srikakulam.
(Name of the College)

Gr. Yudeswaranraju
(Signature and Date)

Official Certification

This is to certify that Gi. Yudeswari Raju (Name of the student) Reg. No. 2122001052019 has completed his/her Internship in _____ (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Chemistry in the Department of Govt. Degree College (Men) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

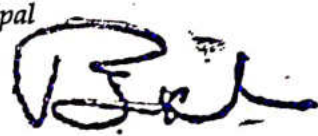
LAKKIVALASA Grama Panchayat
Santhabommali (Mandal)
Srikakulam (Dist)

Endorsements

Faculty Guide


Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
Head of the Department SRIKAKULAM

Principal



Certificate from Intern Organization

This is to certify that Gi. Yudeswaraiaju (Name of the intern)
Reg. No. 2122001052019 of Glovit Degree College men (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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



Authorized Signatory with Date and Seal
LAKKIVALASA Grama Panchayati
Santhabornmali (Mandal)
Srikakulam (Dist.)

Acknowledgements

The work presented in this internship project is all possible the vision of the support extended by many people. I take this opportunity to extend my sincere grow attitude to on for their support.

I express my sincere thanks to VRO sir for permitting me to do the project work successfully.

I express my special thanks to for permitting me to do the project work successfully for giving guidance to complete the project successfully.

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.

Learning-objective:-

- ⊗ To give an understanding of the functioning and structure of the grama sachivalayam organisation.
- ⊗ To develop skill in administrations and electric tasks related to day-to-day operation of organisation.
- ⊗ To learn about the various govt. scheme and program implumentation by the grama sachivalayam for the benefit of rural population.
- ⊗ To prove communication and interpersonal skill through interaction with village and other stakeholder.
- ⊗ To acquire knowledge of legal and regulatory frame work governing the activities of grama sachivalayam.

Outcomes-achieved:-

- ⊗ improved knowledge of organisation structure and function responsibility of grama sachivalayam

- ⊗ Enhanced administration and maintaining recording, entry and handling paper-work.
- ⊗ understanding of various govt scheme and programs as housing sanitation and education.
- ⊗ Improved communication and interpersonal skill through interaction with villagers, officer and other staff-holder.
- ⊗ understanding of the legal and regulatory frame-work govt activities of grama-sachivalayam.

Brief description of grama sachivalayam organization:

The ~~GRAMA~~ Grama sachivalayam is a govt organization that functions at the village level in india. its primary objective into ensure the effective implementation of govt schemes and programmes for the welfare of the rural population.

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: Grama Sachivalayam (also known as village secretariate) are secretariate setup in the Indian state of AP to decentralize the administration by making producer and welfare receiver of all govt department available of one place. AP was the first state in India to launch village secretariat. Govt of AP appointed village volunteer to deliver receiver. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanthi. There are found a total of 15,005 no. of Sachivalayam in AP, 1165 in rural, are found a total of 15,005 no. of Sachivalayam in AP, 1165 in rural.

Vision / * Mission * of values :

⊗ vision is to bring in a
Corruption free, transparent or
accountable administration at
Village - level.

⊗ It is also over at strengthening
and smooth functioning of
Panchayat Raj institution.

⊗ The main-mission is decentralize
the administration by making
service and welfare service all
available at one place.

Rules and Responsibilities:

Panchayat Secretary: Grama Sachivalayam Convehor, able to collect taxes and other welfare.

VRO: Monitoring the land and Ration, food supply in villages.

Survey Assistant: Surveyor of the village land.

ANM: Responsible for villagers health monitoring, Conducting health Camps.

Women-police: Counselling, security and other important Roles.

EA: water supply, Grama Sachivalayam, village worker.

Electrical Assistant: Electrical supply and street lights.

Agriculture MPOs: monitoring Agriculture work, Suggestion, marketing.

Digital assistant: monitoring the village in single window system.

Welfare Assistant: person distribution, dwarka mahila, house construction.

Policy of grama sachivalayam:

⊗ providing basic services like water, sanitation, health, educated and social security to rural population.

⊗ promoting transparency and accountability in functioning of organisation through various measures like social audits.

⊗ Facilitating the govt of scheme and programmes to the eligible.

∴ Grama-sachivalayam organisation

Structure:

⊗ The grama sachivalayam in an organisation structure that is setup into that governance reaches the gram-level the grama sachival. Competition various administration post that are responsible for the smooth functioning of panchayath-Raj-institution.

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.

*) panchayat Raj - act - 1994 says that level govt in every village of growth and development in a motivatable manner.

⊗, CM of AP state is Jagan-mohan-reddy started there secretariate at vijayawada the statement was made on oct-2-2019, 150th anniversary of mahatma-gandhi.

⊗ Function of grama work sakhivalayam / It has mainly II - types of officers in secretariat - the village volunteer system over to bring govt services to people - doorstep.

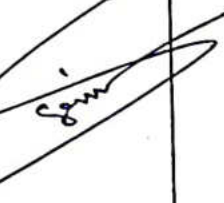
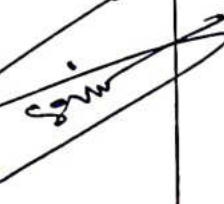
⊗ Generally using of technological skillers and instrument mainly we just-like, bio-metric, Computer-system.

⊗ The - internship - part these kind of skillers are very important, listening and speaking, Confidence, leadership qualities and time-management.

⊗ outcome of work sakhivalayam to

- Early solution of all problems,
- All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I submitted the issue letter of internship in each Sachivalayam	-	-
Day -2	Digital assistant introduced about all the staff members.	I learned about how many sectors are organized in Sachivalayam	
Day -3	Introduction with village volunteers.	I learned about how many houses are given to one volunteer.	
Day -4	panchayat secretary told about grama darithiti	I know about some problems of the Lakkivalsa Village.	
Day -5	welfare assistant told about the details of sachi-valayam.	I understand about the establishment of Sachivalayam	
Day -6	Digital assistant told about the vision and mission of sachivalayam	The main mission is delivering services to the their	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam is also known as village secretariate Ap in the first stat in india to launch village secretariate govt of Ap appointment village volunteer to deliver services. It was launched on 2/10/2019 on the eve of Gandhi-jayanthi.

⊗ Nearly, 2 Lakhs candidates are aualified.

⊗ There were found a total of 15,005 no. of Sachivalayam in Ap.

⊗ 3842 in urban areas, 11103 in rural-areas.

⊗ There are total 930 in SRIKAKULAM

Districts Urban-Areas : 95

Rural-Areas : 835

Departments:

- panchayat secretary
- village Revenue officer
- Digital assistant
- welfare and education
- Mahila-police
- Engineering-assistant
- village surveyor

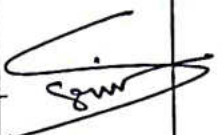
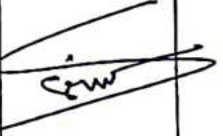
⊗ Animal husbandary
assistant.

⊗ ATM

• village
agriculture
assistant

⊗ energy
assistant

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	panchayat secretary explained about his job chart	I learned about the responsibility of panchayat secretary	
Day-2	panchayat secretary explained about his job chart.	I learned about the role of panchayat secretary	
Day-3	He explained about the collection of taxes and maintenance of records	I have learned about different types of taxes	
Day-4	He explained about the conduct of meeting in function-committee	I have learned about the way how is meeting is conducted	
Day-5	He told that he have to deposite the money collection in tax in banks	I have learned how much money is paid on different taxes.	
Day-6	Collecting of taxes in surveyed in the village.	I have learned about the how to collected taxes	

WEEKLY REPORT

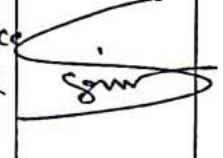
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- ⊗ He is the executive Authority of Grama panchayath,
- ⊗ He/she shall collect taxes and non-taxes of gram panchayath promptly and deposit there in the treasury ensurely.
- ⊗ He/she shall maintain and act as a custodian of the entire recorder / register of the gram panchayath including cheque books.
- ⊗ He/she shall implementation of reduction of the grama panchayath and of the Committees.
- ⊗ Have power to initiate discipline action against the employees of the village secretariat.
- ⊗ He/she shall coordinate and supervision the officers and employees working under the village secretariat.
- ⊗ He/she convey the meeting of grama sachivalayam functional Committee of them with the consent of the Sarpanch.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO sir explained about his job chart	I learnt about the role VRO in grama-sachivalayam	
Day -2	VRO sir explained about his job chart	I understood about his duties in grama Sachivalayam	
Day -3	He told about the issue of certificate like caste, income, OBC --- etc..	I learnt about the meaning of apply the Certificate	
Day -4	He explained about how he protect the govt properties	I understood that he is responsible for govt property in village	
Day -5	He is responsible for maintaining the recorder and register.	I know that the maintainance of record was under him.	
Day -6	He told that he work under administration supervision of Revenue department	I understood the he is the play likely role in revenue department	

WEEKLY REPORT

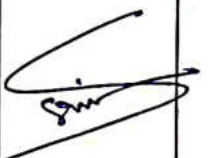
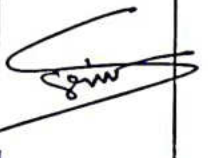
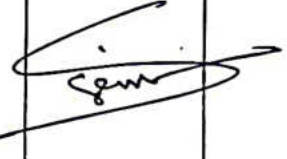
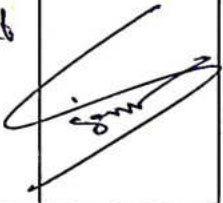
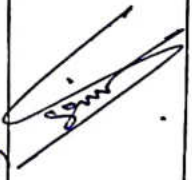
WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done: Village Revenue of officer

Detailed Report:

- ⊗ village Revenue officer work under the administration supervision of Revenue department
- ⊗ They are answerable to village secretariat
- ⊗ they have to attend the meeting conducted by the village secretariat with relevant information.
- ⊗ maintaining of village revenue records and all village Revenue accounts promptly and accurately.
- ⊗ Collection of water taxes, and other sum pertaining to Revenue department.
- ⊗ Issue of certification: The VRO shall issue the nativity certificate and solvency certificate in their respective junction only.
- ⊗ protection of govt. land, Govt. tanker, trees and other govt. properties and take effective steps to save and guard the interest of govt.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Digital assistant told about his job chart	I understood about his role in Lakki-valasa sachivalayam.	
Day -2	Digital assistant told about his job chart	I know all the responsibilities of him in sachivalayam	
Day -3	He told about he will co-ordinate and work in coverage with all villages.	He divides the work to remaining staff-members.	
Day -4	He told that he acts as incharge of front officers CSE/ mee-seva centers.	I understand that meeseva and non-meeseva services done by him.	
Day -5	He said that he will manage and maintain the data base of village secretariate.	I understand that whole data was maintained by him.	
Day -6	He will track physical and financial status of the work takes up from CRDP.	taking of physical and financial in under him maintaining.	

WEEKLY REPORT

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

Objective of the Activity Done: Digital assistant.

Detailed Report:

- ⊗ He/she shall coordinate and work in Convergence with all village secretariat functionaries.
- ⊗ He/she shall computerise the household data collected by all the village volunteers in the village secretariat area about sort-out the needs / benefits / problems sector wise and calculate the same to panchayat secretary.
- ⊗ He/she shall acts as incharge of the front office i.e. CSE / mee-seva counters.
- ⊗ The function of front office includes:
 - ⇒ Receipt of Application / application and Cash / cheque 100/-
 - ⇒ Delivery of services.
 - ⇒ Reception come information counter to the public.
- ⊗ management of data related to the local govt. in all panchayat interprise suite applications.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	welfare sir told about his job chart.	I understood about his job chart.	<i>[Signature]</i>
Day -2	He told about the distribution of pensions every month.	I understood his about the ways of distribution pension	<i>[Signature]</i>
Day -3	He told about Jaganna amma vadi scheme	I understand about the eligibility rules.	<i>[Signature]</i>
Day -4	He told about Jaganna vidya-devena scheme	I understand about the eligibility rules.	<i>[Signature]</i>
Day -5	welfare sir told about his job chart.	I understand his responsibilities in Sachivalayam	<i>[Signature]</i>
Day -6			

WEEKLY REPORT

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

Objective of the Activity Done: welfare and educational assistant

Detailed Report:

General duties:

- ⊗ to sure identification of eligible pension for the below said welfare-schemes.
- ⊗ to generate awareness among the public in the village secretariat jurisdiction about the scheme.
- ⊗ meant for the weaker sections of the society being implemented by all welfare department, social welfare, tribal-welfare, BC welfare, minority welfare.

pensions:

- ⊗ shall monitor the distribution of pensions every month in the village.
- ⊗ shall draw and cash and issue in the village volunteer every-month.
- ⊗ shall collect the death vacancy of pension and update the website through digital assistant.

Improving livelihood of SHG:

- ⊗ XSR Bhima
- ⊗ XSR Asava scheme
- ⊗ XSR didhi scheme

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Surveyor madam explained about her job chart	I understand about her job chart.	P. Singh
Day -2	Surveyor madam explained her role and responsibilities	I understand about her role and responsibilities,	P. Singh
Day -3	she told that she will attend the inspections of all higher-officers	I learnt about the inspection of higher officers.	P. Singh
Day -4	Maintenance of survey instrument and equipment allotted to village surveyors.	I learnt about the instrument and equipment,	P. Singh
Day -5	Maintenance of village maps, Register, ground control points.	I learnt about the different things used by surveyors.	P. Singh
Day -6	she will re-survey the land if it is required	I understand when re-survey is required.	P. Singh

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done: Surveyor

Detailed Report:

- ⑧ Inspection of 10% maintainable survey points / survey markers / ground control points in the village in his jurisdiction every month.
- ⑧ should attend the all the inspections of all the higher officers and when informed.
- ⑧ maintenance of stone deposit and balance stocks.
- ⑧ correction of related village accounts.
- ⑧ Renewal of missing stones detend for which section 15(2) notes have been served.
- ⑧ after completion of stipulated periods.

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.)

⊗ I experienced a very good working environment with professional knowledge and kind of people to organization all the staff are very punctual in attending the office.

They had shown as internet in technology and how the system working and admin-istration activities are handled in a procedural manner.

The time they spent for us in being working schedule are applicable, the staff cooperation and extended their operation in the internship program.

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

⊗ Each work is systematically managed

Application program

Digital assistant field

Verification welfare Assistant

Third party verification -

Administrative staff

Pre - Applied - VRO

Final - Applied - MPDO / MRO

Everyone is using the technology
bound work to avoid duplicity
and ignore transparency in the
eligibility of any scheme.

(i) Bio - metric Division

(ii) Android smart - phones

(iii) IRIS Scanners

(iv) Face Authentication

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.

⑧ CM of AP state is Jagmohan - mohan - meddy. stand
It is used to a certain
knowledge of work and programmes are
how to analyse and understanding
of the sachivalayan department
hence it is usually a time management
and qualitative of work it
is usually used over natural-
resources.

⑧ It is used to how to programmes
conducted in any sachivalayan
understanding of the situation,

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.,)

⑧ It is used thinking the our generation people expecting one thing other thing what will happened.

⑧ Improve to time-management and " able to speak person to another person in interview conducted.

⑧ our social services programmes attend, general-awareness of the our society it is usually used in our-children

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

① the abilities of group discussion
It is usually our mind set
how to an idea, thinking,
attitude, our improve analities.

② how to expectation, how to
find out the answer, how
to able to attitude a
where of knowledge each
person we should calculated.

③ The Next generation we
should maintain the social
distance our cultural
activities we should participate
them.

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

① the Sachivalayam is very good maintenance in our surroundings, and natural products, and clearly drainage water system.

② Canals are very clean, and our surrounding environmental is very good.

③ Each and every person we should select the able to our society Sociological activity.

Student Self Evaluation of the Short-Term Internship

Student Name: Ganta Yudeśwararaju Registration No: 2122001052019
 Term of Internship: From: 18/08/2023 To: 05/10/2023
 Date of Evaluation:
 Organization Name & Address: Lakkivalasa (Grama Sachivalayam),
Santhabommali madal,
Srikakulam district

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:

G. Yudeśwararaju
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: GAMA. Yudeswaranayn Registration No: _____
Term of Internship: ~~18/08/2023~~ From: 18/08/2023 To: 5/10/2023
Date of Evaluation: 30/10/2023
Organization Name & Address: Lakkivalasa, panchayath secretary,
Name & Address of the Supervisor : Kollipadu panchayath,
Santhabommali mandal,
Srikakulam district

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

EVALUATION

Page No:

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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: G. Yudepwararajw
Programme of Study:
Year of Study: 2022-2023
Group: B.Sc Cmp.c
Register No/H.T. No: 2122ec1052019
Name of the College: ARTS College - for men
University: Ambedkar - un 1 Versity

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

Date:

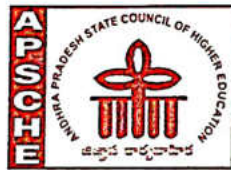
Signature of the Faculty Guide

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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