

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: SIMMYA SAI RAM

Name of the College: G.P.C (MEN) SRIKAKULAM

Registration Number: 202200156045

Period of Internship: From: 12/2/22 To: 11/4/23

Name & Address of the Intern Organization: PEDDAKOTA SACHIVYALAM
L.M. PATE MANDAL, VILLAGU
SRIKAKULAM DIST.

DR. B. R. AMBEDKAR **University**

YEAR

An Internship Report on

Gostara world sachiyalam (peddakota)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Science in MCIC

Under the Faculty Guideship of

Smt. R.S. Goldina

(Name of the Faculty Guide)

Department of

Chemistry Government Degree College (men)

(Name of the College)

Submitted by:

SIMMA. SAIGAM

(Name of the Student)

Reg.No: 2022001566045

Department of Industrial Chemistry

Govt. Degree College (men), Srihankulam.

(Name of the College)

Instructions to Students

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

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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

Student's Declaration

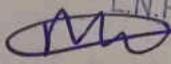
I, Simma. Saiyam a student of _____
Program, Reg. No. 2022001566045 of the Department of Chemistry G.D.C (men)
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in Sachivalyan (Peddakota) (Name of
the intern organization) under the Faculty Guideship of
Naveena Medam (Name of the Faculty Guide), Department of
Chemistry, Govt. Degree college (men) Srikakulam,
(Name of the College)

S. Saiyam
(Signature and Date)

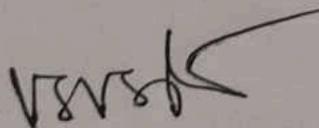
Official Certification

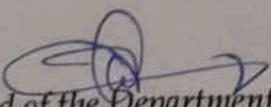
This is to certify that SIMMA. SAIGAM (Name of the student) Reg. No. 2021001566045 has completed his/her Internship in Sachivalyam (Peddakota) (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Chemistry in the Department of G.D.C (Men) Srikakulam (Name of the College).

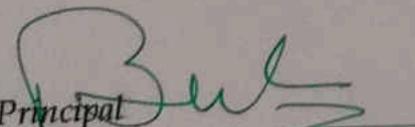
This is accepted for evaluation.

Village Agriculture Assistan.
RBK: PEDDAKOTA
L.N. Peta Mandal, Srikakulam Dist

(Signatory with Date and Seal)

Endorsements

Faculty Guide 


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Simma. Saigam (Name of the intern)
Reg. No 2022001566045 of G.D.C (men) (Name of the
College) underwent internship in Sachivalyan (Pedda kota) (Name of the
Intern Organization) from _____ to _____

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

Village Agriculture Assis
RBK: PEDDAKOTA
Peta Mandal, Srikakula
P. Naveen
Authorized Signatory with Date and Seal

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.

- Panchayathi Raj Act - 1952 says that local governance in every village for growth and development in a noticeable manner
- Implementation of Grama Sachivalayam to provide door to door to the household and also developing the village in a sustainable manner
- functioning of Grama Sachivalayam It has mainly 10 types of function which does with all the activities required in a village
- objectives of Grama Sachivalayam
 - Sustainable development
 - Poor to poor service
 - Health and Hygienic condition
 - Roles and responsibilities of all departments
 - The on going government schemes
 - The on going government schemes through RBK.
 - To protecting human rights
 - to prevention of child marriages.

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.

> Introduction of Grama Sachivalayam's

- 1) providing various citizen services of a short possible type
- 2) single window service system
- 3) to secure transparency to the people with government
- 4) providing amblernt environment by all living organization.
- 5) planning as part of Grama panchayat development program
- 6) each functionary has a specific value to fulfill the required of the villages
- 7) Door to door service and welfare to the people
- 8) Citizen satisfaction the ultimate aim of an organization.

→ Vision, mission, and values of the organization!

→ Grama Sachivalayam are secretariats setup in Indian state of AP to decentralize the administration by making services and welfare of all government departments available at one place.

→ Government of Andhra Pradesh appointed Village Volunteers to deliver services.

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.

→ we participated in many activities during the internship which are

→ field visit by welfare and education assistant

- * House hold survey

* we have observed the voters list of village

* Re survey of Agriculture Land

* area distribution.

* the 1st vehicle assigned in the Sachivalayam was observed to the guidelines of the ANM madam.

* we went to schools and Anganwadis around the Sachivalayam area with mahila police madam etc.

* During the activity process healthy and hygienic environment creating process healthy and hygienic environment creating by the secretaries

* we are evaluated every week by Sachivalayam staff

* All the equipment provided by the Dn organization.

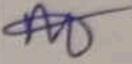
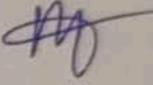
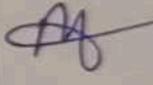
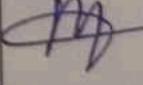
→ skills acquired:-

* to know the how to apply different types of certificates in Sachivalayam

* to learn how to estimate quality of solid, rice various crops

* these are the skills required in the internship programme

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|---|
| Day -1 | Introduction of Staff and volunteers | Introduction |  |
| Day -2 | Introduction of Panchayati secretary welfare education Assistant. | TO KNOW the secretary and education Assistant |  |
| Day -3 | Introduction of AWM and Veterinary Assistant | TO KNOW the AWM & Veterinary Assistant. |  |
| Day -4 | Introduction of VRO and women Police. | TO KNOW the VRO & women Police |  |
| Day -5 | Introduction of line Man, & agriculture Assistant | TO KNOW the line Man & Agriculture Assistant. |  |
| Day -6 | Introduction of the village surveyor and digital Assistant. | TO KNOW the village surveyor and digital Assistant. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivayam Peddakota
functionaries & volunteers.

Main functions are in below,

1. Panchayati secretary.

2. Digital Assistant.

3. welfare and education assistant.

4. village and revenue officer.

5. engineering Assistant.

6. veterinary Assistant

7. village surveyor.

8. Mahila Police

9. ANM

10. line man

oversee & in charge in Panchayat.

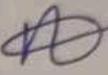
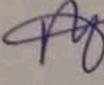
Secretary who is managing all the
activities in and around

field visit by ANM give an

opportunity how well the organization

Staff in behaving with the villages.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|---|
| Day -1 | Importance of RBK and agriculture schemes. | We know that RBK schemes & Agriculture schemes. |  |
| Day -2 | Discuss about the land registration rules. | We learned the land registration rules. |  |
| Day -3 | We we participated with look with veterinary Assistant. | We observed the normal health checkup for animals. |  |
| Day -4 | Discuss about the DR. Y.S.R Arogya Sricard scheme | maximum qualification of the YSR Arogya Sri scheme. |  |
| Day -5 | Reducing child marriages clubs by mahika police madam | We know about the child marriage. |  |
| Day -6 | Discuss about the various types of medicines. | We observed the various medicines |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the second week we shall discuss about these topics.

⇒ Introduction to agriculture and schemes on going in state related to agriculture.

⇒ Major changes after introduction of R.B.K's at village level.

⇒ We discussing about the how to apply land registration with URO Sir.

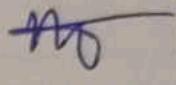
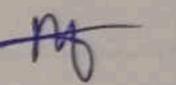
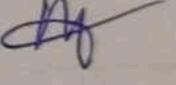
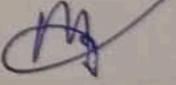
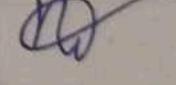
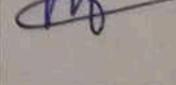
⇒ How to check the animal health status.

⇒ We learned about the conditions of the br. Y.S.R Arogyasri scheme

⇒ We participated child marriage classes.

⇒ We know the importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day -1 | discuss about the different types of discuss. | we learned about the a discuss. |  |
| Day -2 | Facilitation of the child abuses | we know the activities of child abuses. |  |
| Day -3 | who deserve to apply Y.S.R pension class by welfare | we remembering that qualification of Y.S.R pension |  |
| Day -4 | Different types of animal diseases class by veterinary staff | we gained about the animal diseases |  |
| Day -5 | we participated village survey | we observed train activity |  |
| Day -6 | horticulture class by Agriculture. | we know the horticulture crops. |  |

Objective of the Activity Done:

Detailed Report: During the third week we had discuss about these topics.

(1) Dengue.

(2) malaria.

(3) Tifoid.

(4) Calera.

⇒ Prohibition of child above with different types of methods.

⇒ we gain about the knowledge of person conducting

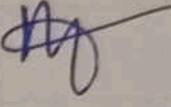
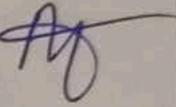
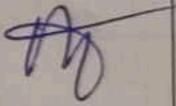
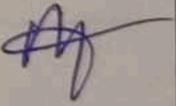
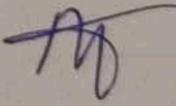
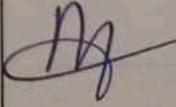
⇒ types of animal dissection.

(1) food colour.

(2) food, main disease

(3) answer.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|---|
| Day - 1 | Different types of crops visited in Khatkhatkhat village | we observed crops status in village |  |
| Day - 2 | We participated in health survey activity. | We quite surprised get about the health survey. |  |
| Day - 3 | we know about the sea turtles with particularly | I had to apply on my own experience. |  |
| Day - 4 | Awareness programme on child rights | I had to know about the child rights |  |
| Day - 5 | Sunday of the group lands with vpo.sis | we gain knowledge of crop lands |  |
| Day - 6 | we discussed that service tags are given that animals | we learned rules of the service tags. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fourth week we shall

discuss about these topics

⇒ Different types of crops 1) Paddy

2) Barley

3) Maize

4) Black gram

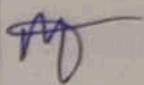
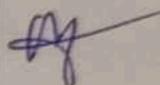
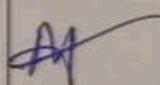
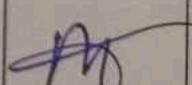
5) Green gram

6) Cowpea

We have identified various crops and their sowing times throughout the year.

⇒ I had applied on my own experience for some parts in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|---|
| Day -1 | How to measure the shoe Chm by VRO Sirs | Shoe measuring |  |
| Day -2 | We saw the pregnant lady during her health checked up by Anm mams | We observed health practices |  |
| Day -3 | We attending cluster level training programme | We know about The child safety education, |  |
| Day -4 | We participated on vaccination of animals in Pabalkota | We observed The vaccination |  |
| Day -5 | We discussed VS Rammam; and Vidya devesh schemas | We acquire the knowledge of The schemes |  |
| Day -6 | We discussed about paddy harvesting | majorly green variety of paddy harvesting. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifth week shall discuss about these topics

→ Paddy harvesting - mainly green variety of paddy

MTU 101 and HTU 209

→ learned the process harvesting of paddy manually and slow harvesting - with paddy

Reaper

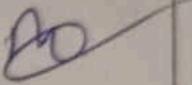
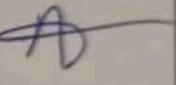
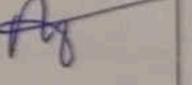
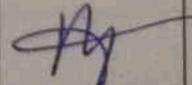
→ we participated in class for level training on child rights and child safety education for parents

→ YSR ammaladi - yearly 15,000/-

YSR Vidya Devana - yearly of their altogether

YSR Vasathi Devana - yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|---|
| Day - 1 | we discussing about cyber crimes | we knowing the information |  |
| Day - 2 | Learned orally about Paddy combine harvester | we know the paddy combine system. |  |
| Day - 3 | to survey the area of Sricards in Puduchery village | How to survey |  |
| Day - 4 | YR Vaidhana mitra scheme pass by welfare and education assistant. | to know about the scheme |  |
| Day - 5 | we are participated in treaded bridge and caucus with AHA | we gain the knowledge important points |  |
| Day - 6 | that said how to apply for land paddy | we acquired the knowledge about the pass boats. |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- During The sixth week. We shall discuss about these topics
- learned locally about paddy combine harvester which is bearable machine for large farms
 - who was apply the scheme of Vahan Mitra they follows of rules and regulations class by work EA SP
 - ⇒ we get the more important about scheme of Bachana Mitra
 - ⇒ we acquiring the same knowledge for survey of aarogya sri card scheme
 - ⇒ we know the main rules and regulations and apply the land ~~part~~ backs and importance of the case type of a sri ve.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the seventh week we shall
know about these things.

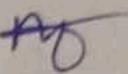
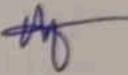
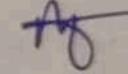
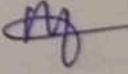
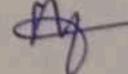
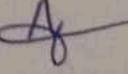
⇒ we got the knowledge of Y.S.R. BHIMA through
date through website in our own.

⇒ learned about the activities of Paddy, Threshing
of paddy through and bags in field from us some
bags.

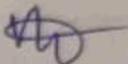
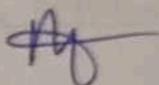
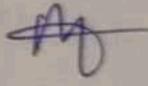
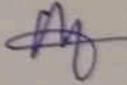
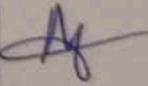
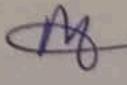
⇒ conduct test of urine pregnant women of albumen and
sugar and estimate hemoglobin level at clinic in
addition to recording of blood pressure.

⇒ we learned about give information of position certificate
of land to the farmer.

ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day -1 | we learned VISIR BHZKVA plan by WEE ASH | we gain the knowledge about this scheme |  |
| Day -2 | we are participated in conduct tests of urine & pregnant women | we acquired the some knowledge |  |
| Day -3 | we participated in pose vijabadi program | we gain good knowledge about this program |  |
| Day -4 | learned about turning activities of faculty | we know the more knowledge then certification |  |
| Day -5 | Explaining the vitals & position certification of hand | we gain good information about this certificates |  |
| Day -6 | we learned about the reducing activities for carbon coins | we learned that activities |  |

ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|---|---|
| Day -1 | to Participated preventive swimming | we given the same knowledge |  |
| Day-2 | How to collecting the water tax, casset & farket down by VRO. sir | know the taken |  |
| Day -3 | she explaining the water base, casset & how to main taining the records. | we observing the records. |  |
| Day -4 | Explaining the mobile sakhi kendra scheme | we know the this scheme |  |
| Day -5 | we participated in awareness programme in schools for children | knowing the important information. |  |
| Day -6 | Manufacturing of Paddy at RBK lands. | very use full in formation given this lands |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the eighth week we shall discuss about these fields:

⇒ To coordinate with the heads of the educational institution in the area and motivate the students we are engaged in attendance & part in studies to improve their performance.

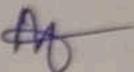
⇒ How to create awareness on government program for the welfare of women and girl children through mobile Balika Siksha scheme was heard by me.

⇒ What records have from madam and main paddy pds
Some out census set of at RBK levels MSP of paddy

1st grade 'A' paddy = 2040 /-

2nd grade "A" paddy = 1632 /-

ACTIVITY LOG FOR THE NINTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day -1 | How to react in law related issues in village area by WPs. | very useful in formation as of us |  |
| Day -2 | How to conducting the registration of family welfare screening | we know about population screening |  |
| Day -3 | Explain the social harmony and civil rights in village level | we gain the information about civil rights |  |
| Day -4 | How to allowed the collectivizing about marketing of production of animals | we acquire knowledge this certification. |  |
| Day -5 | conducted program among farmers on Paddy promotion. | we learn how to lead this meeting. |  |
| Day -6 | How to protect Gov. land & tank, trees and protecting them by WPs. | we learn how to protect the Gov. Property. |  |

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

→ Each work is systematically managed

Application programme digital Assistant staff

Verification - welfare Assistant

Third party verification - Administrative staff

are applied - VRO

Final Applied - MPPD / MPO

Everyone is using the technology based work to avoid duplicity and ensure transparency in the eligibility of any scheme

- 1) Bio metric division
- 2) Android Smart phones
- 3) IR IS GC camera
- 4) Face Authentication.

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.

I achieved the real time governance
produce pre define which is very realistic and given the
management competence and strong skills

every work in-time is bounded and can be deleted
whole work is observing the activity and decision making
is very important

has point anything first practical knowledge and
secondary planning and thirdly the processes for implementation

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.,)

my communication skills are modified and improved myself in communication of different people in different places

my written communication has been improved is by using say evaluation caption / thought.

my thought level are low iam very much patient and listen to music when see anything and I learn more anxiety management technologies.

my speech ability as to moderate and it will be improved by communication skills.

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

In group discussion .I always start with point to point and don't large to improved I will be clear of what I am saying

I also encourage others to participate in the discussions to share their views.

I also encourage others to participate in the discussions to share their views

Overall skills are developed and different ideas come out in group discussion Leadership skills and communication skills are developed in these discussions
I lead well in these activities .

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

First thing :-

- 1) Handling of Amount phone
- 2) Bio metric Dission.
- 3) IRFS Scanned
- 4) Face Authentication programme

which gives the realistic procedure
security using e-pass machine in PDS.

thirdly :-

using 'GPS and Remote' in land reclamation
programme - using drones in distribution of
maps in land allotment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Simma . Sai Ram

Registration No: 202001566045

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: Orama World Sachivalayam
Dakshin Kota

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:

S. Sai Ram
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

| | | | |
|---|---------------------------|------------------|--------------|
| Student Name: | Srimma Sai Ram | Registration No: | 202200156045 |
| Term of Internship: | From: | To: | |
| Date of Evaluation: | | | |
| Organization Name & Address: | Girama Coord Sachivalayam | | |
| Name & Address of the Supervisor with Mobile Number | Padda Kota. Sri Kukulam. | | |

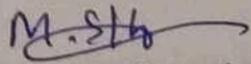
Please rate the student's performance in the following areas:

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

Date:

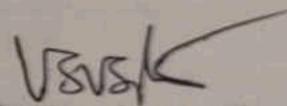

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Simma Saipam
Programme of Study: Crizama Sachivalyam
Year of Study: 2020-2023
Group: BScom etc
Register No/H.T. No: 2022001566045
Name of the College: Govt Degree College (Men) Skum
University: Dr. B. Ambedkar University

| Sl.No | Evaluation Criterion | Maximum Marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1. | Activity Log | 10 | 07 |
| 2. | Internship Evaluation | 30 | 28 |
| 3. | Oral Presentation | 10 | 08 |
| | GRAND TOTAL | 50 | 43 |

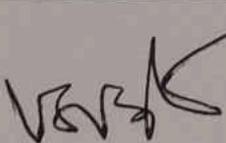
Date:


Signature of the Faculty Guide

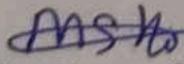
EXTERNAL ASSESSMENT STATEMENT

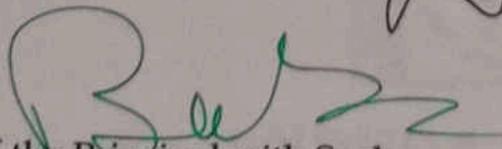
Name Of the Student: *Simma SAIRAM*
Programme of Study: *OTAMA sachivalyam*
Year of Study: *2020-2023*
Group: *BSC - (MCI)*
Register No/H.T. No: *2022001566045*
Name of the College: *GOVT DEGREE COLLEGE (FOR WOMEN) SKM*
University: *Dr. B. J. Ambedkar University*

| SLNo | Evaluation Criterion | Maximum Marks | Marks Awarded |
|--|---|---------------|---------------|
| 1. | Internship Evaluation | 80 | 78 |
| 2. | For the grading giving by the Supervisor of the Intern Organization | 20 | 18 |
| 3. | Viva-Voce | 50 | 46 |
| | TOTAL | 150 | |
| GRAND TOTAL (EXT. 50 M + INT. 100M) | | 200 | |


Signature of the Faculty Guide

Signature of the Internal Expert

Village Agriculture Assistan
RBK: PEDDAKOTA
Mandal, Srikakulam Dis

Signature of the External Expert


Signature of the Principal with Seal