

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

AN ORGANIZATION OF THE GOVERNMENT OF ANDHRA PRADESH

Name of the student : Dompaka Nirmala
Name of the college : Govt. Degree college
Registration Number : 2022001050012
Period of Internship : 4 months

Name & Address of Intern organization :
Revenue Department (MRO-office)
UNiversity : Sriakulam.
Ambedker.

An Internship Report on
Sachivalayam (long-term Internship)
(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
5th Semester

Under the Faculty Guideship of
Sri. R. Ravi Kumar
(Name of the Faculty Guide)

Department of
Government Degree college (men) ^{Srikakulam.}
(Name of the College)

Submitted by:
Dompaka Nirmala
(Name of the Student)

Reg.No: 2022001050012
Department of physics
Government Degree college (men)
(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.

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, D. Nirmala a student of INTERNSHIP
Program, Reg. No. 202200105012 of the Department of CVOT - degree (men)
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/03/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ravi Kumar SIV (Name of the Faculty Guide), Department of
physics, CVOT Degree College (men)
(Name of the College)

D. Nirmala

(Signature and Date)

Official Certification


This is to certify that Dompaka NIRMALA (Name of the student) Reg. No. 2022001050012 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Sachivalayam Long-term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of physics Department in the Department of Wart-Degree-College (Name of the College).

This is accepted for evaluation.



Endorsements

Faculty Guide


-19/04/23

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that DOMPAKA NIRMALA (Name of the intern)
Reg. No 2022001050012 of Govt Degree College (Name of the
College) underwent internship in SACHI VALAYAM (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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



Authorized Signatory with Date and Seal

Acknowledgements

I would like to thank the Sachivalayam Secretariate Department in Srikakulam district, Andharapradesh for the opportunity to complete my 4-months internship. Special thank to my supervisor Arun sir for their guidance & support.

I am grateful to the entire team for their cooperation & involvement in my learning the administrative staff's assistant & resource where greatly appreciated.

I am thank full to the ^{MRO-office} Sachivalayam of Srikakulam district for their cooperation. Lastly my family & friends deserve recognition for their unwavering support.

Contents

During my 4-months internship at the traffic police der Grama Sachivalayam Department in Srikalakulam. I gained practical experience in Grama duties.

I assisted officers in regulating in Sachivalayam. Ensuring compliance with Rules & responding to the Emergencies.

I learned different techniques Schemes and rules & regulations. and Special Events. I participated in public awareness Campaigns to promote safe driving and educate the community working with a dedicated team. I learned about technology in tra Schemes and meet working rules.

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.

This report is Result of 12 weeks internship. During the internship it is required to study the organization department of organization & critically relate the theoretical aspects of the organization in the practical situation. I got an opportunity of getting practical knowledge about the village Secretariates in Andhra Pradesh. So to quench the thirst of practical explore and for getting practical knowledge joined in Killipalam Sachivalayam.

During this time period gather all necessary information about village Secretaries.

effort have been made to compile this report in such a way that activities & its salient features not only for students but also for the layman. I divide this report into different aspects.

In this part all government related services are not utilized by people in fruitful manner, that is the main reason to establishment of game.

Sachivalayan across the Andhra Pradesh.

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.

Urma Sachivalayam are Secretarites
Setup in the Indian state of Andhra
pradesh to decentralize the administration
by making services & welfare services
of all govt departments available at
one place. Andhra pradesh was the
1st state in India to launch village
Secretariats. Govt of Andhrapradesh
appointed village Secretariates. Govt of
Andhra pradesh appointed village
volunteers to deliver services.

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.

As the internship program organised by the government in order to select the students to aware & interact with working of departments they selected.

Grama Sachivayam was the organised which 7 choose. The candidates b/w 18 to 22 years of age are eligible for AP grama Sachivalayam Exam. The require educational.. qualification are different according to the different posts.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VRO - (village Revenue officer)	Introduction of Sachivalayam Secretariate	
Day - 2	VRO - (parts of the Sachivalayam workers	
Day - 3	VRO	Introduction of Schemes	
Day - 4	VRO	Introduction of uramasaba	
Day - 5	VRO	Introduction of Sachivalayam Surrounding	
Day - 6	VRO	Introduction of Urmasa volunteers	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ★ Grama Sachivalayam are Secretariats set up in the Indian state of Andhra Pradesh to decentralize the administration by making services & welfare services of all government departments available at one place.
- ★ Andhra Pradesh was the first state in India to launch village secretariats.
- ★ Govt of Andhra Pradesh appointed village volunteers to deliver services & also in the Grama Sachivalayam.
Setup are:
 - ①. Panchayat Secretary
 - ②. VRO (Village Revenue Officer)
 - ③. Survey Assistant
 - ④. ANM
 - ⑤. Veterinary & fishery Assistant
 - ⑥. Women police
 - ⑦. Engineering Assistant
 - ⑧. Electrical 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	Inama Sachivalaya m. - Convenar, able to collected taxes & other welfare work	
Day - 2	panchayat Secretary	collection, generation & spending daily reports to higher Authorities	
Day - 3	panchayat Secretary	Shall ensure that office premises are neat & duty panchayat Raj	
Day - 4	VRO (village Revenue Officer)	VRO should monitor the land & Patis food supply in villagers	
Day - 5	VRO	services of notices summons/orders under various laws	
Day - 6	VRO	Identification of beneficiaries under various acts/schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ★ Collecting of property tax, water charges, other non-taxes.
- ★ Attending RTI, court cases, SC/ST/HRC/ legal issued by maintaining registers
- ★ Allotment of two duties for village Secretariat functional Assistant.
- ★ Must follow panchayat Raj higher authorities during field visit.
- ★ He shall attend protocol duties, most special programs, election duties & other important duties, whenever ordered by the higher authorities

VRO [Village Revenue officer]

- VRO should monitor the land & Ratio food supply in village,
- Reporting violations under land ceiling Act, or Act, POTA Act, LTR in Agency areas, Assignment rules & conditions & mines & minerals rules
- Reporting on Inclusion, deletion & modification in electoral rules

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	SURVEY ASSISTANT	should survey of village lands	
Day - 2	SURVEY ASSISTANT	field inspection to take action against unauthorized layouts.	
Day - 3	SURVEY ASSISTANT	Inspection for lands proposed for layouts.	
Day - 4	ANM	should be responsible for village health monitoring	
Day - 5	ANM	should be responsible for villages scheduling health camps into village	
Day - 6	ANM	should be responsible for monitor of child health.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

VILLAGE SERVYOR

* Attending office Registering day movement in movement Register, collect land maps/ Records & produced field for attend Survey petitions

* protection of panchayat properties
* Attending spanthane garivara, preparations of note on necessary issues in village & Submit to the reporting officers panchayat secretary
ANM

* As a part of ANMs routine daily activity, she has to visit at least 30 households in her allocated area & covers the maternal & child health.

* ANM should be responsible for villagers health monitoring & Scheduling health camps in the village.

*

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VETARNARY & FISHERY ASSISTANT	livestock, dairy & fisheries	
Day - 2	VETARNARY & FISHERY ASSISTANT	the flages of vetarnary is white	
Day - 3	VETARNARY & FISHERY ASSISTANT	the flages of Fisheries assist & Agricultural is blue	
Day - 4	Agriculture MPEO's	monitoring agriculture works & suggestions	
Day - 5	Agriculture MPEO's	monitoring agriculture production report	
Day - 6	Agriculture MPEO's	operationalization of Rythu Bhasa Kendhra.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

AGRICULTURE, VETERINARY & FISHERY ASSISTANT

* The flag of agriculture is green. Fishery & agriculture is blue, veterinary is white.

* VETERINARY :- Animal husbandry is

the branch of Agriculture concerned with animals that are raised for meat, fibre, milk, & other products.

Includes day to day care, selective breeding, & first domesticated born around 13,000 BC farming of the first crops.

FISHERY :- fish farming or pisciculture involves commercial breeding of fish usually for food, in dish tanks (or) artificial such as ponds.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In charge (signature)
Day - 1	WOMEN POLICE (Urnama mahila Samrakshana karyadarsh)	conselling, security & other important roles in villages	
Day - 2	WOMEN POLICE (Urnama mahila Samrakshana karyadarshi)	prevent child marriages explain about rules & regulations	
Day - 3	WOMEN POLICE	prevent child marriages by issuing eligibility certificate to the couple	
Day - 4	ENGINEERING ASSISTANT	village Engineer - ring works & water supply Urnama sachivdara	
Day - 5	Engineering Assistant	field visit covering all the engineering activities of panchayat	
Day - 6	engineering Assistant	Technical inspection of building permission applica	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

- ★ women police is also known as the grama mahila Samrakshana karyakari. She gives Counselling security & other important roles in village
- ★ prevent child marriage by Issuing eligibility Certificate to the couple after through verification of their age pro of.
- ★ visit to schools/colleges/crivals hostels/ KANBUS/ working Compus on crime against women & children Sexual, abuse, fire Teasing, Rassing pocso related, 24x7

ENGINEERING ASSISTANTS:-

- ★ field visit covering all the engineering activities of quality work execution & Identifying the problems related to Sanitations/ water supply etc. & report to concerned engineering department.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	electricity supply to street lights & monitoring	
Day - 2	Electrical Assistant	switch off street lights in the secretariat area before sunrise	
Day - 3	Electrical Assistant	switch on street lights after the sunset	
Day - 4	Digital Assistant	monitoring the village in single window system	
Day - 5	Digital Assistant	Attending office & entering all the details related to Tappals.	
Day - 6	Digital Assistant	Attend the duties as entrusted by the panchayat	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Electrical Assistant

- Electrical assistant is known as Energy Assistant. Electrical supply & street lights & monitoring
- visiting ward/Area/colony in the U.A. Area & identifying the problems related meters, releasing new electrical connections & attending use-off call.

Digital Assistant

- Monitoring the village in single window system. & attending office & entering all the details related to Tappals/ Grievances/ Communications/ Applications in the Inward Register & shall place 7# before, Panchayat Secretary for initials & distributions.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant	pension distribution, Dwarka mahila house construction monitoring	
Day - 2	Welfare Assistant	visit to Banks for SHU bank linkage/Housing loans as per scheme	
Day - 3	Welfare Assistant	Clearance of files, Services in online manual	
Day - 4	About Schemes	Navarathna	
Day - 5	About Schemes	The nine navarathna welfare schemes	
Day - 6	About Schemes.	The nine navarathna welfare schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week I have conducted the function passing to every house. every old citizen - & 62yr old citizens to interact with them to know about their state of mind & connect with them.

In have also thought them few Schemes in total Schemes. so that they have felt that they came to know about some new things & I have observed function Amounts and Oldmannar attitudes and to face a Age difference between Oldmans.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Municipal Officer	Sanitizer service to every village	
Day -2	Municipal officer	The collection of municipal tax.	
Day -3	Municipal officer.	The collection of house-tax.	
Day -4	municipal officer	To give the permissions of municipal officer.	
Day -5	Municipal officer.	Sanitizers of Roads & village cleaning of	
Day -6	Municipal officer.	To modify the dust Roads & village places	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this entire week, municipal workers started the every dust places. &

Every month's collection of taxes and Vahana methra, Chayutha, conducted this Schemes and conducted water Schemes.

Modify the water facilities and village neatness facilities & different places.

To modify the New schemes and I have located the different proposed schemes theme.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Health Departments & Introduction to Health Issues	Introduction to Health	
Day -2	Introduction with Health morals	every month conducted the Health Issues	
Day -3	Introduction with Health programmes	School & Anganvadi Centers conducts Health	
Day -4	Health programmes conducted in Anganvadi centers	Cleaning Hand wash Health.	
Day -5	conducted the Schemes of Health	medician Conducts of Health.	
Day -6	modify & Awareness of health Issues.	Injections of Health condu	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

for Health Issues are conducted
the Every month @ and schools and
Anganwadis

I have to observation conducted
Health Issues and Schemes

In pregnancy ladies schemes
and promote the food materials
and food schemes.

To improve the Health makers
with promote food Schemes.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction to Engineering Assistant	To design the village houses	
Day -2	Introduction to Engineering Assistant	Total works of a village construction	
Day -3	Introduction to Engineering Assistant	To modify the village houses.	
Day -4	Introduction to Engineering Assistant	To complete the municipal buildings.	
Day -5	Interact with Engineering Assistant	To conducted the schemes of houses	
Day -6	Interact with Engineering Assistant	Introduction to Schemes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To entire week interact with Engineering Assistant and introduce the buildings to build the houses and municipal Corporation works and different schemes passing the villagers to modify the build workers & salary for the municipal workers.

To entire issues municipal Co-corporation Schemes, To Apply the Build works.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO Interact.	The parts of Secretariate	
Day -2	vRO Interact	The schemes parts Interact	
Day -3	VRO Interact	passing the working in villages	
Day -4	vRO Interact	Conducted the schemes of VRO	
Day -5	vRO Interact	working of vRO in villages	
Day -6	VRO Interact.	To Apply passing model	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To Conducted the Schemes and working process. Social Awareness for Schemes workers.

To Apply the social Awareness from Conducted the Schemes.

To Electron duty Application. Information known that.

To Interact with social persons and Introduction to elyc

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Electrical Assistant Interact	Electric current works	
Day -2		Current charges Demand ✓	
Day -3		Electric works passing villages.	
Day -4		To electrically problem with works	
Day -5		modify the village electric problems.	
Day -6		Electric wires & lights setting.	

✓
Electrical Assistant Interact

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To entire the week apply the electrical works from gram sachivdham and Department.

To collect the electrical bills and modify electrical wires and nature cyclons and problems faces problems.

Collected electrical charges from villager.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Agriculture Assistant Interact	Crope searching of villagers	
Day -2		Totally counted the crops	
Day -3		Compensation conducted of crops	
Day -4		Cropes - Ritue Barosha. conducted	
Day -5		Apply the schemes of workers.	
Day -6		passing the organic fertilization	

Agriculture Assistant Interact.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To entire week Introduction to Agricultural works. Worker are given to crops - test the soil.

To Complete the schemes and crop dishes. Apply the chemical Activities. and To Apply the programs very month

To conducted the seeds passing the works, farmer

To conducted the Awareness programs of Agricultural Assistant

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interact with ANM	Conducted the schemes in schools	
Day - 2		= Health Issues Seminars	
Day - 3		= medical purpose meeting	
Day - 4		= larva programs conducted.	
Day - 5		Searching the villages houses	
Day - 6		To pass mode pay the cleaning res	

Interact with ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I am Searching the Village house from larva programs and medical Awareness, Dishes Awareness programs conducted with grama volunteers

To modify the dishes persons conducted Schemes about Searching villagers.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	women police women protection ^{secretary}	To protect the women	
Day - 2		To control the childhood marriage	
Day - 3		To search the Anganvadi Centers.	
Day - 4		To inspection of Anganvadi.	
Day - 5		To protect the law order.	
Day - 6		To control the child labour.	

Women protection
secretary

Page No

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To entire week. Inspire the villagers and control the childhood Awareness

To Apply and Control with some Issues and problems.

To Schemes passing the ~~passing~~ problems.

Childhood marriages control the Awareness.

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.)

Interns work environment is one of the aspects of interns quality addressed in this report.

The peoples of Awareness To childhood marriages and childworkers and are good and very neat interacted All villagers. to Apply the schemes.

Our work with basic things like Age and To work,

The Totally modify the problems of villager and. To seach the child marriages & child workers.

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

There are many technical skills I have acquired from this internship.

I have come to know about how to put my knowledge and skills is to practise such as mentoring. I learned how to communicate and how to build relationship with people I worked. I learned that relationship with people I worked. I learned that every department or organisations has its own culture. I quickly learned that every company has its own culture. As an intern, I discovered it's essential to be enthusiastic and open to learn new skills.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

There are also some managerial skills I have acquired from this internship.

I learned how to deal with people effectively. Developing managerial skills is important to all professions as a team we planned about scheduling with respect to time & we all acted as a leader for every week. We arranged our workplace culture for productive use of time.

We have kept notes for observing every improvement through out the week we all discussed about all pro's & con's in our working style.

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.)

We have improved our communication skills a lot in this internship at Orvama Sadivalayan, srirajkalam.

As we have been interacting with each people, we improved our communication skills as, we are assigned to house we have felt some tensed but we are confident while communicating or conversing with others.

We also came to know that how to understand other people. we also improved our speaking skills from prepared level to extempore level. we developed our selves. from a peoples to an interm.

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

Team work is one of the most important skill which is very useful in very work place.

We the interns of villages in srikakulam formed as a team to enhance, & improve our work in an efficient way firstly we have no familiarity with each other.

Gradually It took some time and we become a supportive team. Every week one of us will lead the team to take leadership we also discussed with each other about our work and performance. Working as a team members and also a leader made me know about how to work as a team member.

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

The government has taken a big leap at implementing technology in education on system to amplify digital transformation of schools.

The ~~ZPHS~~ school, Ciram panchayat, Sachivalayam in srikakulam uses devices in their proceedings.

The head mistress updates the information of scho Sachivalayam through smart phones. They scan faces of students for checking and updating this attendance everyday. Not only for persons but also for other staff members.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	Dompaka Nirmala
Term of Internship: From 12/12/2022 To 18/03/2023	4 months
Date of Evaluation:	
Organization Name & Address:	Killiyalam Sachivalayam Secretariat (MRO office)
Name & Address of the Supervisor with Mobile Number:	

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	Dompaka Nirmala			
Term of Internship:	From	12/12/2022	To	18/03/2023
Date of Evaluation:	4 months			
Organization Name & Address:	Killipadam Sachivalayam Secretariat (MRO office)			
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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5



Signature of the Supervisor

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: Dompaka Nirmala
Programme of Study:
Year of Study: IIIrd year
Group: MPCs
Register No/H.T. No: 2021001050012
Name of the College: Govt Degree college (men)
University: Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:


Signature of the Faculty Guide
19/04/23

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Dompaka Nir mala
Programme of Study:
Year of Study: 2020-23
Group: MPCs
Register No/H.T. No: 2022001050012
Name of the College: Government Degree (men) College
University: Ambedkar university

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

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

Page No





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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