

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: KIKKARA MADHU

Name of the College: GDC (Men) Srikulam

Registration Number: 2122001053028

Period of Internship: From: 18-08-21 To: 30-09-2021

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

V.V Ravikumar

(Name of the Faculty Guide)

Department of

GDC (men) srirakulam

(Name of the College)

Submitted by:

K. Madhu

(Name of the Student)

Reg.No: 2122001083028

Department of

B.Sc MPE

(Name of the College)

GDC (Men) srirakulam

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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.

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Student's Declaration

I, K. Madhu a student of Internship
Program, Reg. No. 2122001053028 of the Department of GDC (Men) Srika Kulam
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-9-2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
V.V Ravikumar (Name of the Faculty Guide), Department of
BSc (NLP.F), GDC (Men) Srika Kulam
(Name of the College)

K. Madhu

(Signature and Date)

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Official Certification

This is to certify that K. Madhu (Name of the student) Reg. No. 9122001053028 has completed his/her Internship in Sachivalayam (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 BSC (M.P.E) in the Department of GDC (Men) Sriakulam (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department


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

Principal



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Certificate from Intern Organization

This is to certify that Kikkara Madhu (Name of the intern)
Reg. No. 2122001053028 of GDC(Men) Srikanth (Name of the
College) underwent internship in Grama Sachivalayam (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).


Authorized Signatory with Date and Seal
Panchayat Secretary
GRAMA SACHIVALAYAM
Singupuram
Pathapatnam Mandal

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Acknowledgements

I am deeply grateful to all staff members to the singapuram grama sachivalayam and also my advisors during this internship for their valuable 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.

Throughout the internship the singapuram grama sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

I am grateful thanks for singapuram grama sachivalayam support and the opportunity they have provided me their financial assistant allowed me to focus.

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

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

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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 purposes 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 there are staff members.

- * panchayat secretary :- Grama panchayati sachivalayam koner, able to called the taxes, and other welfare work under grama sachivalayam.
- * VRO [village revenue officer] :- should monitor the land and ration food supply in villages.
- * survey Assistant :- should survey of all village lands
- * ANM :- should be responsible for villages health monitoring and scheduling health camps in villages.
- * veterinary & fisher 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 sachivalayam is also known as village secretary set up in the Indian states of AP to decentralise the administrative 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 deliver services. It was launched on Gandhi Jayanthi since the scheme was inspired by Mahatma Gandhi's concept of Grama Samrajya that provides village becoming self-sufficient autonomous entities. Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy his Prava Sankalapam - 2004.

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 organisation for a limited period of time.

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

Grama sachivalayam was the organised which one I choose the candidates b/w 18 to 42 years of age are eligible for AP grama sachivalayam exam. The required education qualification are different according to the different posts.

There were some schemes that are introduced in the government of AP like YSR Amma Vodi scheme, YSR Rice card, YSR Nannam, YSR Vasathi Seevana etc...

The internship goals are your main paper in the work place is to gain knowledge and experience and you may also full-fill educational program requirement.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake applications or grievanced from volunteers	Maintain and update MIS Reports	K. Pw (DA)
Day - 2	Fill service application forms on behalf of citizen volunteers	Manage routine office activities such as file maintenance	K. Pw (DA)
Day - 3	Provide informations to citizens on enquiry of application formaly	upload the approved plain froma pachayat de pendent (GPPD)	P. Sany
Day - 4	D.A submission of daily reports to pachayat secretary	pachayat secretary visit the daily report of D.A	K. Pw (DA)
Day - 5	D.A explain what attend to duties as ordered by the pachayat secretary	All employee's work under the pachayat secretary	P. Sany
Day - 6	D.A explaining what the attend to protocol duties about special program	He must attend all government program.	K. Pw (DA)

WEEKLY REPORT

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

Objective of the Activity Done:

Month Digital Assistant (D.A)

Detailed Report: Digital Assistant.

- * Act as service & information provider, front office incharge to the public village secretariat.
- * Upload the approved plan in Grama panchayat development plan (GPDP) in the plane ply software.
- * Manage, maintain and update MIS containing the data base of the village secretariat.
- * Ensure digital services to the public effectively that are provided mandatorily by the local govt like birth & death rate demand etc.
- * Attend duties of other functional assistants and when required and when required.
- * Submit daily reports to panchayat secretary.
- * Undertake applications / grievances from villagers 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 says that, to do technical inspection of building	He give the permission of contract the government buildings	<i>[Signature]</i>
Day - 2	E.A proposes that construct builds and propose the quality control reports	construction bills granted by the E.A	<i>[Signature]</i>
Day - 3	E.A attending government special programs general duties	He must attend all government programmes.	<i>[Signature]</i>
Day - 4	Assists in planning and developing engineering design projects	making plans using detailed drawings	<i>[Signature]</i>
Day - 5	He proposes engineering plans, follow, specifications.	proposing estimates and budgets	<i>[Signature]</i>
Day - 6	complying regulation document concerning safety issues	creating teched reports for customers	<i>[Signature]</i>

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 by panchayat Raja rural development RWS Housing and sanitation SSA Department
- * Identify and resolve pipeline leakages observe valve pipes to identify the leakages
- * Maintain good sanitation - drinking water sources public taps and hand pumps
- * Create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries and other line departments
- * conduct inspection of public buildings and school buildings and prepare fitment certificate periodically and submit the authorities.

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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 process for eligible beneficiaries for schemes	Saritha (WEP)
Day - 2	With draw pension amount for beneficiaries and handle disbursement through volunteers	Under take pension application	Saritha (WEP)
Day - 3	Monitor implementation of pension amount from village volunteers	Under take verification and capturing data	Saritha (WEP)
Day - 4	Monitor implementation of MGNREGS scheme in all government schools	Be a part of village schools	Saritha (WEP)
Day - 5	Undertake registration and bio-metric authentication of trash dealers for JVD Scheme	Samma Bhumi Student Biometric Authentication	Saritha (WEP)
Day - 6	Monitor implementation of physical verification of new pensions	YSA pension Kanuka Grievance	Saritha (WEP)

WEEKLY REPORT

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

Objective of the Activity Done:

About WEA

Detailed Report: Welfare educational Assistant

- * Field visits to village / schools / hostels / SHG / women's groups to self employment units etc for as per calendar of activities
- * Identify eligible beneficiaries for schemes through volunteers
- * withdraw pension amounts for bank & handover disbursement through volunteers.
- * Monitor physical verification of house hold pension through volunteers, send proposals for new pensions to MPPD's.
- * co-ordinate with school education department for efficient delivery of schemes / benefits i.e.
- * monitor implementation of mid day meal scheme in all the govt school.
- * undertake registration and bio-metric authentication of fresh student for JVD scheme.

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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 shape	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 all land survey	
Day - 3	surveyors also prepare maps and reports and present result to clients	Attending of record work and uploading of survey data	
VRO Day - 4	A village revenue officer (VRO) is a government official responsible for administration of a village	VRO will be authority for maintenance of village records	Kaulin VRO
Day - 5	collection of taxes land Revenue	preliminary reports on the issue of certificate	Kaulin VRO
Day - 6	protection of good property monuments	Assisting the police by reporting the offences.	Kaulin VRO

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 moremat called land maps, records
- * inspection of lands proposed for logs
- * Attending field survey
- * Attend genal duties and calls of other function assistant as and when required
- * Resury Record (R.S.R) done survey - street survey records

V.R.O

- * Maintenance of village records send all village revenue Accounts promptly and accurately
- * collection of land revenue, taxes and other dues pertaining to revenue department.
- * The V.R.O will assist the revenue function in discharging the excheive 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 noon as per need of the farmers	Under take e-crop Booking of crops	
Day -2	conduct field visits and instruction with farmers (promoted)	people integrated village action plans for agriculture	
Day -3	prepare integrated village action plans 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 & any aquatic organism	commercial fishing operation during place in the water.	

WEEKLY REPORT

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

Objective of the Activity Done: A.A & V.F.A

Detailed Report: Agricultural Assistant & village fisheries assistant
V.F.A

* Fisheries department has 3 types 1) inland 2) aquaculture
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 fishers 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 looking etc.

* operation of Rythu Bazar Kendram processing of productions received.

* Display minimum support price (MSP) of various crops at Rythu Bazar Kendram.

* implementing central & state schemes related agriculture.

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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 are per day	she checks that what kind of problems faced by people	P. malathi MPHA(F) Singapuram sachivalayam
Day-2	ANM uploading of daily records like HMIS & M/P -IDSP etc.	she enroll the daily health reports in government records	P. malathi MPHA(F) Singapuram sachivalayam
Day-3	Register pregnant women M 12 weeks, ensure care of woman health	she can em pregnant and child birth	P. malathi MPHA(F) Singapuram sachivalayam
WP Day-4	Grama mahila samrakshana karyak dashi to visit anganwadi centre	she visits anganwadi centre and check the quality of food	MP
Day-5	she prohibits the awareness of child marriages	awareness of internal compliance committees	MP
Day-6	crisis produce awareness on domestic violence at work places etc	awareness of people about radical acts	MP

WEEKLY REPORT

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

Objective of the Activity Done: ANM & Mahila police

Detailed Report:

ANM.

- * work under the administration control of the medical officer primary health centre (PHC) and technical supervision and guidance of the final health supervisor.
- * maintain all the ~~administrative~~ records & reports as prescribed 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 alcohol & drug abuse
- * create awareness about gender-based violence.
- * Awareness on domestic violence, sexual harassment of women at work place, child marriages, prohibition work and ensure constitution and function of internal compliance committees.

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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 reserves 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 the 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 which others are specified designed to allow people to gain first hand experience work.

Your potential employer will appreciate to change to bring someone on board who doesn't have to wait to receive direction for every task and who's willing to assist 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 with many people claim that one 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 instilled in your ability to write to speak & so forth.

To days work culture - whether your hoping to enter or gain a position for a well established after requires even the most senior level executive to use a multiple hats as an intern, one day you might find yourself the sales team and the next day performing customer service. Thinking refers to your ability to analyse and create a solution or issue be from a in front of the company 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.

Management skills are the practice of understanding, developing and deploying people and their skills. Management skills are abilities and traits needed to perform certain duties, usually as it relates to overseeing a team such as solving problems, with and motivating subordinates/employees.

An election is a formal group decision-making process by which a population chooses an individual or multiple individuals to hold public office.

In counting day in presence of controlling officer the seal of strong room open and the ballot box should open for counting in presence of election nominators for successful completion of counting then announce the election name of who is the winner.

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.,)

I can improve my communication skill as the part of about village and about saganana sches

In the part of village I think about how is life in the village and do you have enough resources and also is life easy here. There are many questions in my mind so, I can propose a essay in my village

My village namely singapuram it is situated near school office it is like a paradise of beauty, freshness, peaceful... the people of my village mostly like farming this is very calm and silent and also called the rural part of the country it is called rural areas of that have modern facilities like cities.

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 supplied like in the pool of Rice card services 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 18 years also how to member Deletion in Rice card and required document 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 12,000/- per month in rural & urban areas respectively the rice application is used nearest Ration Office means the application has to go to office to get D, application

Detection of member in Ration card application form or member addition after entered done. verification ration card will be send 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 picking centre these sheds are constructed for the purpose where compostable and non-compostable waste from house-holds are collected and transported through green ambassadors engaged by the Gram Panchayat.

All the people who attend the programme or large number entered to transfer the procedure at source, where the second level of segregation takes place followed by preparation of vermi compost, beach plastic disposal, and safe disposal of sanitary napkins through incinerator.

Over the past few weeks, the state raginna suraksha sankalapanam campaign has proved to be the best platform to encourage village folk about the necessity of segregating waste at household level and making the village free from face-and garbage fee.

Student Self Evaluation of the Short-Term Internship

Student Name: Kikkara Radhu

Registration No: 2122061053028

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

Date of Evaluation: 30/09/2023

Organization Name & Address: singupuram (sachivalayam)

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:

Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: Kikkasa Madhu

Registration No: 2122001053028

Term of Internship: From: 19-08-2023 To: 30-09-2023

Date of Evaluation: 30-09-2023

Organization Name & Address: Singupuram (Sachivalayam)

Name & Address of the Supervisor
with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

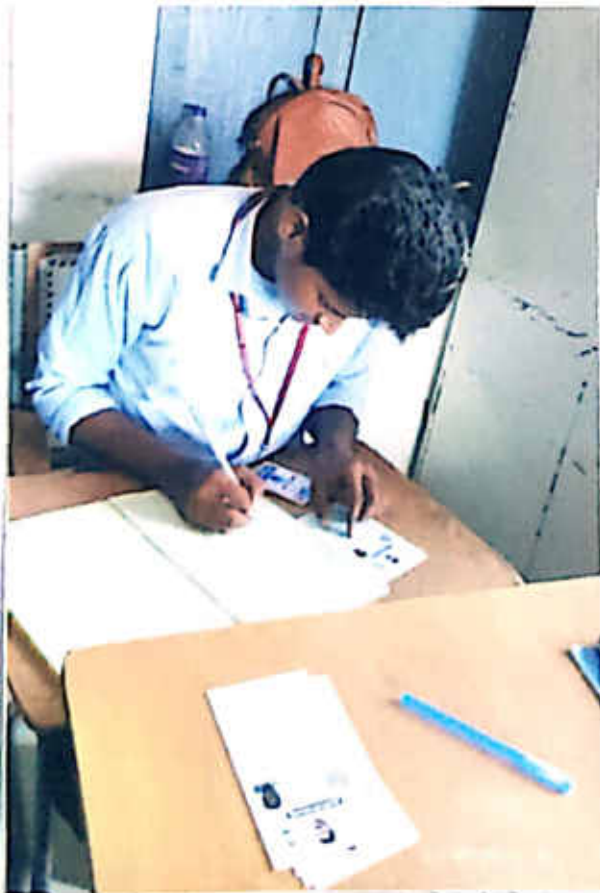
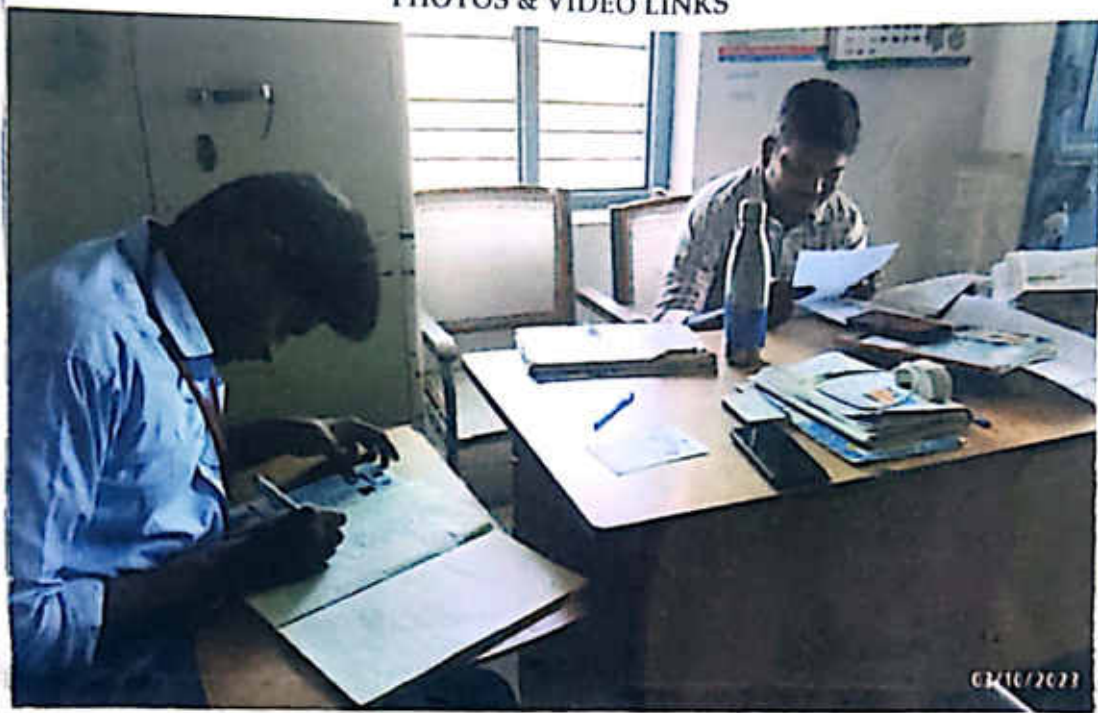
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity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

Date:

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Signature of the Supervisor
Panchayat Secretary
GRAMA SACHIVALAYAM
Singupuram
Pathapatnam Mandal

PHOTOS & VIDEO LINKS



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EVALUATION

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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.

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- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

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MARKS STATEMENT
(To be used by the Examiners)

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. madhu
Programme of Study:
Year of Study: 2023
Group: Ind B.Sc (MPE)
Register No/H.T. No: 212201053028
Name of the College: GDC (M), Sklm
University: DY. B. V. Ambedkar

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:

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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