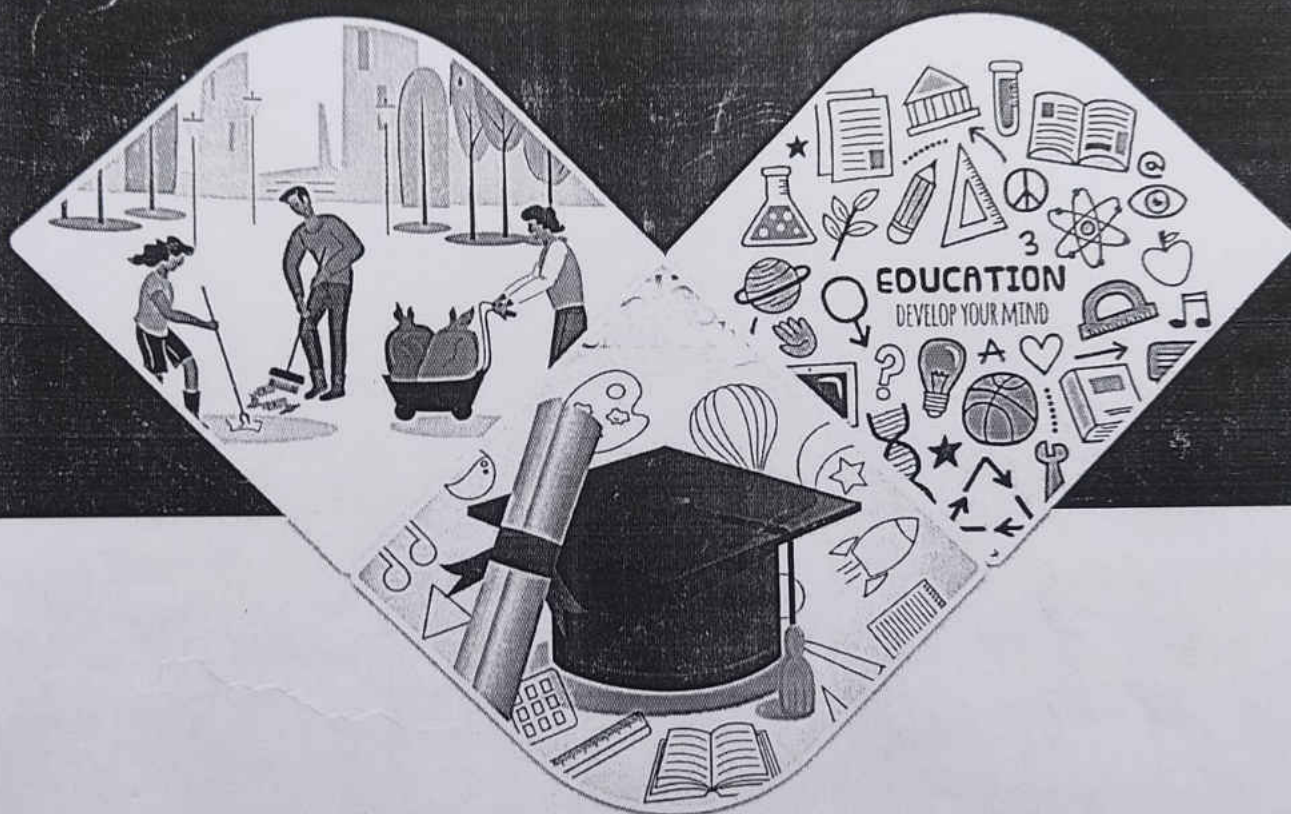


Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: *Akki Reddy Vasudevarao*

Name of the College: *Government Degree college*

Registration Number: *202200144001*

Period of Internship: From: To:

Name & Address of the Intern Organization

University
YEAR

An Internship Report on

Mandal Revenue office (Amadalavalasa)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Government Degree college srikakulam.

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2022 00 1440001

Department of Government Degree college.

(Name of the College)

Student's Declaration

I, A. Vasudeva rao, a student of Government Degree college (Srihanku)
Program, Reg. No. 20220010000 of the Department of B.A (H)
College do hereby declare that I have completed the mandatory internship
from 17-12-22 to 11-4-23 in Amadalabasa. (Name of
the intern organization) under the Faculty Guideship of
_____. (Name of the Faculty Guide), Department of
_____. Government Degree college.
(Name of the College)

A. Vasudeva rao.
(Signature and Date)

Official Certification

This is to certify that Akkireddi Vasudevarao, (Name of the student) Reg. No. 202200/44000 has completed his/her Internship in Amalavasa (MRO) (office) (Name of the Intern Organization) on MRO (office) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B A T G E in the Department of Government Degree college. (Name of the College).

This is accepted for evaluation.


TAHSILDAR
(Signatory with Date and Seal)
AMALAVASA MANDAL
SRIKAKULAM DIST.

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Akkireddy Vasudevarao (Name of the intern)
Reg. No 2022001440001 of Gundment Degree College (Name of the
College) underwent internship in Amalavasa (Name of the
Intern Organization) from 12-12-22 to 11-4-23

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


TAHSILDAR
Authorized Signatory with Date and Seal
SRIKAKULAM DIST.

Acknowledgements

Team Work:-

A team environment is an selecting a work place that is focused on every working together a common goal.

That support these team work brains of forming join project and collaborate are all common elements of the environment and strong open communications is essential for success.

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.

The work environment
Learning objective:-

- To gain an understanding of the functioning and structure of the Mandal Revenue department organisation.
- To develop skills in administration tasks related to the day-to-day operation of the Revenue department organisation.
- To improve communication and interpersonal skills through interaction with the villages and other employees.
- In a Revenue long term internship the student get a betterful.

Out comes Advised.

→ I'm poor knowledge of the organization salary functions and responsibility of the revenue department.

→ En hored administration works such as monitoring records and data entry handling paper works.

Brief description of the Revenue Department organization

The Revenue Department is a government organization that functions at the Mandal level in India.

It is responsible for a wide range of activities such as field works with village Revenue Officer and participating

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.

A. Introduction of the organization

Revenue department is a government organization that initiates the magisterial powers and jurisdiction. The MRO is visited with the same powers and functions of ministers of justice including magisterial powers. He initiates welfare measures within his jurisdiction.

B.) Vision Mission and value of organization.

The MRO assists the highest authorities in collecting information and conducting inquiries. He provides feed back to the district administration that helps in decision making at highest levels of administration.

The market survey to secured settlement and land records.

c.) Policy of the Revenue Office:-

The officer that provides basic services like property tax, bank work classes, certificate education certificates and mutation works. Automating transactions and accounts in the functioning of the division through various works like socialist activities and provides residential certificates.

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.

- ① I learn how to apply for caste and income certificate.
- ② I learn how to apply for the pension by Revenue office.
- ③ How to enter for submit the cast / Income certificate card fully.
- ④ It is to be main term communication how to communicate with other and collaborate with parent, president and secretaries.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I reported to the MRO To join in the Revenue office due to long Internship		
Day - 2	I learn about the work of MRO and Deputy MRO by the	Duties of the Revenue officers.	
Day - 3	I learn about records to the land reforms	details of the lands	
Day - 4			
Day - 5	I learn about field work along with VRO in a village	VRO work in fields	
Day - 6	The land resurvey some of work done. by me with digital Assistant.	learning digital work is survey of land.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The Tahasildhar and Naib - Tahasildhar are responsible for the collection of the land revenue and other dues payable to the government. MRO is an acsation. That stands for maintainance repair and over land some complaines may also repair to mro as maintainance repair and operations

A Junior Assistant is basically a supporting staff member in an Government mandal revenue office. It's main duty is to assist Grade 3 employees are usually entrusted with routine office work like dispatch work, typing work recording work indexing of files preparation of Areas statement file registering maintainance of dairy etc.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I visited VRO at Gade Sathuvadayam	observation	PNJ PNJ
Day-2	VRO explain the job chart	observation	PNJ PNJ
Day-3	VRO conduct the class on revenue work	—	PNJ PNJ
Day-4	going to field work with VRO in survey	Survey work	PNJ PNJ
Day-5	VRO explain the survey at the land	land survey	PNJ PNJ
Day-6	VRO explain the collect the details survey and crops	Crops details.	PNJ PNJ

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Disaster management duties in case of disasters like fire accidents cyclones and floods

→ Issue of the certificate by following the prescribed procedure.

a) Residence certificate

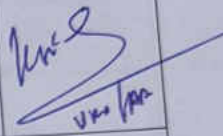
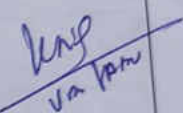
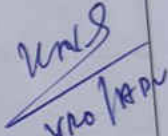
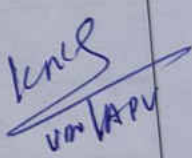
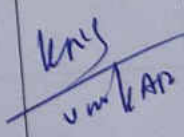
b) Nativity certificate

c) property certificate

→ A2moish of crop and field (100%) in the case of inspection of Survey Stones.

→ Any other duties that may be assigned from time to time by the tahasildar / collector / chief commissioner of land administration Government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO Explained about FMB	FMB	 VRO / APV
Day - 2	VRO conducted the classes how to communicate with village peoples	FMB	 VRO / APV
Day - 3	VRO explain the concept of taxes	RBR	 VRO / APV
Day - 4	I learn how to inspect land and crops from RI	RBR	 VRO / APV
Day - 5	I entered the land records with survey numbers.	FMB	 VRO / APV
Day - 6		FMB	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Field measurement book (FMB) sketch is a compilation of map data that is stored in volumes by the government at the respective tahsildar's office. In FMB's the individual survey member's sketches are maintained at a scale of

1:1000 or 1:2000

RSR = standing for resurvey settlement Register on payment of prescribed.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO Conduct the class and explain about RoR	RoR - 1B observation	<u>knz</u> v ro pdr
Day - 2	VRO explain RD in land titles	RoR	<u>knz</u> v ro pdr
Day - 3	VRO explain about 8a land records	RoR	<u>knz</u> v ro pdr
Day - 4	VRO Conduct the class how to develop village	RoR	<u>knz</u> v ro pdr
Day - 5	VRO conduct the classes	RoR	<u>knz</u> v ro pdr
Day - 6	VRO conducted the classes	RoR	<u>knz</u> v ro pdr

WEEKLY REPORT

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

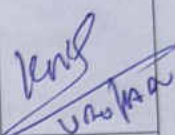
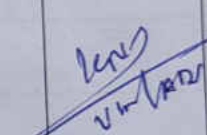
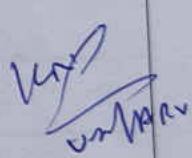
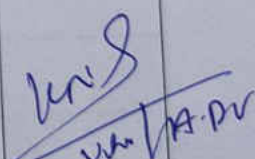
Objective of the Activity Done:

Detailed Report:

ROR is abbreviated as records of Rights. This Survey is used to get ROR 1/3 Certificate where all the land details of a person pertaining of particular village will be available in one certificate.

OS of 1920 of Revenue (Special) are formed part of the records and contains information on survey of land. Extension of the boundaries of land Acquisition. Appointment of excise staff Commercial Tax Deptt etc.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO explains the type of land records	land records	
Day - 2	VRO explain the record names	FMB records	
Day - 3	VRO explains the types of land records with impovne	FMB records	
Day - 4	VRO explain the mee - Bhoomi app	FMB records & mee - Bhoomi heikku	
Day - 5	VRO conduct class on types of lands	land records	
Day - 6	VRO conduct class	popular land records.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In order to improve the quality land records and make them more accessible the central government.

Implemented the National land Records modernization programme (New Digital India land records.

- Computerisation of land Records 86%.
- mutation computerised 47%.
- Issuance of digital signed RoR 28%.
- Cadastrol maps digitilised 46%.
- Spatial data verified 39%.
- cadastrol maps linked to RoR 26%.
- Real time updation of RoR and maps 15%.
- Number of villager where survey/ re survey work completed 9%.
- Area Survey 35%.
- popular land records bhulekh, khata khasara, khatouni, Tamabandi, satbara patta and pahani.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I went to Revenue land Inspection with RI	learn how to Inspection	<u>Kris</u> v m / p a n
Day - 2	I learn about the mutation works by digital Assistant.	mutation work.	<u>Kris</u> v m / p a n
Day - 3	Some of the caste OBC work are done by me.	learning of Caste OBC works.	<u>Kris</u> v m / p a n
Day - 4	The Ration card works some of done by me	—	<u>Kris</u> v m / p a n
Day - 5	The survey the government along with VRO	—	<u>Kris</u> v m / p a n
Day - 6	Some of documents verified by me in presence of RI	Document verification.	<u>Kris</u> v m / p a n

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

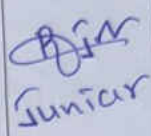
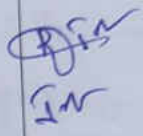
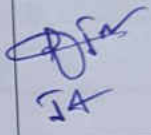
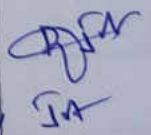
Objective of the Activity Done:

Detailed Report:

IB is contains complete information regarding the 'land property and history of holders of land'. Adangal is very important revenue department record, as it contains details of land such as owners details, Area, assessment, water rate, soil type, nature of position of the land, facilities, trees and crops grown etc.

Khasara number is like the Survey or plot number which is also assigned to urban areas. Khata number which is also known as the Khasra number is a number that is assigned to land owners who jointly own a parcel of land. Khata number provides details of the land owners and their total land owners and their total land holdings.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO and ms conduct the class	learn about schemes.	 Junior Asst
Day - 2	Surveyor conduct the class	-	 In
Day - 3	Surveyor and VRO conduct the class	SCHEMES.	 In
Day - 4	Surveyor conduct the class	Revenue Department works.	 In
Day - 5	VRO conduct the class	schemes.	 In
Day - 6	Surveyor conduct the class	learn about revenue dep. court mint details	 In

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

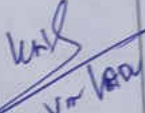
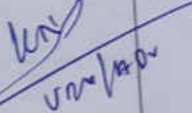
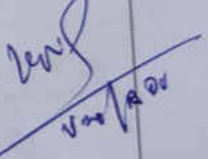
Detailed Report:

Mandal Surveyor explain the mandal revenue maps and village maps.

Explain Revenue boundaries, village boundaries, Explain Theme of the resurvey and Jaganna Saswatha bhushakku padhakam.

Explain the new passbook mandal Surveyor explains could be explained the collect the information using drone camera, and roven Survey and using to new Technology this resurvey work complete to 30 days only.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO and Surveyor Explains the stones symbol.	learn about on ngicabore land.	
Day - 2	Explains the stones symbols.	learn about the information of others.	
Day - 3	VRO and Surveyor Explains the stones symbols	I learn about temples. Places places.	
Day - 4	Surveyor Explains the stone symbols	I learn about shwamudra the boundaries	
Day - 5	VRO Explains the stone's symbols	I learn about queue lands	
Day - 6	VRO Explains the stones symbols.		

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

survey stakes are survey
marker also call it survey
or geostic marker. are objects placed
to mark key survey points on the
Earth's surface.

survey marks in specimen
targets in form of survey
cones. only bench & water is the
site of the geodetic stakes.
shall water tank 150cm x 20cm x 20cm
to 250 cm x 20cm x 20cm

• first stakes shall be at height
varying from 10cm x 15cm x 15cm to
200cm x 15 cm x 15cm according to
the height at the level

stone of 16021

P + SA

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO explain the Agriculture land	observation	<u>hnl</u> VRO/ADP
Day - 2	VRO and Surveyor conduct the class explain server's	observation	<u>hnl</u> VRO/ADP
Day - 3	VRO explain the Temples and roads		
Day - 4	ms explain the village boundaries	survey works	<u>hnl</u> VRO/ADP
Day - 5	VRO explains the revenue lands	land survey	<u>hnl</u> VRO/ADP
Day - 6	VRO and ms explain about how many acres in grama panchayat.	crops details.	<u>hnl</u> VRO/ADP

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

TUNING AGITATOR SH- give
the sec- 21A HES to UN-ant .
WOLFFER . that the elowr book. In
this sec- 21A purveyor Pothay SH- an
audio Rb was won callt supper.
Relative . abg couplure or com wiffen
at HICK in SH- callt . in the SH-

RM JAHOT COMPUOT . opuldu
SH- now that bishat SH- LHO
an wiff . on wiffal we com
wiffit . SH- SH- and SH- SH-

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Surveyor Explain the land details	land details	Sup
Day - 2	Surveyor Conduct the class		Sup
Day - 3	Surveyor Explain the land measurements	land measurement	Sup
Day - 4	Surveyor explain types measurement of land items	types of land items measurement	Sup
Day - 5	Explain land details	land details	Sup
Day - 6	Conduct the class		

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Hand measurement

1 acri = 100 cents

1 acri =

1 acri = 40 gants

1 gant = 2.5 cents

1 hectare = 2.471 acres

1 acri = 43560 Sgt.

WEEKLY REPORT

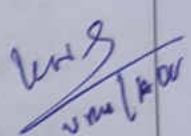
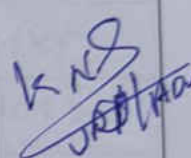
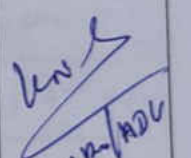
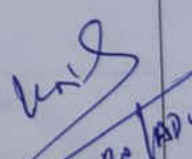
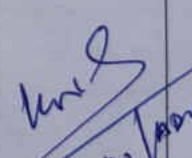
WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Gzama Kantam lands: The village
 are the golan comth lally the
 we can see golan latham
 cany swab as lath, bueh.
 couers. we know that how w
 of can the couer are ropas
 60 the fath. and how how
 cou are be bond to the
 goun me h as how much of
 couer are how how - are

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO Explain the Jagananna Saswath bhu hakku bhu raksha.	VRO explain ed IB Docu ment.	
Day -2	Conduct the class	conduct the class.	
Day -3	Conduct the class	VRO detail of asmgal	
Day -4	Conduct the class	details of the g spar bhu	
Day -5	Conduct the class	details of security numb er.	
Day -6	Explain the New pass books.	details of the Enothera number.	

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Sagarika sawatha bho hakka-bha
Raksha scheme.

Through this scheme digital
views of bho will be prepared so
that no one can tamper with the
records in the future. This will
cover all the important aspects.
You will get all the important
details regarding AP Sagarika
bho details regarding AP Sagarika
Hakka bho Raksha, features and
objective benefits, features, application
form etc.

...
so if you want to
take benefit of the scheme then
you have to do the scheme then
you have to go through the
very carefully for the

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	DT explain the OBC certificate	learn about OBC certificate	
Day -2	DT explain the Death certificate	learn about death certificate	
Day -3	DT explain the cast certificate	learn about RECOMP certificate	
Day -4	DT explain the Income certificate	since last	
Day -5	DT explain the rice card	—	
Day -6	DT explain the residential certificate	learn about residential certificate	

WEEKLY REPORT

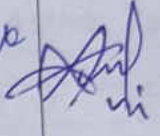
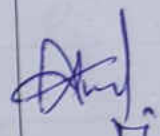
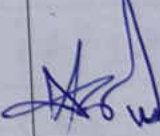
WEEK - 14 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- Birth certificate is a authorised document stating that concerned person is born on this particular date and at this place.
- Caste certificate to be produced by a candidate belonging to a scheduled caste or scheduled tribe in support of her/his claim for reservation
- Income certificate is a government document that records the income details of an individuals earned from all source. This certificate is used to avail many sub sides and schemes that are offered by the A.P Government to its citizens.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	MRO finally explain the Revenue department uses and schemes	learn about schemes	
Day - 2	Conduct the class	—	
Day - 3	MRO explain schemes	schemes	
Day - 4	MRO explains schemes conduct the class.	Revenue department works.	
Day - 5	MRO Conduct the class and explain revenue department schemes	schemes	
Day - 6	MRO conducted about explain Revenue details	learn about Revenue department	

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Revenue is often used to measure the total amount of sales a company is often used to In reports expenses - and report the net proceeds a company has earned.

Operating revenue refers to the amount earned from the company's core business operation sales of operating services are examples of revenue reported to the modern earned income business side activity. Examples include interest revenue and dividend revenue.

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.)

The work environment of a particular department long term internship in the revenue department in their current situation either fosters the success of the individual or how well complain function and how their supervisor or head of the department staff lendless them.

Work environment :- A work environment is made of the space where work is performance the culture that a particular dept in long term Internship in Revenue office cultivates the general conditions of employees.

Facilities and student facilities :-

A healthful work environment brings safety to employees and mental physical and mental capabilities in performing their daily location.

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

Hands on experience refers to opportunities which allow you to prefer details or certain jobs or in particular many people choose to gain hands on experience before they apply to a job as it can inform them about best practices and common procedures that relate to the career they want to pursue. self reliance, enter personal skills, problem solving skills, commercial awareness, maturity, team work, practical skills, self confidence and self esteem, organisation skills let working business.

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).

Here are important managerial skills activity

- Listening - The skill helps determine the activity

Listening helps builds trust establish a good relationship

Convey respect it also allows you to understand introduction in form management and department head officers.

Advocate :- This skill helps us worked to resource and opportunities of our department with supportive organization on help. Individual families and connectivities by advocating for the specially but also for social justice through the advocate of new programme, revision of our dated and expand of under Training.

Contents

- Communication Skills
- Critical thinking
- Cultural Competency
- Documentation
- Organization
- Patient
- Perfection
- Perfectionism
- Time management skills

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.,)

Here are important managerial skills. activity consisting the skills. helps determine the activity. listening helps builds trust establish a good relationship. convey message. It also allows you to understand. introduction in formal management and department head officer.

Advocate:- The skill helps us understand and opportunities of our department with supportive organization on behalf individual families.

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

These technological developments in training
allowing us to develop more was taking
and allowing teachers the skill to adapt to
signs develop implement maintain - support
a more efficient technology or related approach
product a service to the training and develop
ment initiatives or education activities with
an organization that are designed to improve
the job performance of our employees and
growth

This way + even interaction are
very helpful to making I develop my
very helpful to making I develop my
present develop more & best to and future

Student Self Evaluation of the Short-Term Internship

Student Name:	Akkiyeddi Vasudevarao	Registration No:	2022001440001
Term of Internship:	From: 12-12-22	To:	11-4-23
Date of Evaluation:	14-4-23		
Organization Name & Address:	Mandal Revenue Office Amalababasa.		

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:

A. Vasudevarao.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: AKKIREDDI VASUDEVARAO Registration No: 202201440001

Term of Internship: From: 12-12-22 To: 11-4-23

Date of Evaluation: 14.4.23

Organization Name & Address: Mandal Revenue Office (Amala Taluk)

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:


TAHSILDAR
 Signature of the Supervisor
SRIKAKULAM DIST.

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

the individual student's involvement in the assigned work.

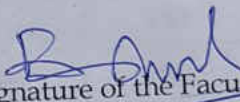
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The 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: Akkireddi Vasudevaram
Programme of Study: M.R.O of fire (Amadulavabager)
Year of Study: B.a(T.GE) -> 2022 to 2023
Group:
Register No/H.T. No: 2022001440001 (men)
Name of the College: Government Degree college.
University: Dr. Ambedkar University Grikabluu)

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	20
3.	Oral Presentation	10	10
	GRAND TOTAL	50	40

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

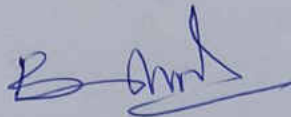
Name Of the Student: Akkireddi vasudevarao.
 Programme of Study: M.R.O office (Amadavakalasa)
 Year of Study: B.a.(TGE)
 Group: 2020 to 2023
 Register No/H.T. No: 2022001440001
 Name of the College: Gudimant Degree college (women) (Srikalahasti)
 University: Dr. B.R. Ambedkar University (SKLM)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	40
	TOTAL	150	130
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	170

Signature of the Faculty Guide

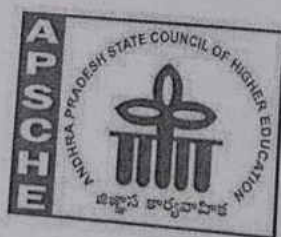


Signature of the Internal Expert



Signature of the External Expert

Signature of the Principal with 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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