

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

SHORT-TERM INTERNSHIP (Onsite / Virtual)

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Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report on

(Title of the Internship)

Functioning of Grama Ward Sachivalayam
Submitted in accordance with the requirement for the degree of
BSC (MPE)

Under the Faculty Guideship of

Ravi Kumar

(Name of the Faculty Guide)

Department of Electronics

GDC (MEN) SKLM
(Name of the College)

Submitted by:

B. Chakradhar

(Name of the Student)

Reg.No: 2122001053007

Department of MPE

GDC (MEN) SKLM
(Name of the College)

Student's Declaration

I, B. Chakradhar a student of Internship
Program, Reg. No. 2122001053007 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18/8/23 to 30/9/23 in Tikapuram Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ravi Kumar (Name of the Faculty Guide), Department of
Electronics, Govt. Degree college (MEN)
(Name of the College)

B. Chakradhar
30/09/23
(Signature and Date)

Official Certification

This is to certify that B. Chakradhar (Name of the student) Reg. No. 2122001053007 has completed his/her Internship in Sachivalayam of TK Puram (Name of the Intern Organization) on short term internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSE (Electronics) in the Department of GDC(MEN) SKLM (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
PANCHAYAT SECRETARY
T.K. Puram, LN Peta Mdl
Srikakulam Dist

Endorsements

Faculty Guide



Head of the Department


In-charge
Dept. of Mathematics
Govt. Degree College (Men.)
SRIKAKULAM

Principal

Certificate from Intern Organization

This is to certify that B. Chakradhar (Name of the intern) Reg. No. 2122001053007 of G.D.C. (MEN) (Name of the College) underwent internship in Sachivalayam of T.K. Pusam (Name of the Intern Organization) from 18/08/23 to 30/9/23

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

Authorized Signatory with Date and Seal
T.R. PILLAI, LN Peta Mdl
Srikulam Dist

CHAPTER 1: EXECUTIVE SUMMARY

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

* Learning objective :-

- ① To give an understanding of the functioning and structure of the grama sachivalayan organisation.
- ② To develop skill in administration and electrical tasks related to day-to-day operation of the organisation.
- ③ To learn about the various govt. scheme and program implementation by the grama sachivalayan for the benefit of rural population.
- ④ To prove communication and interpersonal skill through interaction with villagers and other stakeholder.
- ⑤ To acquire knowledge of legal and regulatory frame work governing the activities of grama sachivalayan.

* Outcomes achieved :-

- ① Improved knowledge of organisation structure of functions and responsibility of grama sachivalayan.
- ② Enhanced administration and maintaining recording, data entry and handling paper work.

- ③ understanding of various govt. scheme and programmes such as housing sanitation and education.
- ④ Improved communication and interpersonal skill through interaction with villagers, officers and other stakeholders.
- ⑤ understanding of the legal and Regulatory frame work govt. activities of grama sachivalayam.

Brief description of grama sachivalayam organization

The grama sachivalayam organization that is a govt. that functions at the villager level in India. Its primary objective into ensure the effective implementation of govt. schemes and programmes for the welfare of the rural population.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

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

* Vision, Mission of values :-

- ① vision is to bring in a corruption free, transparent and accountable administration at village level
- ② It also over all strengthening and smooth functioning of panchayat raj institution
- ③ the main mission is decentralize the administration by making service and welfare services all available at one place

* Rules and Responsibilities :-

Panchayat secretary :- Grama Sachivalayam convenor, able to collect taxes and other welfare

VRO :- maintaining the land and Ration, food supply in village

Survey Assistant :- surveyor of village land.

ANM :- Responsible for villagers health monitoring, conducting health camp

women police :- counselling, security and other important Rules

EA :- water, supply, Grama Sachivalayam, village worker.

Electrical assistant :- Electricity supply and street light

Agriculture MPO's :- monitoring agriculture work, suggestion, marketing

Digital assistant :- monitoring the village in single window system

welfare assistant :- person distribution, dwarka Mahila, house construction

* Policy of Grama Sachivalayam :-

- ① Providing basic services like water, sanitation health, educated and social security to rural population
- ② Promoting transparency and accountability in functioning of organisation through various measures like social, audit.
- ③ Facilitating the delivery of govt scheme and programmes to the digible

* Grama Sachivalayam organization structure :-

The Grama Sachivalayam is an organisation structure that is set up so that governance reaches the gram level. The Grama Sachivalayam coordinates various administration posts that are responsible for the smooth functioning of Panchayati Raj institution.

CHAPTER 3: INTERNSHIP PART

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

- * Panchayat Raj act - 1994 says that level govt in every village of the growth & development in a motivatable
- * CM of AP state Ys Jagan Mohan Reddy started there secretariat of vijayawada the statement was made on Oct 2 2019 150th anniversary of mahatma gandhi.
- * Function of grama work satchivalayam. It has mainly 11 types of officers in secretariat the village volunteer systems over to bring govt services to people doorsteps.
- * Generally using of technological skillers and instrument. Mainly we just like bio-metric, computer system
- * The Internship part there kind of skillers are very important, listening and speaking, confidence, leadership qualities and time management.
- * outcome of world satchivalayam is
 - ① Early solution of all problems
 - ② All services of govt no stop.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I submitted the issue letter of internship in each sachivalayan	—	K. Sai
Day - 2	Digital assistant introduced about all the staff members	I learned about how many sections are organized in sachivalayan	K. Sai
Day - 3	Introduction with village volunteers	I learned about how many houses are given to one volunteer	K. Sai
Day - 4	panchayat secretary told about the grama daritini	I know about some problems of the kangkulavala village - e.	K. Sai
Day - 5	welfare assistant told about the details of sachivalayan	I understand about the establishment of sachivalayan	K. Sai
Day - 6	digital assistant told about the vision and mission of sachivalayan	the main mission is delivering services to their door step.	K. Sai

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as village secretariate AP is the first state in India to launch village secretariate govt of AP appointment village volunteers to deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanthi.

* Nearly 2 lakhs candidates are qualified

* There was found a total of 15,005 no. of Sachivalayams in AP

* 3842 in urban areas, 11163 in rural areas.

* There are total 930 in Srikakulam district

urban areas :- 95

Rural areas :- 855

Departments :-

- (1) panchayat secretary
- (10) village agriculture assistant
- (2) village Revenue officer
- (1) Energy assistant
- (2) Digital assistant
- (4) welfare & education
- (2) mobile police
- (1) Engineering assistant
- (2) village surveyor
- (1) animal husbandary assistant
- (1) ATM

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Panchayat secretary explained about his job chart.	I learned about the responsibility of Panchayat secretary.	
Day - 2	Panchayat secretary explained about his job chart.	I learned about the role of Panchayat secretary.	
Day - 3	He explained about the collection of taxes of maintenance of roads.	I have learned about different types of taxes.	
Day - 4	He explained about the conduction of meeting in function committee.	I have learned about the way how meeting is conducted.	
Day - 5	He told that he have to deposit the money collected in tax in bank.	I have learned how much money is paid on different taxes.	
Day - 6	collecting of taxes in surveyed in the village.	I have learned about how to collect taxes.	

WEEKLY REPORT

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

Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

* He is executive authority of Grama panchayat.

* He/she shall collect taxes & non-taxes of Grama panchayat promptly and deposit there in the treasury regularly.

* He/she shall maintain and act as a custodian of the entire records/register of the Grama panchayat including cheque books.

* He/she shall implement the resolution of the Grama panchayat and of the committee.

* He/she convene the meeting of the Grama panchayat functional committee thereon with the consent of the Sarpanch.

* Have power to initiate discipline action against the employees of the village secretariat.

* He/she shall co-ordinate & supervision the officers and employees working under the village secretariate.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VRO sir explained about his job chart	I learnt about the role of gone VRO in gramia sachivalayan	
Day - 2	VRO sir explained about his job chart	I understood about his duties in gramia sachivalayan	
Day - 3	He told about the issue of certificates like caste smone, OBC - - - etc	I learnt about the requirement for applying for certificate.	
Day - 4	He explained about how he protect the gone properties	I understood that he is responsible for gone property in village	
Day - 5	He is responsible for maintaining the recorder and register	I know that the maintainance of recorder was under him	
Day - 6	He told that he work under administration supervision of Revenue department	I understood that he is the play key role in Revenue department	

WEEKLY REPORT

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

Objective of the Activity Done:

village Revenue of officer

Detailed Report:

- * village Revenue officer work under the administrative supervision of Revenue department.
- * They are answerable to village secretariat.
- * They have to attend the meetings conducted by the village secretariat with relevant information.
- * maintaining of village revenue Records and all village Revenue account promptly and accurately.
- * collection of water, taxes, and other dues pertaining to Revenue department.
- * Issue of certification :- The VRO shall issue the nativity certificate and solvency certificate in their respective Jurisdiction only.
- * protection of govt land, Govt tanks, trees and other govt properties and take effective steps to safe guard the interests of govt.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Digital Assistant told about his job chart	I understood about his role in kargulavalam sachivalayam	Chalanth
Day - 2	Digital Assistant told about his job chart	I know all the responsibilities of him in sachivalayam	Chalanth
Day - 3	He told about he will co-ordinate and work in convergence with all village	He decides the work to remain in staff members	Chalanth
Day - 4	He told that he acts as incharge of front officers CSE/ICE - seva counters	I understand that free seva and non-free seva services are done by him	Chalanth
Day - 5	He said that he will manage and maintain the data base of village secretariat	I understand that whole data was maintained by him.	Chalanth
Day - 6	He will track physical and functional status of the work taken up from GPOD	Tracking of physical and financial is under his handling	Chalanth

WEEKLY REPORT

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

Objective of the Activity Done:

Digital assistant

Detailed Report:

* He/she shall co-ordinate and work in convergence with all village secretariat functionaries

* He/she shall computerise the household data collected by all the village volunteers in the village secretariat area about sort out the needs/beneficiaries/problems section wise and calculate the same to panchayat secretary.

* He/she shall acts as incharge of the front officer (SE) / one-seva counters.

* The functions of front office includes.

⇒ Receipt of application, apples and cash / cheque.
incl-

⇒ Delivery of services

⇒ Reception and information counter to the public

* management of data related to the local govt in all panchayat enterprise since applications

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Welfare sir told about his job chart	I understand about his job chart	B. Bharathi
Day - 2	welfare sir told about his job about	I understand his responsibilities in sachivalayan	B. Bharathi
Day - 3	He told about the distribution of pensions every month	I understand about the ways of distribution in pensions	B. Bharathi
Day - 4	He told about Jagunanna aruvavadi scheme	I understand about the eligibility rules	B. Bharathi
Day - 5	He told about Jagunanna vidhyadevona scheme	I understand about the eligibility rules	B. Bharathi
Day - 6	PONGAL HOLIDAY	—	—

WEEKLY REPORT

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

Objective of the Activity Done:

Welfare & Educational assistant

Detailed Report:

General duties:-

- * To ensure identification of eligible person for the below said welfare scheme
- * To generate awareness among the Public in the village Secretariat jurisdiction about the scheme meant for the weaker section of the society being implemented by all welfare department: social welfare, tribal welfare, BC welfare, minority welfare

Pensions:-

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

Improving livelihood of SHG:-

- * YSR Bhiru
- * YSR VIR scheme
- * YSR Aasara scheme
- * YSR didhi scheme

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	B. Chakradhar [2122001053007]
Term of Internship: From 18/8/23 To 30/09/23	
Date of Evaluation:	
Organization Name & Address:	TK puram Secretariat
Name & Address of the Supervisor with Mobile Number:	G. Thavithanaidu PS TK puram L/N Reta mandal ph no :- 9908339606

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

B. Chakradhar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: B. Chakradhar [2122001053007]

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

Date of Evaluation:

Organization Name & Address: T.K. Puram Secretariat

Name & Address of the Supervisor: G. THAVITHANIDU, PS. T.K. Puram
with Mobile Number: L.N. Peta Mandal, Mob 9908339606

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	<u>3</u>	4	5
2) Written communication	1	2	3	4	<u>5</u>
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	<u>3</u>	4	5
5) Attitude	1	2	3	<u>4</u>	5
6) Dependability	1	2	<u>3</u>	4	5
7) Ability to learn	1	2	3	<u>4</u>	5
8) Planning and organization	1	2	<u>3</u>	4	5
9) Professionalism	1	<u>2</u>	3	4	5
10) Creativity	1	2	3	<u>4</u>	5
11) Quality of work	1	<u>2</u>	3	4	5
12) Productivity	1	2	<u>3</u>	4	5
13) Progress of learning	1	2	3	<u>4</u>	5
14) Adaptability to organization's culture/policies	1	<u>2</u>	3	4	5
15) OVERALL PERFORMANCE	1	2	<u>3</u>	4	5


 Signature of the Supervisor
PANCHAJANY SECRETARY
T.K. Puram, LN Peta Mdt
Srikakulam Dist

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Chaturadhar
Programme of Study: Internship
Year of Study: 2023
Group: (MPE)
Register No/H.T. No: 2122001053007
Name of the College: GDC (MEN) SKLM
University: DR. B.R. AMBEDKAR University

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

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in