

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: Koppala Neerthi

Name of the College: Govt. Degree College (men), SKM

Registration Number: 2022001050022

Period of Internship: From: To:

Name & Address of the Intern Organization Sub Treasurers off-ice, SKM

2022-2023 **University**
YEAR

An Internship Report on

Treasury department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Sc (Maths, physics, computer Science) (mpcs)

Under the Faculty Guideship of

Sr P. Paul Kumar

(Name of the Faculty Guide)

Department of

Government degree College (MEN)

(Name of the College)

Submitted by:

Koppala . keerthi

(Name of the Student)

Reg.No: 20220010500 22

Department of Government

degree college of 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, K. Keerthi a student of Internship
Program, Reg. No. 202200105002 of the Department of GD (MEN)
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 12/03/2023 in treasury department (Name of
the intern organization) under the Faculty Guideship of
P. Ravi Kumar (Name of the Faculty Guide), Department of
physics, Government degree college MGR
(Name of the College)

K. Keerthi
(Signature and Date)
1



Official Certification

This is to certify that Koppala Keerthi (Name of the student) Reg. No. 2022001050022 has completed his/her Internship in Sub Treasury Officer (Name of the Intern Organization) on Employee (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (mpcs) in the Department of Govt. Degree college (men) (Name of the College).

This is accepted for evaluation.

D. H. Lovege
Sub Treasury Officer
Govt. Sub Treasury
SPIKANIYAM

(Signatory with Date and Seal)

Endorsements

Faculty Guide [Signature] - 19/04/23

Head of the Department


Principal



Certificate from Intern Organization

This is to certify that Koppala Keerthi (Name of the intern)
Reg. No 2022001030022 of Gowd. Angiree college (Name of the
College) underwent internship in Sub treasury SKM (Name of the
Intern Organization) from 12-05-2023 to 18-May-2023

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


Sub Treasury Officer
Dist. Sub T
Koppal

Authorized Signatory with Date and Seal ✓

Acknowledgements

This Treasury department Internship report is the result of an end of a way of four months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

I am indebted to my college teachers and the principal for their vision, encouragement and enduring contagious interest in the Internship.

Our sincere thanks to our director,
and principle, GOVERNMENT DEGREE
COLLEGE (MENS), SRIRAKULAM, for providing us an oppor-
tunity to take up this Internship.

Contents

Work in treasury department:-

- * TO Enter the Amount in PPO Book
- * TO Enter the value in Commutation book.
- * TO Enter the value in Gratuity Book
- * TO Enter the CI & RG values of pension in

System

- * TO do the whole process of BLM
- * TO Approve or reject the ERK.

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.

I worked in the Internship in the department of treasury department. I visited the place in Sub treasury Saitakulam I chose the treasury department to know the current status of the treasury and difference from past few years I spent a day with an employee and I learn & observed many things.

The Introduction is very friendly and very valuable through this Internship, I got to know there are some other decided areas which has to be improved. I interacted with the employee and let them to know their purposes and I taught some lessons to them and I gave few suggestions to improve them, which should be done by government. There are some other decided areas which has to be improved.

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.

I worked in the treasury department. I worked in Sub treasury Saitkulam. department plays an important role in every sector. I learned many things in treasury that the employees are beyond lack of knowledge. my interaction with employees very friendly and more valuable. I spent nearly 8 hours with that employees and I got to know the employees performance was very good. The employees are able to understand the things.

I played a few roles in treasury. I am planned to develop and improve the Education System and learning the treasury system with my knowledge and give the best performance.

CHAPTER 3: INTERNSHIP PART

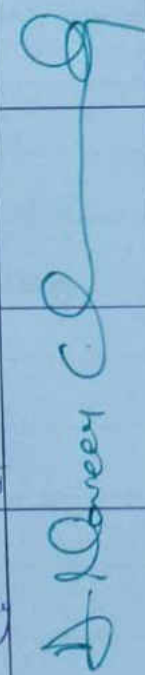
Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I started in sub treasury department. Treasury office in the department of treasury. I worked in the treasury department and I taught some lessons to the employees. I used the books and prepared myself that to from books.

I performed some tasks with the employees, so that to encourage their capability. I performed weekly tasks to the employees. This part of internship more knowledge as I learned more knowledge and I learned few things to that department.

The internship takes me to learn more knowledge about treasury system especially in treasury department.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day, I have introduced my self to the employee.	It was a great day as a student intern.	
Day - 2	One of sub treasury officer allotted me to one of the section.	I got friendly with the working employee.	
Day - 3	The sub treasury officer of the allotted section started giving lessons to me.	I have come to know about what Treasury office means.	
Day - 4	The sub treasury officer taught me what takes place in the office.	I have learned about what treasury office does.	
Day - 5	The sub treasury officer taught me how many sections are there.	I have learned about the work they do.	
Day - 6	The sub treasury officer ^{me} taught what is the work they need to do.	I have learned about the work they need to do.	

WEEKLY REPORT

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



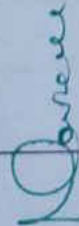

Objective of the Activity Done:

Detailed Report:

As it my first day I have introduced my self to each officer in Subtreasury office.

I've been allotted to one of the section in treasury department. They started giving me lessons of treasury. They taught me how many Sections are there in the department.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	After a week, the sub treasury officer allotted me to another section.	I've got to know about the section they allotted.	
Day - 2	I've been assigned to one of the officers, they started giving me lesson about section	I learnt about the section they allotted to me.	
Day - 3	The sub treasury officer taught me about what they need to do.	I learned about what the officers need to know	
Day - 4	The sub treasury officer taught me about what everyone will do.	I learned about what work everyone will do.	
Day - 5	The sub treasury officer taught me about what is the work of each officer.	I learned about what each officer will work.	
Day - 6	The sub treasury officer taught me about the timings and work-off days.	I learned about when are the working days.	

WEEKLY REPORT

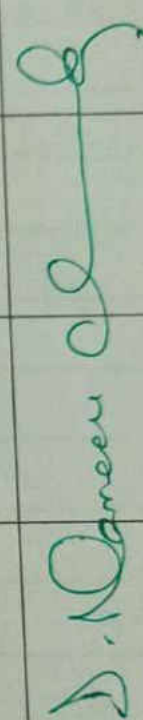
WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, they have allotted me to another section of the department. They taught me about what they will do in that particular section. They taught me about how they will cook and what they will cook on.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been allotted to one of the section and assigned to one of the officers.	I learned about how they will assign the interns.	
Day - 2	I have done the PPO work.	I have learned about how to fill each column.	
Day - 3	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 4	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 5	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 6	I have done the PPO work.	I learned about how to do the assign work.	

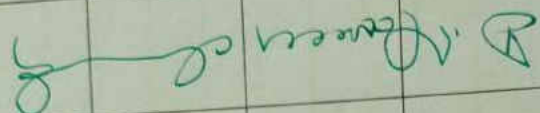
Objective of the Activity Done:

Detailed Report:

In this week, I have been allotted to another section. They have assigned me the PPO book work.

We have to check the bill and record the amount and enter the bills in PPO book.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have been allotted to another section and assigned to one of the officers.	I learned about how they assign the interns.	
Day-2	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (papers).	
Day -3	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (papers).	
Day -4	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (papers).	
Day-5	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (papers).	
Day-6	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (papers).	

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


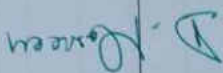
Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to verify the paper bills in PPA book.

We have to verify the value in the paper bills and correct the mistakes in PPA book.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day -1	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day -2	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day -3	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day -4	Pongal holidays	-	
Day -5	Pongal holidays	-	
Day -6	Pongal holidays	-	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to re-check the written paper bills in ppb book. I should re-check the values in the amount and organize the paper bills in the correct order.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal holidays	—	D. K. Narayan
Day - 2	Pongal holidays	—	
Day - 3	Pongal holidays	—	
Day - 4	I have been sent to the sub treasury office of Sattalodam	It was great experience in another office	
Day - 5	After the introduction they showed us the office	It was a good experience	
Day - 6	They showed us what they will work on	I learned about the work they do	

WEEKLY REPORT

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


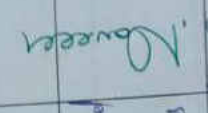
Objective of the Activity Done:

Detailed Report:

In this week, after the holidays, they sent two of the interns to the sub treasury office and I'm one of them.

I have introduced myself in the sub treasury office. They showed me about what work they do there.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	one of the officer assigned me to write communication bills.	I have learned how to write communication bills	
Day -2	one of the officer assigned me to write community bills	I have learned how to write communication bills	
Day -3	I have been assigned to write communication bills	I have learned how to write communication bills	
Day -4	I have been assigned to write communication bills	I have learned how to write communication bills	
Day -5	I have been assigned to write communication bills	I have learned how to write communication bills	
Day -6	I have been assigned to write communication bills	I have learned how to write communication bills	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, they assigned me to handle communication bills in communication book

I have to cheat the bills and waste the amount of value in the communication bottle.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I have been assigned to write gratuity bills	I have learned to write RC bills	P. I. Bover
Day -2	I have been assigned to write gratuity bills	I have learned how to write RC bills	
Day -3	I have been assigned to write gratuity bills	I have learned how to write RC bills	
Day -4	I have been assigned to write gratuity bills	I have learned how to write RC bills	
Day -5	I have been assigned to write gratuity bills	I have been assigned to write gratuity bills	
Day -6	I have been assigned to write gratuity bills	I have learned how to write RC bills	

WEEKLY REPORT

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

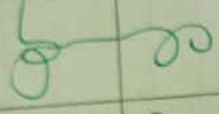
Objective of the Activity Done:

Detailed Report:

On this week, they assigned me to write dentistry bills in goaling book.

I have to check the bills and write the amount of value in the quantity book.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	A have been assigned to enter the bills in System	A learned how to enter the bills in System	
Day - 2	written the cu bills in System	A learned how to enter the bills in System	
Day - 3	written cu bills in System	A learned how to enter the bills in System	
Day - 4	written cu bills in the System	A learned how to enter the bills in System	
Day - 5	written cu bills in the System	A learned how to enter the bills in System	
Day - 6	written cu bills in the System	A learned how to enter the bills in System	

WEEKLY REPORT

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

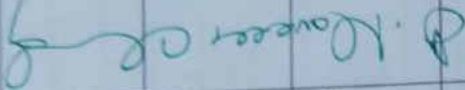
Objective of the Activity Done:

Detailed Report:

on this week, I have been assigned to enter the amount in the system

I have to check the weather on
bills and search the name of the individual
and enter in system

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to Enter R.G. Bills in System	Learned how to Enter R.G. Bills in System	
Day - 2	Entered R.G. Bills in System	Learned how to Enter R.G. Bills in System	
Day - 3	Entered R.G. Bills in System	Learned how to Enter R.G. Bills in System	
Day - 4	Entered R.G. Bills in System	Learned how to Enter R.G. Bills in System	
Day - 5	Entered R.G. Bills in System	Learned how to Enter R.G. Bills in System	
Day - 6	Entered R.G. Bills in System	Learned how to Enter R.G. Bills in System	

WEEKLY REPORT

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

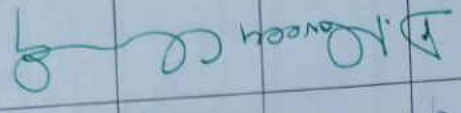
Objective of the Activity Done:

Detailed Report:

On this week, I have been assigned to
Entire the amount in the System

I have to shut the window by 12:15
and record the name of the individual
and enter in the System

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day -1	Separate the Bills of an Individual in the System	learned how to Separate the Bills	
Day -2	Separate the Bills of an Individual in the System	learned how to separate the Bills	
Day -3	Separate the Bills of an Individual in the System	learned how to separate the Bills	
Day -4	Separate the Bills of an Individual in the System	learned how to Separate the Bills	
Day -5	Separate the Bills of an Individual in the System	Separate the Bills of an Individual in the System	
Day -6	Separate the Bills of an Individual in the System	Separate the Bills of an Individual in the System	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to separate the balls of individual in the system.

I have to check the balls in the system and then purpose and Enter the value in the system.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Life certificate process for pensioners	I learned how to do LC process	Naveen
Day-2	Life certificate process for pensioners	I learned how to do LC process	
Day-3	L-C process for pensioners	I learned how to do LC process	
Day-4	L-C process for pensioners	I learned how to do LC process	A
Day-5	L-C process for pensioners	I learned how to do LC process	
Day-6	L-C process for pensioners	I learned how to do LC process	

WEEKLY REPORT

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


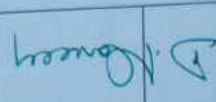
Objective of the Activity Done:

Detailed Report:

On this week, I have been assigned to do the life certificate for pensioners

I have to ask their address numbers and should can their file and Enter the otp to complete the process.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I checked the dead number and informed the prisoners	I learned to check and no	
Day - 2	-	-	
Day - 3	I checked the dead no and informed the prisoners	I learned to check and no	
Day - 4	-	-	
Day - 5	-	-	
Day - 6	I checked the dead no and informed the prisoners	I learned to check and no	

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

Objective of the Activity Done:

Detailed Report:

I have been assigned to give the details of pensioning day clothes number

I have to cut the address number
of the person and give them the
details they want

WEEKLY REPORT

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

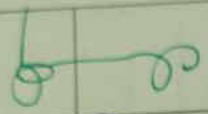
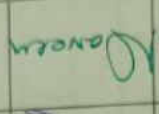

Objective of the Activity Done:

Detailed Report:

In this week I have been assigned to do the BM process.

I have to open the BM site and fill the amount of CV and plan the system.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Approval of et/c	how to do approval of et/c	
Day - 2	approval of et/c	how to do approval of et/c	
Day - 3	Approval of et/c	how to do approval of et/c	
Day - 4	Approval of et/c	how to do approval of et/c	
Day - 5	Approval of et/c	how to do approval of et/c	
Day - 6	Approval of et/c	how to do approval of et/c	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to do risk process.

I have to check the CPONS ID and details of the personnel and should approve if it has correct details.

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.)

Entoni's work environment is one of the best of Entoni's quality addressed in this report. The people of Entoni's department were a good internal staff. we were given a desk for our work and with some things.

The Treasury employees very polite and sum to me. The employees are very friendly and interactive which made me socially with them a very easy. The other Entoni's also very cooperative in work.

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

There are some technical skills I have acquired from this Internship.

I have know about how to put my knowledge and skills into practice such as mentoring, I learn how to communicate and build relationships with the people I worked & learned that every department in an organisation has its own culture.

Asking and Reading feedback is very important. It is essential to take note of both the positive and negative points for future. It will have a significant impact on your future career & success.

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 some technical skills I have acquired from this internship.

I have now used how to put my knowledge skills into practical such as mentoring, I learned how to communicate and build relationships with the people I interacted. I learned that every department or organization has its own culture.

Writing and Reading feedback is very important. It is essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback is receiving feedback is difficult to hear.

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, thinking and appreciating others, etc.)

We have improved our communication skills in this internship at treasury department, Sakthikulam.

As we have been interacting with each other, employees we have interacting with, improvement of our oral communication relation communication as we are assigned to law zone.

We also come to getting understood by others, we improved our speech skills from preparation level to extempore level. we have developed from a student to an intern. we have also developed few teaching skills in our way, which made of employees better.

Describe how could you 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 taught after skills in the workplace. In the sphere of drawing department joined as a team to enhance and improve our work in an efficient way.

Every week one of us will lead the team to take leadership we have discussed with each other about work, performance.

Working as a team members and also a leader made me know about how to work as a team member. Its role in the team in my way to interact, co-operation and manage them as a unity in every activity.

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 in implementing technology in treasury system to amplify digital transformation of treasury

The treasury department of Saskatchewan uses twins in the procedure. They scan faces of the employees to check every employee through face scan method.

There is a great N which can be used for catching positively for employees more than academic when compared to previous systems that are followed in government system when the employees are learning from. It is also easier under users and is documented.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>K. Keethi</u>	Registration No: <u>20200103022</u>
Term of Internship: <u>From: Dec-2022</u>	To: <u>18. March - 2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Prossing department Sittikulam</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

K. Keethi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization



Student Name: <u>Koppala Keerthi</u>	Registration No: <u>2022001031024</u>
Term of Internship: <u>From: 12-Dec-2022 To: 18-Mar-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>SUB TREASURY, SRIKULAM</u>	
Name & Address of the Supervisor <u>D. Naveen Chand, Sub Treasury</u> <u>Srikulam Dist.</u>	

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: _____

Signature of the Supervisor: D. Naveen Chand
Sub Treasury Officer
Govt. Sub Treasury
SRIKULAM



Student Name: <u>Koppala Keerthi</u>	Registration No: <u>2012200103022</u>
Term of Internship: <u>From: 12-Dec-2022</u>	<u>To: 18-Mar-2023</u>
Date of Evaluation:	
Organization Name & Address: <u>SUB TREASURY, SRIKULAM</u>	
Name & Address of the Supervisor <u>D. Naveen chand, Sub treasury,</u> <u>Srikulam dist.</u>	

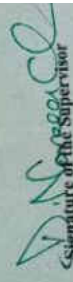
Please rate the student's performance in the following areas:

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
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8	Work Plan and organization	1	2	3	4	5
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10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor
Sub Treasury Officer
Govt. Sub Treasury
SRIKULAM



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 SCPA 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.

MARKS STATEMENT
(To be used by the Examiners)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *K. Keshavi*
 Programme of Study: *Long term Internship*
 Year of Study: *3rd year*
 Group: *(MPC) (BSC)*
 Register No/H.T. No: *202200100012*
 Name of the College: *Government degree college (men)*
 University: *B. V. Dharwad 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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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