

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: AALTHI JAGADEESWARA RAO

Name of the College: GOVT. DEGREE COLLEGE (MEN)

Registration Number: 2022001562001

Period of Internship: 4MONTHS From: 14/12/2022 To: 14/04/2023

Name & Address of the Intern Organization

: GRAMAWARD SACHIVALAYAM, MAHALAXMIPURAM

AMBEDKAR University

YEAR

An Internship Report on

Grama Sahivalayam Services

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Science in MCAC.

Under the Faculty Guideship of

Smt. RS. Goldina

(Name of the Faculty Guide)

Department of

Government degree college

(Name of the College)

Submitted by:

Aalithi Jagadeeswara Rao

(Name of the Student)

Reg.No: 2022001562001

Department of _____

(Name of the College)

Government degree 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.

-----<<@>>-----

Student's Declaration

I, Aathi. Jagadeeswara Rao a student of internship
Program, Reg. No. 2022001562001 of the Department of Government degree
College do hereby declare that I have completed the mandatory internship
from 14/12/2022 to 14/4/2023 in sachivalyalam (Name of
the intern organization) under the Faculty Guideship of
Smt. R S. Goldina (Name of the Faculty Guide), Department of
B SC. [MCA], Government degree College
(Name of the College)

A. Jagadeeswara Rao
(Signature and Date)

Official Certification

This is to certify that Aalthis Jagadeeswara Rao (Name of the student) Reg. No 2022001562001 has completed his/her Internship in Grama Nard Sachinayam (Name of the Intern Organization) on Semester internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B+Sc (MCAC) in the Department of Govt Degree college (Name of the College).

This is accepted for evaluation.


Panchayat Secretary
Mahalaxmipuram
Gram Paachayat
HIRAMANDALAM

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Aalthis Jagadeeswaran Rao (Name of the intern)
Reg. No 2022001562001 of Government degree College (Name of the
College) underwent internship in Grama Ward Sakhivalayam (Name of the
Intern Organization) from 14/12/2022 to 14/04/2023

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


Panchayat Secretary
Mahalaxmipuram
Gram Panchayat
HIRAMANDALAM

Authorized Signatory with Date and Seal

Acknowledgements

I am deeply grateful to all staff members to the ~~MAHALAXMI~~ MAHALAXMI PURAM Grama ward Sathivalayam and also my mentors and advisors during this internship for their in valuable advice and guidance. Their industry experiential and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.

Through the internship, the MAHALAXMI PURAM Grama ward Sathivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities. They were always available to answer my questions and provide support, and their wisdom and expertise helped me to grow as a professional and I am thankful for their time and support and for sharing their valuable insights with me.

I am grateful thanks for MAHALAXMI
PURAM ward salhivelayam support and the opportunity
they have provided me. their financial assistance allowed
me to focus on my internship and my professional develop-
ment to and I am thankful for their commitment to
helping me succeeded. I hope to continue working
with salhivelayam in the future and to make the
most of this incredible opportunity.

finally, I would like to thank for
providing the funding and support that enabled me
to complete this internship. with out their assistance
~~exp.~~ I would not have been able to gain this
valuable experience.

Contents

S.No.	Contents	Page no.
1.	Instruction to students	1-2
2.	Students declaration	3
3.	Official certification	4
4.	Certification from intern organization	5
5.	Acknowledgments	6-7
6.	Contents	8-9
7.	Chapter -1 - Executive summary	10-11
8.	Chapter -2 - overview of organization	12-13
9.	Chapter -3 - Internship part	14-15
10.	Activity log for - first week	16-17
	second week	18-19
	third week	20-21
	fourth week	22-23
	fifth week	24-25
	sixth week	26-27
	seventh week	28-29
	eight week	30-31
	ninth week	32-33

S.No.	Contents	Page No.
	Tenth week	34-35
	eleventh week	36-37
	Twelfth week	38-39
	thirteenth week	40-41
	fourteenth week	42-43
	fifteenth week.	44-45
11.	Chapter 5 :- Outcomes description	46-47
12.	Realtime technical skills	48-49
13.	managerial skills	50-51
14.	Improve communications skills	52-53
15.	abilities in group discussion and team activity	54-55
16.	technological developments	56-57
17.	students self evaluation in the period of internship	58- 59
18.	Evaluation of the organisation	59
19.	Photos & video links	60-63
20.	Evaluation	64-65
21.	internal & external evaluation in Internship	66-67
22.	marks statement & internal assessment statement	68-69

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.

An Executive summary is a short document or section of a document produced for business purpose. It summarizes a longer report or proposal of 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.

The activities performed in the internship during the internship period of time. The activities are to collect the all details, and write the role of the all sachivalayam staff members.

In sachivalayam there are 11 staff members.

* panchayat secretary :-

Grama panchayati sachivalaya Convenor, able to collect the taxes, and other welfare work under the Grama sachivalayam area.

* VRO (Village Revenue Officer) :-

should monitor the land and Ration Food supply in village.

* Survey Assistant :-

should surveyor of village lands.

* ANM :-

should be responsible for villager's health monitoring and scheduling health camps in the village.

* Veterinary & Fishery Assistant :-

Live stock, dairy and fisheries.

* Women Police :-

Dumsilling, security and other important roles in village.

* Engineering Assistant :-

water supply, Grama Sachiveलयam, village Engineering works

* Digital Assistant :-

monitoring agriculture the village in single window system.

* Agriculture Assistant :-

monitoring agriculture works suggestion marketing and products Reports

* Welfare Assistant :- Pension Distribution, Bhalera matrike house construction monitoring.

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 Sahivalayam is also known as village secretary secretariats set up in the Indian state of AP to decentralize the administration by making services and welfare service of all government departments available at one place. Andhra Pradesh departments available at launch village secretariats to deliver services. It was launched by Mahatma Gandhi Jayanthi since the scheme was initiated. Establishment of village become self sufficient autonomous entities. Establishment of village secretaries was one of the promises made by ~~J~~ Jaganmohan Reddy his praja sankalpayatna.

* It is used to making services and welfare services of all government departments available at one place.

- * Andhrapradesh was the first state in India to launch village secretariats.
- * Government of Ap appoints village volunteers to deliver services.
- * It was launched on Gandhi Jayanthi.
- * Since the scheme was inspired by Mahatma Gandhi.
- * Establishment of village secretariats was one of the promises made by govt Jagan Mohan Reddy during his Praja Sankalp Yathra.
- * Village secretariat was first launched on 2nd Oct 2019 on the event of Gandhi Jayanthi.
- * The Notification for the village/ward secretariats has been released on 27th July 2019.
- * The written exam was conducted between 1st Sep 2019 to 8th Sept 2019.
- * It is used to provide to the public conveniently.

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 aware and interact with the working of departments they select.

Grama sachivalayam was the organisation which one I chooses the candidates between 18 to 42 years of age are eligible for ap Grama sachivalayam. Also the Required Educational qualifications are different according to the different posts.

There were some schemes that are introduced in the Government of Andhra Pradesh. like YSR Annamati Scheme - YSR Rice Card, YSR Navaratnalu, YSR vasathi deevana etc....

It helps the citizens of AP to survive and to have an basic education for the children. All these schemes are applied to the people belong to below poverty line (BPL) in the state.

It provides you with experience, professional opportunities and personal growth. It will also make you more competitive when applying for jobs.

The internship goals are As an internship, your main purpose in the work place is to gain knowledge and experience and you may also full fill educational program requirements.

Internship are a great way to connect class room knowledge to real-world experience. Learning is one thing, but taking these skills into the workforce.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interaction with the staff co-internship students about Gramasabha village left in interaction	Coordination b/w employees interaction with people administration work.	<i>[Signature]</i>
Day - 2	village in Sabhale about these villages map about the village.	pragmatic in the Sabhale village statistics boundaries	<i>[Signature]</i>
Day - 3	about resurvey theme about map Mahalaxmi Puram Devane village boundaries from date	Discuss about Reserve Bing some people together.	<i>[Signature]</i>
Day - 4	ANM says that she has to visit atleast 30 household in her allocated area	she checks that what kind of problems face by people.	<i>[Signature]</i>
Day - 5	Register pregnant woman in 12 weeks of ensure care	she care in pregnancy and child birth.	<i>[Signature]</i>
Day - 6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care.	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done: About first day Report

Detailed Report: Interaction.

* The first day do the interaction with the staff and co-internship students about Grama Sahivalayam self interaction. Co-ordination b/w employees interaction with people administration work.

* The second day village in callivalayam about the villages statistics data to draw the village map.

* The third day about Resurvey theme about Revenue village about Resurvey theme. revenue village statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	He undertake the application/grivence from volunteers.	maintain and update mTs Reports	A. Dey
Day -2	fill service application forms on behalf of citizens/volunteers.	Manage routine office activities such as file maintenance	A. Dey
Day -3	provide informations to citizens on enaging of application formates	upload the approved plan in Grampanchayat development (GPPD)	A. Dey
Day -4	DA submission of daily Report to Panchayat secretary	Panchayat secretary visit the daily report of DA	A. Dey
Day -5	DA Explains that attend to duties as entrusted by the panchayat secretary	All employees work under the Panchayat secretary.	A. Dey
Day -6	DA Explains that he attends to protocols and court speed programs	He must attend the all govt programs.	A. Dey

WEEKLY REPORT

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

Objective of the Activity Done: About DA.

Detailed Report: Digital Assistant.

* Act as service & information provider, front office in charge to the public at village secretariat.

* Upload the approved plan in Gram panchayat development plan (GPDP) in the Plan plus soft ware.

* Manage, maintain and update MIS containing the database of the village secretariat

* Ensure digital services to the public effect-vely that are provided mandatorily by the local government like birth death, property valuation, Tax demand etc...

* Attend duties & other functional assistants as and when required.

* Submit daily Reports to panchayat secretary - daily ..

* Submit intake applications/grievances from volunteers/public and forward the same to the concerned functional assistant for redressal.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Act as service & information provider, front office in-charge.	Under the public at village sear - teriat.	
Day - 2	DA shall provide information to the citizens on enquiry on application form.	Attend to spontaneous and grievance redressal.	
Day - 3	He says that he attends duties of other FA. as and when Required	Remit created amounts in the Respective amounts	
Day - 4	operate as people friendly single window service delivery point	In follow first come, first - serve basis.	
Day - 5	Provide information to citizens to enquiry of application formats	He farm tilling/ procedure, enclosure required etc.	
Day - 6	Data entry and updating of records for beneficiaries	Delivery of service documents, certificates.	

WEEKLY REPORT

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

Objective of the Activity Done: About first day Report.

Detailed Report: Interaction.

* The first day to the interaction with the staff and co-internship students about Grama Sachivalayam staff interaction. Coordination b/w employees. interaction with people. administration work.

* The second day village in Sachivalayam about the villages statistics data To draw the village maps.

* The third day about Resurvey theme about Revenue village about Resurvey theme revenue village statistics.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Village surveyors measure land features such as depth and shape	Attending office, Registering day movement in Register	<i>Shatabdi</i>
Day -2	they Examine previous land record to verify data from on-site surveys	Collect land maps Record and proceed Field for attend survey.	<i>Shatabdi</i>
Day -3	Surveyors also Prepare maps and reports and present result to clients	Attending of Record work and uploading of survey data	<i>Shatabdi</i>
Day -4	Village surveyors told that attending of record work and uploading	she upload the survey data on survey records	<i>Shatabdi</i>
Day -5	vs collect the land maps and records and proceed filed for attend survey	she has all village land maps and Records.	<i>Shatabdi</i>
Day -6	vs inspections to take action against unauthorized logouts or construction	she take action against unauthorized constructions.	<i>Shatabdi</i>

WEEKLY REPORT

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

Objective of the Activity Done: About 12

Detailed Report: Village Surveyor.

- * Attending office, Registering day movement in movement Register, Collect land maps/Records and proceed filed for attend survey. petitions
- * Inspection of lands proposed for logouts
- * Attending field survey.
- * Attend general duties and duties of other functional Assistants as and when required.
- * Any other duty entrusted by panchayat secretary or other higher authorities.
- * maintain the village maps, field measurements books, RSR (Re survey Record)/ stone survey registers street survey records and town survey records in his Jurisdiction.
- * Survey Assistant shall prepare / convert of manual land Records into graphic records using Bhumihi, Kollaband and other CAP software are any other software adopted by the Department Government.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ANM says that she has to visit least 30 hours hold in her allotted area per day	she checks that what kind of problems faced by people.	Nirmala ANM
Day -2	ANM uploading of daily Reports like HIMS & IHP-IDSP etc...	she enroll the daily health reports in government Records	Nirmala ANM
Day -3	one of the daily Activity of ANM is search for NCD- Diabetes, Hypertension etc...	she find the which diseases caused by people.	Nirmala ANM
Day -4	Register pregnant women in 12 weeks & ensure care.	she care in pregnancy and child birth.	Nirmala ANM
Day -5	she must participate the in immunization programmes.	she screen, test Report fever cases and give health Education.	Nirmala ANM
Day -6	Identify women in need of medical termination at pregnancy	she refer to nearest health facility and care.	Nirmala ANM

WEEKLY REPORT

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

Objective of the Activity Done: About ANM

Detailed Report: Auxillary Nurse mid wife (ANM)

- ① AS part of ANM's routine daily activity she has to visit at 30 household in her allotted area and cover the following activities with the help of ASHA's attached to her.
- ② Ensure that all pregnant women get HBsAg, HIV tests.
- ③ family planning services of accompany sterilization cases.
- ④ Distribute iron and folic acid tablets to all pregnant women.
- ⑤ fever survey and collection of Blood smears.
- ⑥ Track all pregnancies by name for scheduled ANM
- ⑦ uploading of daily reports [HMIS & HIP-IPSP, Aoshad] in Central and state portals.
- ⑧ Motive all pregnant women for institutional deliveries.
- ⑨ Attend Government special programmes.
- ⑩ Distribute Iron folic acid (IFA) to adolescents
- ⑪ search for NCD-diabetes, hypertension, cancers & other life style diseases.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	She should work under the administrative control of medical officer PHC.	Technical supervision and guidance of female health supervisor.	Nirmala ANM
Day - 2	She should stay at her official head quarters	she available for the community for all maternity	Nirmala ANM
Day - 3	Should be in uniform with identity card	maintain all the records and reports as prescribed under RCH	Nirmala ANM
Day - 4	ANM should prepare map of her allocated area.	Records all the births and deaths occurred in her area.	Nirmala ANM
Day - 5	she collect data of all parameters and keep family health.	Assist the medical supervisor and family health supervisor	Nirmala ANM
Day - 6	All the ANM have to discharge all the duties as assigned by the	Attend to such other duties as entrusted by the medical officer.	Nirmala ANM

WEEKLY REPORT

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

Objective of the Activity Done: About ANM

Detailed Report: Auxiliary nurse midwife shall.

- ① Work under the administrative control of the medical officer primary health center (PHC) and technical supervision and guidance of the female health supervisor.
- ② stay at her official head quarters and available for the community for all maternity care service
- ③ Discharge all the duties as assigned by the primary health center (PHC) medical officers
- ④ provide immunization for pregnant women with Td (Tetanus and adult diphtheria)
- ⑤ maintain all the Records and Reports as prescribed all the under Reproductive and child healthcare (RCH)
- ⑥ maintain all the Records and prepare the action plan for her area with the help of female health supervisor.
- ⑦ conduct population screening for hypertension diabetes/common cancers and other NCDs.

ACTIVITY LOG FOR THE SEVEN 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.	A. Lakshmi
Day -2	Withdraw pension amount from Bank and handle disbursement through volunteers	Under take verification and uploading data	A. Lakshmi
Day -3	Monitor implementation of pension amount from village volunteers.	Be a part of village schools	A. Lakshmi
Day -4	Monitor implementation of mid-day meal scheme in all govt. schools.	Under take pension application	A. Lakshmi
Day -5	Under take registration and bio-metric authentication of fresh students for JVD scheme.	Inanabumi - Student Biometric Authentication	A. Lakshmi
Day -6	Monitor implementation of physical verification of new pensions.	YLR Pension Kanuka-Grievance - nce	A. Lakshmi

WEEKLY REPORT

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

Objective of the Activity Done:

About NEA

Detailed Report:

Welfare Educational Assistant.

⇒ Field visits to village/schools/Hostels/SHG/
vo meeting visits to sub-Employment units etc
for as per calendars of activities.

① Identify eligible beneficiaries for schemes
through volunteers

② withdraw pension amount from bank and
handle disbursement through volunteers

③ monitor physical verification of new & live
pension through volunteers, send proposal for
new pension to mppo's

④ coordinate with school education department for
effective delivery of schemes/benefits i.e.

Jagananna ammaradi, Jagananna Gorurumudde,
Jagananna vidya kanuka (JVK) etc. ..

⑤ monitor implementation of mid-day meal
(Jagananna Gorurumudde) scheme in all the
govt schools.

⑥ undertake registration and bio-metric
authentication of fresh students for JVD scheme.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Coordinate with schools Education department for effective delivery Scheme	i.e Ammaradi, Jagannanna Goru-mudda, JVK etc.	A. Lakshmi
Day - 2	Creating awareness on all government welfare schemes in SHG / VO meeting	Attending SHG / VO meeting along with VO A	A. Lakshmi
Day - 3	Visit schools for supervision of mid-day meal ; Nadu - Nadu.	He check regular attendance of presence of students as per schedule.	A. Lakshmi
Day - 4	Welfare assistant discuss about JVD, Ammaradi Schemes.	Eligible and Ineligible process	A. Lakshmi
Day - 5	Conduct the field verification and upload required documents for YIP Pellikanaka scheme	This scheme is used for life of a women	A. Lakshmi
Day - 6	NA do the clearance of files / services in online manual.	He clears the all files and documents	A. Lakshmi

WEEKLY REPORT

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

Objective of the Activity Done: about NEA

Detailed Report: Welfare Educational Assistant

- ① visit schools for supervision of mid-day meal, Nadu-Nedu, regular attendance of pertorence students, as per schedule - twice in a month.
- ② visit Banks for SHG Bank linkages/ Housing pass as per schedule.
- ③ Attend general duties and duties of other functional assistants as and whom required.
- ④ Conduct field verifications and upload required documents for YSR pelli kanulka scheme.
- ⑤ YSR AASARA scheme, create awareness on YSR AASARA scheme and distribution of certificates along with Hon'ble CM's letter addressed to eligible sub-help groups.
- ⑥ Welfare & Education Assistant shall survey of household & Education-eligible for housing grant and their documentation.
- ⑦ He update Tagananna vidya deevana Cards and monitor amma vodi schemes under take pension applications.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineering Assistant says that he do the to technical inspection of building	He give the permissions of construct the government buildings	G. Ph
Day - 2	EA prepare the WAS. Station bills and prepare the quality control reports.	construction bills granted by the EA.	G. Ph
Day - 3	EA attending government special programmes general duties.	He must attend all government programmes.	G. Ph
Day - 4	Assists in planning and developing engineering design projects.	making plans using detailed drawings	G. Ph
Day - 5	He prepares engineering plans, follow specification.	Preparing estimates and budgets	G. Ph
Day - 6	Completing regulatory documents concerning safety issues.	Creating technical reports for customers.	G. Ph

WEEKLY REPORT

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

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant.

⊛ Attend & inspect all engineering and civil work (public or private) under secretariat limits assigned by Panchayat Raj & Rural Development Rws. Housing & P&M - SSA Department.

⊛ identify and resolve pipeline leakages, observe value pits to identify the leakages

⊛ maintain good sanitation-drinking water source. public taps and hand pumps.

⊛ Test drinking water samples during supply hours

⊛ create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries and other line departments.

⊛ prepare operations and maintenance plan for drinking water supply & sanitation works.

⊛ conduct inspection of public buildings and school buildings and prepare fitness certificate periodically and submit to the competent authorities.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Attend & inspect all Engineering and civil work under secretinate limits	Identify the re-sdve pip-line leakages & observe value pits	G. Ph
Day - 2	He assigned by rural water supply and sanitation department	ensure that no stagnation of water around the drinking water	G. Ph
Day - 3	He take measures to assess the leakages and along the pit taps in the water distribution system.	test the chemical quality of drinking water sources	G. Ph
Day - 4	Test drinking water samples during supply hours (morning & evening)	Ensure upkeep of water supply pipelines.	G. Ph
Day - 5	create awerness on low cost and eco-friendly models and suggest model of housing beneficiaries	Recording measure book and submit bills for housing beneficiaries	G. Ph
Day - 6	Conduct inspection of public bulidings and school buildings	He prepare files certificate and submit.	G. Ph

WEEKLY REPORT

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

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant

- * Engineering Assistant shall be primary responsible to look after all engineering works pertaining to panchayat raj engineering, Rural development, Rural water supply, irrigation, R. roads and buildings, Housing (Construction of houses), solar energy, Agriculture etc....
- * Monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination.
- * Test the chemical quality of drinking water supply and source by using the field test kit
- * Raising indent for sand, steel, cement for housing scheme beneficiaries.
- * Rewinding measurement book and submitting bills for housing beneficiaries.
- * Follow up action on the grievance received under "Spandana" and others at gram panchayat level and redress all the grievances in appropriate manner.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Conduct field visits for non as per the need of the farmers	undertake e-group booking of Groups.	<i>V. Jeyaraj</i>
Day - 2	Conduct field visits and interaction with farmers (Polambadi) etc.	Conduct field visits for non as per the need of the farmers	<i>V. Jeyaraj</i>
Day - 3	monitor demand and availability of seeds fertilizers and pesticides	Conduct the survey on soil and water Conservation activities - Figs.	<i>V. Jeyaraj</i>
Day - 4	mobilize farmers for Gram sabhas / Rythu sadassus / panchayat meetings	maintain departmental records Promptly and accurately	<i>V. Jeyaraj</i>
Day - 5	Identify beneficiaries assist departmental officials in Agriculture	Asses agri-Input demand	<i>V. Jeyaraj</i>
Day - 6	Work under the administrative supervision of the agriculture department officials	He handled the Rythu Bharosa Kendram payment	<i>V. Jeyaraj</i>

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant.

- ① field visits and interaction with farmers
Cpolambadi, seed village programme, e-crop
booking etc...
- ① operationlization of Rythu Bharosha kendram
processing of potitens recieved.
- ① Attend general duties and duties at other functi-
onel assistants ka-as and when required.
- ① Any other duty entrusted by panchayat secretary
or other higher authorities.
- ① .senitization of farmers YSR agri input testing
labs, receipt of agri input order from kiosk.
- ① identity beneficiaries assist departmental officials
in implementing central & state schemes related
to agriculture.
- ① under take to e-crop booking of crops.
- ① Display minimum support price (msp) of
various crops at Rythu Bharosha Kendres.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Be answerable to village secretaries of Agriculture department	maintain departmental records promptly and accurately	K. Deenaday VAA
Day - 2	Work under the administrative supervision of the ADA	people integrated village action plan for agriculture	K. Deenaday VAA
Day - 3	Prepare integrated village action plan for agriculture and allied sectors	disseminate latest/improved technologies to farmers	K. Deenaday VAA
Day - 4	VAA says that he visit and interaction with farmers.	he visits and interaction with farmers.	K. Deenaday VAA
Day - 5	VAA also organization of village knowledge center and agri input shop in RBK.	He explains about RBK to village people.	K. Deenaday VAA
Day - 6	VAA Conduct seed distribution programme at RBK in Rabi Season	In Rabi season seeds are distributed by VAA	K. Deenaday VAA

WEEKLY REPORT

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

Objective of the Activity Done: About AA

Detailed Report: Agriculture Assistant

- ⊗ Attend general duties and other duties of functional assistant as and when required
- ⊗ Reside in the respective Head Quarters of the village secretariat.
- ⊗ work under the administrative supervision of the agriculture department
- ⊗ collect former socio economic survey, land use pattern, source of irrigation, farm equipment etc.
- ⊗ involve in distribution of available subsidized inputs to farmers through p-kirishi.
- ⊗ prepare integrated village action plan for agriculture and allied sectors.
- ⊗ Attend general duties and other duties at FA as and when required
- ⊗ He handled the Rythu Bhamosha kenderam payment and also p-kirishi subsidy seeds payment challan print.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Grama mahila samrakshana . kayada darshi to visit anganwadi Centre	she visits anganwadi . Centre and check the quality of Food . -	Sravanthi
Day - 2	To Ensure timely opening cleanliness pre-school attendance	The . Quality of food provided beneficiaries	Sravanthi
Day - 3	GmSK, produce awareness on domestic violence at work places act.	awareness the people about of Judicial acts	Sravanthi
Day - 4	she produce the awareness of child marriage the prohibitions	awareness of internal complaints . committees	Sravanthi
Day - 5	GmSK identify issues to relating to illicit liquor consumption	she prohibits the liquor consumption and bet shops	Sravanthi
Day - 6	she prohibits the bet shops , unlicensed toddy . Shops.	she should inform to department staff	Sravanthi

WEEKLY REPORT

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

Objective of the Activity Done: Mahila police

Detailed Report: Grama Samrakshana Karyadarsi

- ① Visit to Anganwadi center (Awc) to ensure timely opening cleanliness, pre-school attendance and the quality of the food provided to beneficiaries (cover all awc's within the week)
- ② Awareness on domestic violence, sexual harassment of women at work places act, child marriages prohibition act and ensure constitution and functioning of internal complaints committees.
- ③ Visit to school/Girls hostels/working hostels and organize awareness camps on Crime against women and children "Drug and sexual abuse Ragging, posw related and self-defense. techniques, cybar mitra, mahila mitra.
- ④ Create awareness on the prevention of alcoholism, drug abuse.
- ⑤ Create awareness about gender-based violence.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	ANM uploading of daily Reports like Ims & (HTP-IOSP etc--)	She Enroll the daily health reports in government Records	<u>Kiran Kumar</u>
Day - 2	One of the daily activity of ANM in search for Diarrhoea etc--	She find the which diseases caused by people.	<u>Kiran Kumar</u>
Day - 3	Today we discussed about elections under the VRO:	primary voting and Elections special theme.	<u>Kiran Kumar</u>
Day - 4	Elections - MLC Elections types MLC Conducting elections	Counting, Poling officer's involves in Elections	<u>Kiran Kumar</u>
Day - 5	Today Prepare Short written summary of a person's career guide	To prepare the Resume under the VRO.	<u>Kiran Kumar</u>
Day - 6	Should be in unit form with identity Card.	maintain all the records and reports as prescribed under RCH	<u>Kiran Kumar</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: about Elections and Resume

① Discussed about Elections - In mLC (mandal Legislative Council) Elections types and also mCC (mandal Code of Conduct Elections).

② about Counting, Poling officer involves in Elections. talked box and also secret voting system.

③ Today discuss about the CV and Resume.

CV is a short written summary of a person's career qualification, and education based on this contents to prepare a Resume.

ACTIVITY LOG FOR THE FIFTEENTH WEEK-

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	She should stay at her official head quarters	she available for the community for all maternity	Signature
Day -2	Computer skills. Knowledge in excel-table format works style.	How to work exercises in ms excel, formulas. Common	Signature
Day -3	Chakra teertha yatra at Sri, Venkateswara temple subhalaya. metta.	organising about temple about the festival, make Conduct	Signature
Day -4	about civil supplies service by sachinlayam work flow	working splitting service work flow by volunteers	Signature
Day -5	civil supplies services Ekyc work flow by volunteers. Rice distribution	working at volunteers two Ekyc service and one distribution	Signature
Day -6	Computer skills. Knowledge in excel-table format work style.	How to work exercise. In mx - excel, formulas. Common	Signature

WEEKLY REPORT

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

Objective of the Activity Done: about cultural activities and

Detailed Report: Civil supplies and also Computer knowledge.

① Today about cultural activities Chakraterdha yatra of srivenkateswara temple in subhalay metta. and know about the organizing of temple about maga conduction.

② about civil supplies services by sachin layam work and also know splitting service, work how by volunteers and also services, Ekyc work how by the volunteers and also Rice card distributions. Rice Card services like New Rice card All ready having rice card how member addition in Rice Card by birth addition. how to register below 5 years, member deletion in Rice Card.

③ Today computer skills knowledge in excel-table format word styl, margins How to work exercises in ms-excel, formulas Commands.

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.)

⊗ Internship are generally thought of to be reserved 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 emphasize 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, health care, Economics, advertising and many more.

Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working.

utilizing internships is a great way to build your resume and develop skills that can be emphasized in your resume for future jobs. when you are applying for a training internship, make sure to highlight any special skills or talents that can make you stand apart from the rest of the applicants so that you have an improved chance of landing the position.

you've applied for an ³internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have any thing to offer. During your interview, highlight instances where you've taken it upon yourself to contribute or positively affect change.

your potential employer will appreciate to chance 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. While taking initiative is important, so the ability to receive feedback.

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 firstly the communication skill. The communication occurs in a variety of ways but primarily interested in your ability to write to speak professionally.

The second skill interpersonal skill. The ability to communicate effectively is often related to one's ability to relate well to other or people skills, depending on the industry you may be in in interacting with clients and vendors as well as your co-workers and managers.

As an intern, you'll likely collaborate with other interns and company employees your ability to communicate and relate well to others is certainly important for collaboration, as is the capacity to work with others to work a common goal. As part of a team, you have to understand your own strengths and weakness.

If you've managed to successfully take a full course load every semester and meet assignment deadlines, to some extent, you're already not going to have a syllabus. But as an intern, you're not going to when your deadline are it's up to you to organize your time and produce results.

Today's work culture - whether you're hoping to intern organization for startup or well established often requires even the most senior level executives to wear multiple hats the most senior one day you might find yourself supporting the sales team and the next day performing customer service.

Critical thinking refers to your ability to analyze and evaluate a situation or issue and form a judgment. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles, and to pose creative solutions to challenges. It's something many of your professors have likely emphasized and is highly valued by employers.

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.

④ 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 pertains to overseeing a team, such as solving problems, communicating well, and motivating employees.

④ I can do manage the one skill that is bring some people together to explain the elections and awareness and the about Resurvey. This is very useful to our real life that is firstly about Resurvey.

The Resurvey project includes properties in urban areas apart from Rural areas. The ultimate goal of a resurvey is to create a database of all immovable properties that serves as a conclusive record of files.

The ensure your property is free of any trespasser Conducting a land survey is necessary to apply for a land survey also I discussed that is firstly you need to contact the Tahasildar at the particular area. next download the application form and fill every column carefully

next, Assemble all documents as required by the authorities. Remember all your documents must have the signature of their co-tenants. Lastly, submit your applications form along with the required documents. After submission, neighbouring properties and the local Revenue officer receive a notice.

Secondly we discussed about the Elections:-

① An Election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

Electronic voting machine (also known as EVM) is voting using electronic means to either aid or take care of the chores of casting and counting votes.

An EVM is designed with two units:

The control unit and the balloting unit. Counting is done in a room which is called strong room. The strong room is used to keep ballot boxes at polling. On counting day, in the presence of the Controlling Officer, the seal of the strong room is opened and the ballot box should open for counting in the presence of who are participating in the election, nominated. After successful completion of counting, the officer announces the election, naming 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 skills as the part of about villages and about Jagananna schemes

In the part of villages 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 raised in my mind so, I can prepare a Essay in my village.

my village namely Bhagirathi puram. It is situated near a seashore. It is also paradise of beauty, freshness peaceful. The people of my village mostly like farming this village is also so calm and silent and also called the rural part of the country. It is called rural because it doesn't have modern facilities like cities.

The life in my village is full of contentment and happiness, as people are not in a hurry like in city life. Village people live a very simple life. My village is also known as beauty of nature because it can be experienced in a village.

it is surrounded by the flowers, mountains, streams and farmlands.

There is a no pollution in the village and one can feel the freshness in the breeze. There is a primary school in my village center the village kids study with a lot of enthusiasm.

In my village my favorite spot is a small river. I love going and spending time because beyond the river lay are across of grasslands and hills. The people in my village are very helpful and they live like one big family who always takes care of each other.

There is no pollution, no noise and no rush. I feel very excited when we prepare to go to our village. but one defect of my village is there is no proper road in my village. In fact there is no facility for transport. People have to walk on foot from the road to the village to reach their respective homes.

Finally, I conclude that my village is small but the people living here have big hearts means my village is very simple but happy life, so, please people should visit their village and enjoy it's beauty.

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 Service that is how to apply new Rice Card- Already having Rice Card how member 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 Government decided to issue new Rice Card to all the Eligible families of the state which the total income of a family should be less than Rs. 10,000/- per month and Rs 12,000/- per month in rural and urban areas respectively. the Rice Card application is visit nearest Ration office means the applicant is visit nearest Ration office means the applicant has to go to office to get the application form. A copy of the application form can also be downloaded from the net next complete Ration Application form the applicant has to fill in all the details of the family members correctly without any errors. there should not be any overwriting, and the applicant needs to have all the documents before, entering the details and then submit the Ration Card application.

Add name in Ration Card online, In Ration Card section click on the link add new members name and open the application form. fill in all the details completely and upload relevant documents including a scan of your existing Ration Card identity documents of a new member.

Add Child name in ration Card in ap is visit the nearest food and Civil supplies department or any ration Card office. Ask Staff for the member addition form. fill in the details with appropriate information as mistakes in the application results in rejecting the application. Attach a proper photograph to the application form.

Delete name in Ration Card that is Applicant shall obtain the form the respective office (please pay for the form if required) or a written/ electronically typed application on any plain sheet as advised shall be used or use the following link to download form link we.

"Deletion of member in Ration Card Application form" 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 the subject area of training, I learned about during the period of internship SWPC (Solid waste processing centers). These Sheds are constructed for this purpose where segregated compostable and non-compostable waste form ambassadors engaged by the Gram panchayat.

People of Andhra Pradesh were in for a surprise on the Independence day of 2021 when flag hoisting events were held at the Solid waste processing centers (SWPC) where the core sanitation activities have been taking place, rather than at the usual venues such as Gram panchayat offices, Educational institution or public places.

According to official data, the 75th Independence day were organising in all the 13 districts of the state at SWPC sheds as per the instructions of all the Commissioner, Panchayat Raj and Rural Development. The events also promoted the ongoing Jaganna Swachh Sankalpam, envisioned by the Chief Minister of Andhra Pradesh.

which is the state's version of Swachh Bharat mission Grameen phase II. The campaign aims to ensure OF sustainability and manage solid and liquid waste in such a manner that it would contribute to visual cleanliness of villages.

Over the past few weeks, the state run Jagananna swachh sankalpam 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 litter free and garbage free.

By making swpc the centre of activities on independence day, the main concept of sanitation with people's participation has driven home, paving the way for behaviour and attitudinal change.

All the people who attended the programme in large ~~at~~ numbers witnessed for themselves the procedures at swpc where the second level of segregation takes place followed by preparation of vermi² compost beds, plastic disposal, and state safe disposal of sanitary napkins through incinerators.

Student Self Evaluation of the Short-Term Internship

Student Name: Aalthi Jagadeeswara Rao Registration No: 202200156200

Term of Internship: 4 months From: 14/12/2022 To: 14/04/2023

Date of Evaluation: 20/05/2023

Organization Name & Address: Sachivalayam/mahalaxmi puram.

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	✓
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:

A. Jagadeeswara Rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Aathi. Jagadeeswara Rao Registration No: 2022001562001
 Term of Internship: 4 months From: 14/12/2022 To: 14/04/2023
 Date of Evaluation: 20/05/2023
 Organization Name & Address: Gramasachivalayam/mahalaxmi puram
 Name & Address of the Supervisor K. Dilip Kumar
 with Mobile Number 83286 75256

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

EVALUATION

* This Evaluation form is to be completed by the supervisor at the end of the semester. The purpose of this Evaluation is to assess the overall performance of the intern and to provide guidance to the intern in terms of professionalism and workplace readiness.

The intern's Evaluation should focus on their time with Company, how valuable they feel the internship was and what Company they learned. Good things to touch on are processes in the internship on boarding, off-boarding etc. -- as well as mentorship and the work they were assigned.

Evaluation provides a systematic method to study a program practice, intervention or initiative to understand how well it achieves its goals. Evaluation help determine what works well and what could be improved in a program or initiative.

A good evaluation synthesizes the finding and gives a clear diagnosis with supporting evidence. It should state the extent of the problem as well as highlight competencies and give a reasonable estimate of the outcome. Any emotional or social factors (either adverse or positive) also need to be addressed.

For example Education Evaluation is a method and to prove if the expectations and aims of an educational process reflect reality. Educational evaluation is the process by which teachers reality. Educational evaluation is the process by which teachers, schools and students are evaluated to indicate the effectiveness of education and the degree to which the students integrate and understand in a information.

The Result of an evaluation in a educational setting may determine whether e.g.

- ✓ A course will continue to be offered,
- ✓ A particular text book will be used,
- ✓ a teacher gets promoted,
- ✓ A student passes to the next grade.

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: AALITHI, JAGADEESWARA RAO

Programme of Study: Spandan ward Sachivalayam.

Year of Study: 2020-2023

Group: B-SC [MCAC]

Register No/H.T. No: 2022001562001

Name of the College: Government Degree College (MEN), Sri Kalakulam.

University: Ambedkar University

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: AALTHI. JAGADEE SWARAO

Programme of Study: Grama ward sachivalayam.

Year of Study: 2020-2023

Group: B-SC [MCAC]

Register No/H.T. No: 2022001562001

Name of the College: Govt Degree college (MEN), SRIRAKULAM

University: AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	77
2.	For the grading giving by the Supervisor of the Intern Organization	20	18
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Panchayat Secretary
Mahalaxmipuram
Gram Paachayat
AMANDALAM

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)

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

Tasks

Work Log

- Office work of file making 09:00 >

Time: 02-Feb-2023 09:00 am - 18:00 pm

Reported : 07-Feb-2023 12:01 pm

- Longterm Internship training 09:00 >

Time: 02-Feb-2023 09:00 am - 18:00 pm

Reported : 07-Feb-2023 11:14 am

HOW to update your RECORDS

Click Here →



Nautihala - Mukhalingam Road,
Mahalakshimpuram, Mavidiyola, Hira...

Tasks

Work Log

- Longterm Internship training 09:00 >

Time: 02-Feb-2023 09:00 am - 18:00 pm

Reported : 07-Feb-2023 11:14 am

Certificate Classes Introduction
Materials Meeting On site

HOW to update your RECORDS

Click Here →



- Files generating in systems 09:00 >

system work

Time: 09-Feb-2023 09:00 am - 18:00 pm

Reported : 09-Feb-2023 15:07 pm

- Office work of file making 09:00 >

trainig in sachivalayam

Time: 09-Feb-2023 09:00 am - 18:00 pm

Reported : 09-Feb-2023 15:01 pm

- Longterm Internship training 09:00 >

about sachivalayam

Time: 09-Feb-2023 09:00 am - 18:00 pm

HOW to update your RECORDS

Click Here →

