

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)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: BODDOTHU BHARATH

Name of the College: G.D.C (men) Srikakulam

Registration Number: 2422001034008

Period of Internship: From: 18/08/2024 To: 30/09/2024

Name & Address of the Intern Organization

Dr. B.R. Ambedkar **University**
YEAR

An Internship Report on

Grama Sachivalayam Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc [M.P.E]

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

GDC (men) Srikkulam

(Name of the College)

Submitted by:

B. Bharath

(Name of the Student)

Reg.No: 2122001053008

Department of

(Name of the College)

GDC (men) Srikkulam

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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 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.

——<<@>>——

Student's Declaration

I, B. Bharath a student of Internship
Program, Reg. No. 21220010530028 of the Department of GDC (men) Srikkulam
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, GDC (men) Srikkulam
(Name of the College)

B. Bharath
(Signature and Date)

Official Certification

This is to certify that B Bhanu (Name of the student) Reg. No. 2122001053008 has completed his/her Internship in Sechivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of GDC(Men) Srikrishna (Name of the College).

This is accepted for evaluation.

Aoli
Principal
(Signature with Date and Seal)
30.09.2023
Vaidyanathan Mandal
P. S. Vaidyanathan Mandal
P. S. Vaidyanathan Mandal

Endorsements

Faculty Guide

Head of the Department

Principal

P. Bhanu
Lecturer in charge
Dept. of Mathematics
Govt. Deen College (Men)
Srikrishna

P. Bhanu

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Certificate from Intern Organization

This is to certify that Bodanthe Bhooth (Name of the intern) Reg. No. 2122001051008 of GDC(M) Srikulam (Name of the College) underwent internship in Thoodi (Name of the Intern Organization) from 18/08/2023 to 30/09/2023

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

AO
Authorized Signatory with Date and Seal

Hanchayat Secretary
TUDI GP

Veeraghattam Mandal
Barvaipuram Manyam Dist

Acknowledgements

I am deeply grateful to all staff members Thudi Grama Sarchivalayam and also my advisors during this internship for their invaluable advice and guidance their industry experience and helped me to better understand the company and the industry and allowed me to make the most of my internship.

Through the internship the Thudi Grama Sarchivalayam provided me with valuable insights and guidance that helped me to meet my tasks and responsibilities.

I am grateful thanks for Thudi Grama Sarchivalayam support and the opportunity they have provided me. Their financial assistance allowed me to focus.

Finally, I would like to thank for providing the funding and support that enabled me to complete this internship with all their assistance.

I would not have been able to gain this valuable experience.

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15.	Abilities in group discussions participation Intunes contribution as a team members team / activity	

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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.

An executive summary is a short document or section of a document produced for business purpose. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

In sachivalayam these are staff members.

- * Panchayat Secretary: Grama panchayati sachivalayam responsible of collect the taxes and welfare work under Grama sachivalayam area.
- * VRO (Village Revenue Officer): should monitor land and a food supply in village.
- * Survey Assistant: should survey of village lands.
- * ANM: should be responsible for villages health monitoring and scheduling health health camp in villages.
- * Veterinary & Fisheries Assistant: live stock, dairy and fisheries

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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.

Grama Sakhialayam is also known as village secretariat set up in the Indian states of AP to decentralise the administration by making services and welfare services of all government departments available at one place. AP was the first state in India to launch village secretariats to delivery services. It was launched on Gandhi Jayanthi since the scheme was inspired by Mahatma Gandhi. Concept of Grama Swasraya that provides villages becoming self-sufficient autonomous entities. Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy his Prasa Sankalpa Yatra.

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CHAPTER 3: INTERNSHIP PART

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

An Internship is a period of work Experience offered by an organization for a limited period of time.

As an ~~an~~ internship program organised by the government in order to select the students to create and interact with the working of department theory selected.

~~As~~ ~~Government~~ Sachivalayam was the organised which one. I choose its candidates between is to 1/2 years of age were eligible for A.P. ~~Government~~ Sachivalayam Exam. The standardized Educational Qualification are difference according to the different posts.

These were some schemes that are introduced by the Government of A.P like Y.S.R Ammavad Scheme Y.S.R ice card, Y.S.R ivavavaludes Y.S.R. vagathi deevana etc.

The internship goals are year main purposes in the work place is to gain knowledge and experience and you may also full fill Education program requirement.

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ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	He undertake application on grievance form volunteers	maintain and update MIS Report	
Day -2	Fill services application forms on behalf of citizen / volunteers	manage routine offices activities such as file maintenance.	
Day -3	Provide Informations to citizen as energy of application formally	upload the approved plain Grievance Panchayat development (GPDP)	
Day -4	D.A Submission of daily reports to Panchayat Secretary	Panchayat Secretary visit the daily report of D.A	
Day -5	D.A Explain that attend to duties as entuted by the Panchayat Secretary	All Employee's work under the Panchayat Secretary	
Day -6	D.A Explain that he attend to protect data Govd. Special Program	He must attend all government programs	

WEEKLY REPORT

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

Objective of the Activity Done:

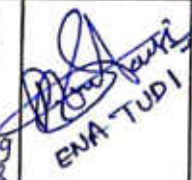
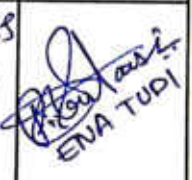
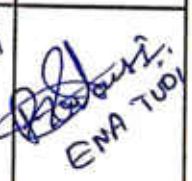
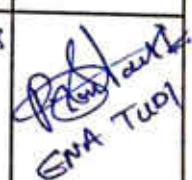
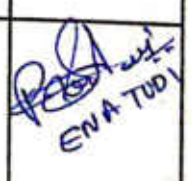
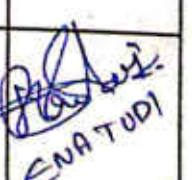
About Digital Assistant (D.A)

Detailed Report: Digital Assistant

- * Act as services & information provider, throu. officer incharge to the public at village secretariat.
- * Upload the approved plan in Grama Sachivalayam development (G.P.-DP) in the plan play software.
- * manage, maintain and update MIS containing the data base of the village ~~se~~ secretariat
- * Ensure digital services to the public effectively that are providing mandatory by the local govt. like birth & death - Tax demand etc.
- * Attend duties of other functionaries assistants and when required and when required.
- * Submit daily reports to panchayat secretary.
- * Under take application / grievances from valuteers forward the same to concerned functional assistant for redressal.

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Engineering Assistant Tudi, he do technical inspection building	He give the of contract the government building	 ENA TUDI
Day -2	E.A prepare the construction bills and prepare the quality control reports	construction bills granted by the E.A	 ENA TUDI
Day -3	E.A attending government special programs General duties	the must attend all government programmes	 ENA TUDI
Day -4	Assisted in planning and developing Engineering design projects	making plans using detailed drawings	 ENA TUDI
Day -5	He prepare Engineering plans, follow specifications	preparing plans and budgets,	 ENA TUDI
Day -6	complying regulation documents concerning safety issues	(creating the technical reports for customers)	 ENA TUDI

WEEKLY REPORT

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

Objective of the Activity Done:

About ENA

Detailed Report:

Engineering Assistant.

- * Attend & Inspect all Engineering and civil work under secretariat limits assigned panchayat Raj Rural development, & RWS Housing and Sanitation SSA department
- * Identify and repair pipeline, leakages, observe valve pipes to identify the leakages.
- * Maintain good sanitation - drinking water sources public taps and hand pumps.
- * Generate awareness on low cost and Eco-friendly models and suggest model for having beneficiaries and other line departments.
- * Conduct inspection of public buildings and school buildings and prepare fire certification periodically and submit the authorities.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Identify eligible beneficiaries for schemes through volunteers	facilitate application for eligible beneficiaries for schemes	M. Dhya
Day -2	With draw pension amount from bank and handle disbursement through valuers	under take position application	M. Dhya
Day -3	monitor implementation of MDM scheme in all government schools	BCA part of village schools	M. Dhya
Day -4	monitor implementation of pension amount from village valuers	under take verification and uploading data	M. Dhya
Day -5	undertake registration and bio-metric authentication of students for T.V.D scheme	Tanmabhooni student Biometric Authentication	M. Dhya
Day -6	monitor implementation of physical verification of new pensions	Y.S.R Pension Karuka Grievance.	M. Dhya

WEEKLY REPORT

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

Objective of the Activity Done:

About W.E.A

Detailed Report:

Welfare Education Assistant

- * field visits to village/schools/Hostels/SH.G/vs meetings visits to self employment units etc. as per calendar of activities
- * Identify eligible beneficiaries for scheme through voluntary
- * with draw pension amounts from bank & hand disbursement through volunteers.
- * Monitor physical verification of new & live pensions through volunteers. send proposals for new pensions to M.P.O's
- * Co-ordinate with school Education department for effective delivery of scheme/benefits i.e.
- * monitor. Implementation of mid day. meal scheme in all the govt schools.
- * Undertake registration and bio-matric authentication of fresh student for J.V.D scheme.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
V.S Day -1	village surveyors measure land features such as depth and slope	Attending office registration day movement in register.	
Day -2	They examine previous land records to verify data. from on-site surveys	collect land maps records and proceed field for attend survey	
Day -3	surveyors also prepare maps and reports and present report to clients	Attending of record work and updating of survey data	
V.R.O Day -4	A village revenue officer (VRO) is a govt official is responsible for administration of a village	VRO will be authority for record of village records.	
Day -5	collection of taxes. Land, Revenue	preliminary report on the issue of certificate.	
Day -6	protection of govt properties, monuments	Assisting the police by reporting the offenders.	

WEEKLY REPORT

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

Objective of the Activity Done:

V.S & V.R.O

Detailed Report:

village survey & village Revenue officer

V.S:-

- * Attending office, Registering day moment. collect land maps/ records
- * Inspection of lands proposed for logs
- * Attending field survey.
- * Attend genal duties and dutts of other functional Assistants as and when required.
- * Resurvey Record (RSR) / stone survey, street survey roads,

V.R.O:-

- * maintenance of village revenue record. send all village Revenue Accounts promptly and accurately.
- * Collection of land Revenue, taxes and other dues relating to Revenue Department
- * The V.R.O will assist the Revenue functions in discharging the executive magisterial function.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
A.A Day -1	Conduct field visits for non ag. per need of the farmers	Undertake e-ror Booking crops	
Day -2	conduct field visits and interaction with farming (Pamambadi)	People integrated village action plans for agriculture	
Day -3	prepare Integrated village action plan for agriculture and allied sectors	Disseminate latest or improved technologies to farmers	
V.F.A Day -4	role of fisheries co-operatives in enhancing fish production	Productivity in public water bodies	
Day -5	fish nutrition and feed management	Types of feed, feeding methods	
Day -6	harvesting fish or any aquatic organism	Commercial fishing operation taking place in freshwater	

WEEKLY REPORT

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

Objective of the Activity Done:

A-A & V-F-A

Detailed Report:

Agriculture Assistant and Village Fisheries Assistant

V.F.A.:

- * Fisheries Department has 3 types. 1) Inland 2) aqua culture 3) marine
- * The Department is responsible for matters relating to formulation of Policy and schemes relating to development of Inland, marine and coastal fisheries and fishery Institutes.
- * The village fisheries Assistant shall be responsible to their regular supervisory officers.

A-A

- * field visits and interaction with farmer panchayat, seed village, programme, e-crop booking etc.
- * operation of Rythu Bazar- kendham processing of nutritional recievd.
- * Display minimum support price (MSP) of various crops at rythu Bazar Kendham.
- * Implementing central & state schemes related agriculture.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
ANM Day - 1	ANM says that she has to visit atleast 30 house hold in her allocated area per day	she checks that what kind of problems faced by people.	Babu
Day - 2	ANM uploading of daily reports like HIMS-CHN - IDSP etc	she enroll the daily health reports in government records	Babu
Day - 3	register present woman in 12 weeks. ensure come of woman health	she came in program and child birth	Babu
WP Day - 4	Grama Mahila Samaksha Kaarya dushi to visit Anganwadi Center	she visit anganwadi center and check the quality of food.	Pu
Day - 5	she promotes the awareness of child messagess	awareness of internal complaint committees	Pu
Day - 6	GMSK produce awareness on domestic violence at work place art	awareness of people about indical acts	Pu

WEEKLY REPORT

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

Objective of the Activity Done:

ANM &

Detailed Report:

Auxillary Nurse, Midwife, Mahila Police

ANM:-

- * Work under the administrative control of the medical officer Primary Health Center (PHC) and technical supervision and guidance of the female health supervisor.
- * maintain all the Records & Reports as possible under reproductive and child health care (RCM)
- * prepare the plan for her area with the help of female Health Supervisor.

Mahila Police:-

- * Create awareness on the prevention of alcoholism drug abuse.
- * Create awareness about gender-based violence.
- * Awareness on domestic violence, Sexual Harassment of woman at work place, out. child marriages, prohibition internal constituency committees.

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.)

Internships are generally thought of as a way for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

An objective for this position should explain the skills you already possess in the area and your interest in learning more. Internships are utilized in a number of different career fields, including architecture, engineering, healthcare, economics, advertising and many more.

Some internships are used to allow individuals to perform specific research while others are specified designed to allow people to gain first hand experience.

Your potential employer will appreciate to have to bring someone on board who doesn't have to wait to receive direction for every task and who's willing to exist others with their work.

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

Skill the ability to do something well. Many people claim that are skilled in a certain activities skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life. Literally the communication skill. The communication occurs in variety of ways. but primary interest in your ability to write to speak professionally.

Today's work culture - whether you're hoping to join an organisation for a start up or will be established often requires even the most senior level executives to wear multiple hats. As an intern, one day you might find yourself supporting the sales team and the next day performing customer service. Critical thinking refers to your ability to analyse and evaluate a situation or issue & form a judgement. The tendency to think critically can be demonstrated by a willingness to ask questions.

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.

Internships are generally thought of as a resume for college student looking to gain experience in a particular field. However, a wide array of people can benefit from training in an internship in order to receive real world experience and develop these skills.

An objective for this position should explain the skill you already possess in the area and your interest in learning more including architecture, engineering, literature, economics, advertising and many more.

Some internship is used to allow individuals to perform specific research which others are specified designed to allow people to gain first-hand experience work.

You potential employees will appreciate the chance to be someone on board who doesn't have to wait to receive direction for every task and who's calling to assist others with their work.

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.,)

Skill the ability to do something well many people claim. that are skilled in a certain activities skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life. firstly the communication skill. The communication occurs in variety of ways. but primarily interested in your ability to write to speak professionally.

Today's work culture. whether you are joining to an organisation for start up or well established often requires even the most senior level executive to wear multiple hats as an intern. one day you might find yourself supporting the sales team and the next day performing customer service. critical thinking refers to your ability to analyse and evaluate a situation or issue & form a judgement the tendency to think critically can be demonstrated by a willingness to ask questions.

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

In the period of Internship I know about the civil supplies like in the part of Rice card serviced that is how to apply new rice card already having rice card how members addition in Rice Card and by birth addition how to add member below 5 years also how to member deletion in Rice Card and Required Documents etc...

AP Govt decide to issue new Rice card to all the eligible families of the state which the total income of family should be less than 10,000/- per month and 12000/- per month in rural & urban areas respectively the rice application is visit nearest ration officer means the application has to go to office to get D, application.

"deletion of member in ration card application from or member Addition After Ground level verification ration card will be issued in 2-3 weeks as notified by the department

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

I observed the relevant to subject area of training. I learned about during the period of Internship Solid waste processing center. These sheds are constructed for this purpose where. Computable and non-compostable waste from house holds are collected and transported through Green ambassadors Engaged by the Grama Panchayat.

All the people who attended the programme in large numbers returned for themselves. The procedures at scope where the second level of segregation takes place followed by preparation of vermi compost, beach plastic disposal, and safe disposal of sanitary napkins through incinerators.

Over the past few weeks, the state run Tagananna Swachh Sankalapan campaign has proved to be the best platform of knowledge village talk about the necessity of segregating waste at household level and making the village litter free and garbage free.

Student Self Evaluation of the Short-Term Internship

Student Name:	Bodanathu Bharath	Registration No:	2122001053008
Term of Internship:	From: 18/08/2023	To:	30/09/2023
Date of Evaluation:	30/09/2023		
Organization Name & Address:	Thudi (Sachivalayan)		

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

B Bharath
Signature of the Student

Date:

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Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Bodirothu Bhavathi
Term of Internship: From 18/08/2023 To 30/09/2023
Date of Evaluation: 30/09/2023
Organization Name & Address: Thoodi (Sachivalayan)
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

Manohar Secretary
TUDI GP
Veeraghatham Mandal
Parvathipuram Manyam Dist.

PHOTOS & VIDEO LINKS



EVALUATION

Page No.



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.

- 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)



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **Bodrothu, Bharath**
Programme of Study: **Gram ward Sachivalayam**
Year of Study: **IIIrd year**
Group: **B.Sc (M.P.E)**
Register No/H.T. No: **2122001053008**
Name of the College: **Government degree college (men) srirakulam**
University: **Dr. Br. Ambedkar university**

SLNo	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:

Page No:





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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