

An open book with a heart-shaped cutout. The left page shows an illustration of a man and a woman cleaning a park with a dog. The right page features a collage of educational icons and the text "EDUCATION DEVELOP YOUR MIND". The bottom of the heart shape contains a graduation cap and a rolled diploma.

Designed & Developed by



(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: B. Spwathi Madhaviya

Name of the College: GDC (Men) SKM

Registration Number: 2022001070002

Period of Internship: From: 07/12/2022 To: 18/03/2023

Name & Address of the Intern Organization

Taxiation

University
YEAR

INTERNSHIP CERTIFICATE

Date :-

TO WHOM IT MAY CONCERN

This is to certify that Mrs. BALABHADRUNI SPURTHI MADHURYA Student of B.B.A, 2022001070002 has Successfully completed a internship in the field of TAXATION from 07th December 2022 to 18th March 2023 under guidance of Dr B R Ambedkar University, Etcherla, Srikakulam District.

During the period of her/his internship program with us, she/he had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish her/him every success in her/his life and career.



Authorized Signature

An Internship Report on

Taxation

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.B.A

Under the Faculty Guideship of

N. Bala Krishna

(Name of the Faculty Guide)

Department of

GDC (Men) SKM Commerce and management

(Name of the College)

Submitted by:

B. Sparthi Madhurya

(Name of the Student)

Reg.No: 2022001070002,

Department of Commerce

and management GDC (Men) SKM

(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 Semester internship either in V Semester or in VI Semester.
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.





Student's Declaration

I, B. SPURTHI MADHURYA a student of B.B.A
Program, Reg. No. 202200101000 of the Department of Commerce & Management
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in Taxation (Name of
the intern organization) under the Faculty Guideship of
N. Bala Krishna (Name of the Faculty Guide), Department of
Commerce & Management, GIDC (Hem) SKIM
(Name of the College)

B. Spurthi
(Signature and Date)

Certificate from Intern Organization

This is to certify that Taxation (Name of the intern)
Reg. No 2022001070002 of GIDC (Men) SK/M (Name of the
College) underwent internship in Taxation office (Name of the
Intern Organization) from 07/12/2022 to 18/03/2023

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

D. Swamikumar

Authorized Signatory with Date and Seal

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

In the part of four months internship period I learnt some many skills, like managing and how to deal with clients and subordinates and how to motivate the subordinates and how to schedule the work and how to work manage the work and out comes achieved a brief description of the sector of business and the work should completed in time assigned by higher authorities without any barriers and doing and managing the work Efficiently and Effectively these are learning objectives I learnt in these Intern Organization.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of the organization the introduction of the organisation to help the know the basics of the certain knowledge about internship of and the vision, mission and values of the organization. Policy of the organisation in relation to the role organizational structure roles & responsibilities of the Employee in which the intern is placed Performance of the organisation in terms of turnover.

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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.

In the part of Internship I observe and learnt so many skills and handle the situations the activities & responsibilities in the intern organisation during Internship which shall include the activities is happen in intern-organisation and responsibilities related to work and details of working conditions, weekly work shedule Equipment used and tasks performed the activities / responsibilities make the work more Efficient and Effective in intern organisation these helpfull to run the organisation Perfectly these are activites & responsibilities I learnt in anler organisation during the Internship.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Doing Computer work	Accounts based Computed work	D. Sunar
Day - 2	observing the work	Taxiation related work	D. Sunar
Day - 3	Reading the forms	knowledge about forms	D. Sunar
Day - 4	Accounts	Accounts	D. Sunar
Day - 5	rules & regulations of taxiation	norms about taxiation	D. Sunar
Day - 6	work in taxiation.	Taxiation terms	D. Sunar

WEEKLY REPORT

WEEK - 1 (From Dt. 7/12/22 to Dt. 14/12/22)

Objective of the Activity Done: Taxation

Detailed Report:

In the first week of internship I learnt some basic knowledge of taxation. First day I learnt how to accounting in computer using softwares like spectrum to learn how to do computer work and observing the work related to taxation and reading the different type of forms and I gain some knowledge and rules and regulations in deed forms and fifth day I do the accounts in depth which related to rules and regulations of taxation what the section in rules and regulations of taxation and working in taxation how so many types of taxation different types of section and different type of methods as per deed norms there is the work/activity are learnt in first week.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Reading deed forms	names in deed forms	By
Day - 2	Accounts practicing	Accounting Sums	By
Day - 3	Accounting Sums	Account credited	By
Day - 4	Computer based work	Software work related to Taxation	By
Day - 5	Partnership deed forms	Partnership deed entries	By
Day - 6	Learning the taxation	Taxation basics	By

WEEKLY REPORT

WEEK - 2 (From Dt. 14/12/22 to Dt. 21/12/22)

Objective of the Activity Done:

Detailed Report:

In the second week of internship in taxation the part week knowledge which I learnt is most usefull in second week same topics are repeated I do the work in a depth way related to accounting systems and I learnt different type of deeds and I acquire different types of norms and accountancy sums and computer based work another important work on forms partnership deed forms and norms of the deeds and accounts related norms and software work related to taxation and I learnt some depth in taxation systems and taxation systems and taxations methods are different types like corporate tax, income tax, health tax etc....

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Communication	Communication skills	D. Surman
Day - 2	Discuss about past academics	revision of academics	D. Surman
Day - 3	Work management	management of work	D. Surman
Day - 4	Scheduling the time	Time planning	D. Surman
Day - 5	Practical knowledge in taxation	Taxation knowledge	D. Surman
Day - 6	observing the senior workers	observing the work from senior workers	D. Surman

WEEKLY REPORT

WEEK - 3 (From Dt. 21/12/22 to Dt. 28/12/22)

Objective of the Activity Done:

Detailed Report:

In the third week of internship in taxation I learnt some skills and abilities related to organisational point of view they are communication skills these skills most vital in any organisation to develop conversational abilities and discuss about part academics then I retain my knowledge related to accountancy and I observe and learnt work management means the time scheduling and staff management as per their interest and abilities.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Section Taxiation	about taxiation	D. Junes
Day - 2	Types of Taxiation	differentiation taxiation	D. Junes
Day - 3	Ask questions to us about taxiation	Learned about taxiation	D. Junes
Day - 4	observing the Taxiation document's	stories of the document's	D. Junes
Day - 5	what you observe from this document's	I was learned some doc section	D. Junes
Day - 6	Discuss about the this Week topics.	About the taxiation	D. Junes

WEEKLY REPORT

WEEK - 4 (From Dt. 28/12/22 to Dt. 4/1/23)

Objective of the Activity Done:

Detailed Report:

In the part of four months and fourth week is the vital week about overall taxation and rules and regulations of the taxation methods and types of taxation methods and differentiations in taxation and the higher authorities and learned about taxation systems and observing the taxation documents and all the topics was revised in the end of the week taxation different types of taxation and rules and regulations of the taxation systems at end of the week revise the all topics.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Accounting	what is accounting	Qay
Day - 2	Types of Accounting	differentiation of accounting systems	Qay
Day - 3	Basic Problems	problems solving	Qay
Day - 4	practicing problems	problems solving	Qay
Day - 5	practicing problems	problems solving	Qay
Day - 6	Give Some problems to do An obbice.	practicing problems.	Qay

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	observe the office	work Environment	M.Sul
Day -2	Nature of office	there behaviour	M.Sul
Day -3	observe the worker	how they are doing the work	M.Sul
Day -4	Doing the work	learning the work.	M.Sul
Day -5	Helping the Employees	what type of work they was told we was done	M.Sul
Day -6	By guiding the Employees we was done work	learning the work.	M.Sul

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	observe the office	work Environment	M.Sul
Day -2	Nature of office	there behaviour	M.Sul
Day -3	observe the worker	how they are doing the work	M.Sul
Day -4	Doing the work	learning the work.	M.Sul
Day -5	Helping the Employees	what type of work they was told we was done	M.Sul
Day -6	By guiding the Employees we was done work	learning the work.	M.Sul

WEEKLY REPORT

WEEK - 6 (From Dt. 11/1/23 to Dt. 18/1/23)

Objective of the Activity Done:

Detailed Report:

In a part of four month internship period in the taxation internship and observe the work and work environment and organisational infrastructure and the nature of office and the way of behaviour in premises of organisation and during the employees learning the work and helping the employees and types of work and work styles and guiding the employees and the types of accounting systems the office organisation infrastructure I learnt way of behaviour in organisation.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Typing	Typing Skill's	Guy
Day - 2	Typing Statements	Typing skills	Guy
Day - 3	Typing Entries	Typing skill's	Guy
Day - 4	Typing P/L alc	Typing Skill's	Guy
Day - 5	Typing Trading alc	Typing skills	Guy
Day - 6	Typing balance sheet	Typing skills	Guy

WEEKLY REPORT

WEEK - 7 (From Dt. 18/1/23, to Dt. 25/1/23.)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation in seventh week I learnt and acquire some vital skills, typing in different accounts first and foremost basic typing skills like blind touch and after the skills the typing of statements and typing different types of entries and profit and loss account and trading accounts by using different typing techniques or strategies and the typing of balance sheet and these typing skills is most vital skill in any organisation.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Vision of the Organisation	Work Culture	M.Su
Day -2	Organisation Structure	Work Environment	M.Su
Day -3	Responsibilities of Employee's	Doing the work on time	M.Su
Day -4	Group discussion	Sharing of knowledge	M.Su
Day -5	Abilities we gain	Problem Solving	M.Su
Day -6	Future plans of the Organisation	Running the Organisation with out problems.	M.Su

WEEKLY REPORT

WEEK - 8 (From Dt. 25/1/23 to Dt. 1/2/23...)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation the eight week has learn skills and cultures related to organisation the vision of the organisation the work culture way of doing the work and organisation structure means work environment suitable to doing the work and responsibilities of employees means the work assigned by higher authorities in time and by the group discussion like sharing of knowledge and the abilities I gain and improve my problem solving techniques and discuss about future plans of the organisation.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	managerial skills	skill development	D. Sumari
Day - 2	technical skills	Skill development	D. Sumari
Day - 3	Conceptual skills	skill development	D. Sumari
Day - 4	Communication skills	skill development	D. Sumari
Day - 5	Interpersonal skills	skill development	D. Sumari
Day - 6	works handling skills.	skill development.	D. Sumari

WEEKLY REPORT

WEEK - 9 (From Dt. 11/2/23 to Dt. 18/2/23...)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation ninth week I spent my time by gaining different types of skills like managerial skills, technical skills, conceptual skills, communication skills, interpersonal skills and work handling skills.

Managerial skills are abilities and traits needed to perform certain duties, technical skills means specialized knowledge and expertise required to perform specific tasks, conceptual skills understand the concept and develop interpersonal skills by this skill is useful in organisation.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Planning	scheduling the work	Gy
Day - 2	directing	acquiring the knowledge	Gy
Day - 3	Controlling	right perspective way	Gy
Day - 4	delegation	Both group & individual	Gy
Day - 5	Coordinating	Efficient relationship	Gy
Day - 6	organizing	structuring the essentials.	Gy

WEEKLY REPORT

WEEK - 10 (From Dt. 8/2/23 to Dt. 15/2/23.)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation the tenth week I learn most vital skills and abilities the managerial functions of a organisation they are planning the scheduling the work directing in a right perspective way and controlling the guide the employees towards work deligation means both group and individual in a organisation and efficient relationship structuring the essentials in a organisation these are the skills I acquired in tenth week in internship

WEEKLY REPORT
WEEK - 11 (From Dt. 15/2/23. to Dt. 22/2/23.)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation the skills and abilities I learnt in eleventh week the communication skills and conversational abilities means the deal with other people or employees in organisation and keypoints and discussing daily to improve the vital points and maintaining the protocols means correct work scheduling and team competency means sharing of knowledge and improve the team building these are abilities I learnt in eleventh week in internship.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Accounting	Sums	M. Sai
Day - 2	doing accounting Sums	Sums	M. Sai
Day - 3	Practicing the sums Cost sheet	Sums	M. Sai
Day - 4	Practicing the sums P/L a/c	Sums	M. Sai
Day - 5	Practicing the sums Balance sheet	Sums	M. Sai
Day - 6	Practicing the sums LIFO, FIFO	Sums.	M. Sai

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Accounting	Sums	M. Sai
Day - 2	doing accounting Sums	Sums	M. Sai
Day - 3	Practicing the sums Cost sheet	Sums	M. Sai
Day - 4	Practicing the sums P/L a/c	Sums	M. Sai
Day - 5	Practicing the sums Balance sheet	Sums	M. Sai
Day - 6	Practicing the sums LIFO, FIFO	Sums	M. Sai

WEEKLY REPORT

WEEK - 12 (From Dt. 22/2/23 to Dt. 1/3/23...)

Objective of the Activity Done:

Detailed Report:

In the part of four months internship in taxation then I learnt abilities like accounting sums and accounting rules and different of problems in accounting and cost work sheet rules and regulations and profit and loss account and balance sheet and all accountancy problems solving was learnt by me in the twelfth week and LIFO - Last in last out and FIFO - first in first out in stores ledgers these are skills and knowledge in the part of internship.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Taxation	Introduction of tax	Gay
Day - 2	Income taxation	Generated by business/ individual	Gay
Day - 3	Corporate tax	Profit & net income	Gay
Day - 4	GST	Goods service tax	Gay
Day - 5	wealth tax	Tax on personal Capital	Gay
Day - 6	direct tax	Tax on same Entity.	Gay

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Management	process of work	M.Si
Day - 2	Leadership	Additional talent	M.Si
Day - 3	Top level management	decision makers	M.Si
Day - 4	middle level management	decision implementers	M.Si
Day - 5	lower level management	Supervision of the Employers.	M.Si
Day - 6	Employers work	Completing the work on time	M.Si

WEEKLY REPORT

WEEK - 14 (From Dt. 8/2/23 to Dt. 15/2/23)

Objective of the Activity Done:

Detailed Report:

In the part of four month internship in taxation the I learnt levels of management in organisation the leadership additional talent and uniqueness and top level management is decision making and middle level management decision implementers and lower level management supervision of the employees and the make a interest to wards work to attain the organisation objectives these are management levels I learnt in part of internship.

WEEKLY REPORT

WEEK - 14 (From Dt. 8/2/23 to Dt. 15/2/23.)

Objective of the Activity Done:

Detailed Report:

In the part of four month internship in taxation the I learnt levels of management in organisation the leadership additional talent and uniqueness and top level management is decision making and middle level management decision implementers and lower level management supervision of the employees and the make a interest to wards work to attain the organisation objectives these are management levels I learnt in part of internship.

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.)

In the internship I have experienced in terms of interactions facilities available and maintenance clarity of job roles protocols Procedures, process, discipline, time management, In the work Environment was very useful for work Purpose because the furniture and internet access these all facilities are helpful to work and the clarity of job roles, periods, procedures, Process, discipline, time- management, harmonious, relationship, socialization, mutual support and team work, motivation, space and ventilation these I have experienced the work Environment.

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

In the part of the four months internship

I acquired so many technical skills in the internship. In an organisation the technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations are required. In fact, about every field and industry from business administration to health care and education these technical skills are used to run the organisation or work in any organisation and I learned job related skills and hands on experience these are the technical skills I acquired in the part of internship programme.

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.)

In the part of four months internship program. I have acquired the managerial skills is the most vital skills I learnt its usefull to our personal career. also they are some technical skill's in terms of planning leadership team work, behaviour, workmanship, productive use of time weekly improvement in competences goal setting these skills are usefull to the work or run own administration in any organisation by acquiring of managerial skills I observing how to plan the work time to run the organization perfely these are the managerial skills acquired in part of internship.

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.)

In the part of Internship period I learn and improved so many skills like managerial skills, technical skills, In this mainly I learned and improved communication skills in the term of improvement in oral communication written communication conversational abilities confidence level while communicating anxiety management, understanding others getting understood by other speech ability to articulate the key points closing the conversation maintaining niceties and protocols greeting thanking and appreciating, our subordinates these I improve communication skills. In this part Internship.

Student Name: B. Spwathi madhurya Registration No: 2022000101002

Term of Internship: From: 20/12/2022 To: 18/03/2023

Date of Evaluation: 24/3/2023

Organization Name & Address: G. Prasad Rao, Tax Office, Royedins, SKL4

Name & Address of the Supervisor with Mobile Number: G. Prasad Rao

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:

B.S.
Signature of the Supervisor

Page No

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15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

B.S.
Signature of the Supervisor

Page No



EVALUATION

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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

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 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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.



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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