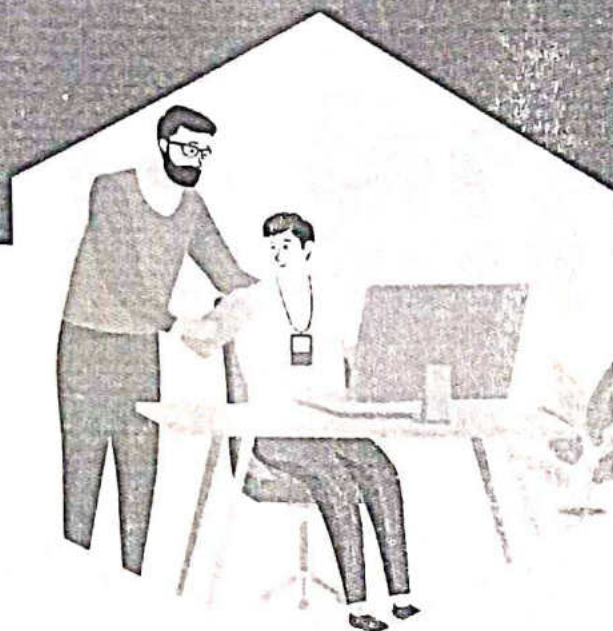


Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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

Name of the Student: Agathamudi Tharun

Name of the College: Government degree college (men) Sri kakulam

Registration Number: 2122001566002

Period of Internship: From 18-08-23 To 30-09-2023

Name & Address of the Intern Organization: G. Rama Sathiyamoorthy
Kuntibhadra, Sri kakulam
---Andhra Pradesh, 532455

Dr. Bramhachari University

An Internship Report on

Grama Sachivalayam Services.
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of Science MCIC (B.Sc)

Under the Faculty Guideship of
Sri. R. Venkateswara Rao
(Name of the Faculty Guide)

Department of
Government degree college (men) Srikakulam.
(Name of the College)

Submitted by:
Agathamudi Tharun
(Name of the Student)

Reg.No: 2122001566002

Department of
B.Sc Chemistry (MCIC)
(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 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

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

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Student's Declaration

I, Agothamudi Tharun a student of Internship
Program, Reg. No. 212209566002 of the Department of Govt degree college (men) Srikakulam
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Grama Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
 (Name of the Faculty Guide), Department of
B.Sc (Chemistry) MRC Government degree college (men) Srikakulam.
(Name of the College)

A. Thamm
(Signature and Date)

Official Certification

This is to certify that Agathamudi Tharun (Name of the student) Reg. No. 121001566002 has completed his/her Internship in Grama Sachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc Chemistry (MCD) in the Department of Govt degree college (M) Sriakulam (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Agathamudi Tharun (Name of the intern) Reg. No. 12220135601 of Gov. College, Srikkulam (Name of the College) underwent internship in Kuntubhadra (Village) (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.

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

Prasanna 18/09/23
Authorized Signatory with Date and Seal
Secretary
Grama Panchayat
Kuntubhadra

Certificate from Intern Organization

This is to certify that Agathamudi Tharun (Name of the intern) Reg. No. 122200156602 of gov. engg. college (1) Srikokulam (Name of the College) underwent internship in Kuntibhadra (vill) (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.

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

Dionetty 18/09/23.
Authorized Signatory with Hand and Seal
Secretary
Grama Panchay
Kuntibhadra

Acknowledgements

I am deeply grateful to all Staff members to The Kuntibhadra Grama Sachivalayam. and Also my Advisor during During This Internship for their valuable advice and guidance their Industry Experience and helped me to better understand The Company and The Industry and Allowed me to make the most of my Internship.

Through The Internship The Kuntibhadra Grama Sachivalayam provided me with valuable Insights and guidance that helped me to make the most of my Tasks and Responsibilities.

They were always available to answer my Questions and provide Support and Their time and Support and for sharing Their valuable Insights Their wisdom and helped me to grow as a professional. I am thankful for Their time and Support and for sharing Their valuable rights with me.

I am grateful Thank for Kuntibhadra gram - Sachivalayam Support and the opportunity they have provided me Their financial assistance Allowed me to focus. Finally I would not have been able to gain this valuable Experience.

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6)	Contents	
7)	Chapter-1; Executive Summary	
8)	Chapter-2; Overview of Organisation	
9)	Chapter-3; Internship point	
10)	Activity log for . 1) first week 2) Second week 3) Third week 4) forth week 5) fifth week 6) Sixth week	
11)	Chapter-5 : Outcomes Description	
12)	Real-time Technical skills	
13)	Management skills	
14)	Describe how you could improve your communication skills	
15)	Abilities in group discussion participation interns contribution as a team members Team Activity.	

CHAPTER 1: EXECUTIVE SUMMARY

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

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

The activities performed in the Internship. During the Internship period of time the activities are to collect all the details and write the roles of the All Sachivalayam Staff members.

In Sachivalayam there are Staff members:

- * Panchayat Secretary:- Grama Panchayati Sachivalayam Convenor, able to collect the taxes and other welfare work under Grama Sachivalayam area.
- * VRO [Village Revenue Officer]: Should monitor the land and Ration food supply in villages.
- * Survey Assistant: Should Survey of all village lands.
- * ANM: Should be responsible for village's health.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Grama Sachivalayam is also known as Village Secretary set up in the Indian State of AP to demonstrate the Administration by making Services and Welfare Service of all government departments available at once place. AP was the first state in India to launch village secretariats to deliver service. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya. The provision of village becoming self-sufficient autonomous entities, establishment of village secretariats was one of the promises made by Y.P. Jagan Mohan Reddy in Prosa Sankapa Yatra.

* Government of AP appoints Village Volunteers to deliver service.

* It was launched on Gandhi Jayanti.

CHAPTER 3: INTERNSHIP PART

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

An Internship is a period of work experience offered By an Organisation for a limited period of time.

As an Internship Program Organised by the Government in order to select the students to aware and interact with the working of department they Selected.

Grama Sachivalayam was the program organised by the government which one choose the candidates Between 18 to 42 years of age are eligible for AP Grama Sachivalayam gram. The required educational Qualification are different according to the different posts.

There are some schemes that are introduced in the government of AP like YSR Ammaadi Scheme, YSR Rice card. YSR Navaratna YSR Vasati Deevana etc.

The Internship goals are year main purpose In the work place is to gain knowledge and experience and year may also full-fill educational program requirements.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	He under take application of green card from volunteers.	Maintain and update MIS Reports	AVA
Day -2	Fill Service Application form on behalf of Citizen / volunteers.	Manage routine office activities such as file maintenance	AVR
Day -3	Provide information to Citizens on enquiry of application form.	Upload the approved plan in gramapanchayat douk - mek (GPDP)	AVR
Day -4	DA Submission of daily reports to panchayat Secretary.	Panchayat Secretary visit the daily report of DA.	AVR
Day -5	DA Explain their Attend to duties as entrusted by the Panchayat Secretary.	All employees work under the Panchayat Secretary	AVA
Day -6	DA explains That the Attends to protocol duties and govt Special program.	He must attend all govt programs	AVR

WEEKLY REPORT

WEEK - 1 (From Dt: 1/5/2023 to Dt: 4/5/2023..)

Objective of the Activity Done:

About digital Assignment (D.A)

Detailed Report:

Digital Assistant.

- * Act as Service & Information provider front office Incharge to the public at village Secretariat.
- * Upload The Approved (GPP) in the plan plus software
- * Manage, maintain and update MIs containing the database of the village Secretariat.
- * Ensure digital service to the public effectively that are provided modify by the local govt like birth & Death for demand etc.
- * Attend duties of other functionalities and when required
- * Submit daily reports to Panchayat Secretary
- * Undertake applications/grievances from villagers forward the same to concerned functional Assistant for Redress.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Engineering Assistant Says that he will take care of inspection of building	He give the permissions of construct the gaur buildings	A. Q. D. / 1/1
Day -2	EA prepare the construction bill and prepare the quality control reports	Construction bills granted by the E.A	A. Q. D. / 1/1
Day -3	EA Attending government special programmes	He must attend all gaur programmes	A. Q. D. / 1/1
Day -4	Assists in planning and developing engineering projects	making plans using detailed drawings	A. Q. D. / 1/1
Day -5	He prepares engineering plans, follow specifications	Preparing estimates and budgets	A. Q. D. / 1/1
Day -6	Completing regulatory documents concerning Safety Issues.	Creating Technical reports for customers.	A. Q. D. / 1/1

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/23 to Dt. 04/09/23...)

Objective of the Activity Done:

Detailed Report:

About Engineering Assistant.

Engineering Assistant.

- * Attend & inspect all engineering and civil work under Secretariat limits assigned by Panchayat Raj & Rural Development - Rwp - Housing and Sanitation SSA departments.
- * Identify and Route pipeline colleges observe, value pipes to identify the colleges
- * Maintaining good Sanitation drinking water sources public taps and hand pumps.
- * Create awareness on low cost and eco friendly models and suggest models for housing beneficiary and other one departments
- * Conduct inspection of public buildings and School buildings and prepare fitness report properly and Submit the activities.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	Facilitate application process for eligible beneficiaries for schemes	ANR
Day - 2	With draw pension amount from bank and handle disbursement through volunteers	Under take pension Applications	ANR
Day - 3	Monitor Implementation of pension amount from village volunteers	Under take verification and up loading data.	ANR
Day - 4	Monitor Implementation of new scheme in all Govt Schools	Be a pool of Village Schools	ANR
Day - 5	Undertake Registration and bio-metric Authentication of freshly admitted students for Tushar	Then bhumi Students Biometric Authentication	ANR
Day - 6	Monitor Implementation of Physical verification of new pensioners	YSR Pension Kanuka-Grievance.	ANR

WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/2023 to Dt. 9/9/2023...)

Objective of the Activity Done:

About WEA

Detailed Report:

Welfare Educational Assistant

- * Field visits to village / schools / hostels / SHG / communities visits to self employment unity etc for as per calendar of activities.
- * Identify eligible beneficiaries for scheme through volunteers
- * With draw pension amounts from bank & hand disbursement through volunteers.
- * Mention physical verification of new & live pensions through volunteers, send proposals for new pensions to HPDO's
- * Co-ordinate with school education department for effutue
- * Monitor Implementation of mid-day meal scheme in all the schools
- * Undertake registration and bio-metric Authentication of freshly students for AIO TUD scheme.

WEEKLY REPORT

WEEK - 3 (From Dt. 4/9/2023 to Dt. 9/9/23...)

Objective of the Activity Done:





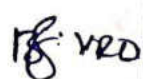

About WEA

Detailed Report:

Welfare Educational Assistant

- * Field visits to village / schools / hostels / SHG / women's visits to self employment unit etc for as per calendar of activities.
- * Identify eligible beneficiaries for schemes through volunteers
- * With draw pension amounts from bank & hand disbursement through volunteers.
- * Mention physical verification of new & due pensions through volunteers, send proposals for new pensions to HPDO's
- * Co-ordinate with school education department for effluent
- * Monitor Implementation of mid-day meals Schemes in All The Schools
- * Undertake registration and bio-metric Authentication of freshly students for ARO & JUD schemes.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
V.S Day -1	Village Secretarys measure land features such as depth and shape	Attending office registration day movement in Register	
Day -2	They examine previous land records to verify data from on-site surveys	Collect land map new plots and proceed field for attend survey	
Day -3	Surveyer also prepare maps and reports and present result to clients	Attending of Round table and uploading of Slurry data	
<u>VRO</u> Day -4	A Village Revenue Officer is a gram official who is responsible for Administration	VRO will be Authority for maintainable of village records	
Day -5	Collection of taxes land Revenue	Preliminary reports on the issue of certificate	
Day -6	Protection of goul- Properties movement	Assisting the Police by reporting the officers	

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/2023)

Objective of the Activity Done:

V.S. and V.R.O

Detailed Report:

Village Survey and Village Revenue Officer.

V.S.: * Attending office, Registration day movement, collect map / Record.

* Inspection of land, proposal for layout

* Attending field survey

* Attend general duties and duties of other functional Assistant as and when required

* Boundary Road (R.S.) Stone Survey, Street Survey record.







V.R.O.

* Maintenance of Village Revenue Records and all village Revenue Accounts promptly and accurately

* Pollution of Land Revenue Taxes and other Sums pertaining to Revenue Department

* The V.R.O will assist the Revenue functionaries in discharging the executive Registrational functions.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
U.A.A. Day - 1	Conduct field visits for room as per need of the farmers	Undertake e-crop Booking of crops	
Day - 2	Conduct field visits and Interaction with farmers (Povombai) etc	Dissemination latest or Improved technologies to farmers	
Day - 3	Prepare Integrated village action plan for Agriculture and Allied Sectors	People Integrated village action plans for agric	
U.F.A. Day - 4	Role of fisher's co-operative in enhancing fish production	Productivity in Public water bodies	
Day - 5	fish nutrition and feed management	Types of feed feeding methods	
Day - 6	Harvesting fishery and Aquaculture organism	Commercial fishing operations Towing	

WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/23 to Dt. 23/09/23)

Objective of the Activity Done:

Detailed Report:

V.F.A (Village-fisher Assistant)

- * fishery department has 3 types 1) Inland 2) Aquaculture 3) Marine
- * The department is responsible for matters relating to formulation of policy and schemes relating to Development of Inland, marine and coastal fishery and fishery Institutes.
- * The village-fisher Assistant shall be responsible to their regular Supervisory officers.

A.A:

- * field visits and interaction with farmers for ombud Sad village program, e-crop booking
- * operation of Rythu Barana kendras processing of partitions Received
- * Display minimum Support price of various crops of Rythu barana kendram.
- * Implementing control & state schemes Related Agriculture.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
<u>ANM</u> Day - 1	ANM Says That she has to visit atleast 30 households in her allocated Area per day	She checks That what kind of problems faced by people	B. S. S. S.
Day - 2	ANM Uploading of daily Reports. He mys - IHP - PDSP etc	She enroll The daily health Reports in your Records	B. S. S. S.
Day - 3	Register pregnant Women in 12 weeks & ensure care of Women Health	she care in pregnancy and child birth	B. S. S. S.
<u>W.P.S</u> Day - 4	Grama Madula Samrak She kanya darshan - how Anganwadi Centre	she visits Anganwadi control and check The quality of food	Chaudhary
Day - 5	she provides The Awareness of child screenings	Awareness of Internal complaints committees	Chaudhary
Day - 6	Gysk produce Awareness on domestic violence at work place Act	Awareness of people about Take action	Chaudhary

WEEKLY REPORT

WEEK - 6 (From Dt. 24/09/22 to Dt. 30/09/22)

Objective of the Activity Done:

Detailed Report:

A.N.M &

Auxiliary Nurse midwife & Mahila police.

- ANM! * work under the Administrative control of the Medical officer primary health centre (PHC) and Technical Supervision all the Quorps.
- * Maintain all the Records and reports as prescribed under reproductive and child health care.
- * Prepare the plan for her Area with the help of female health Supervisor.
- Mahila police!
- * Create awareness on the prevention of Alcohol & drug Abuse.
- * Create awareness About gender-based Violence
- * Awareness on domestic violence, Sexual Harassment of women at work places, child marriage, prohibition and exercise constitution and functioning of Panchayat committees.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

- * Internship are generally thought of Reserve 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. The number of different career fields including Architecture, Engineering, Healthcare, economics Advertising and many more.
- * Some Internships is used to allow individual to perform specific research while others are specified designed to allow people to gain first-hand experience work.
- * You have applied for an Internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have anything to offer. During your Internship highlights instance, where you have taken it upon yourself, contribute partially effect change.

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. They are skilled in a certain activities. Skill can be the driving factor in whether you will be very successful or Un Successful in certain activities in your life firstly the communication skill. The communication occurs in variety of ways but primary (intended) in your ability to write to speak professionally.

Today's work culture - whether you are hoping to intern in an organisation for a step (or) well established. Often requires even the most senior level executive to wear multiple hats as a intern, one day you might find yourself supporting the sales team and the next day performing customer service.

Critical Thinking refers to your ability to analyze and evaluate a situation or issue & form a judgement. 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 challenge it. Something many of your professors have 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).

- * Management Skills are the practice of understanding, developing people and their skill management skills are abilities and their needed to perform certain duties usually as it produce to overseeing a team such as solving problems, communication and motivation Sachivalayam - Employer.
- * 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 and (or) take care of the chores of casting and counting votes
 - An EVM is designed with two units - The Central unit and the balloting unit counting the room which is called strong room is used to keep ballot boxes of polling in counting day in presence of counting officer - The seal of strong open and the boxes should open for counting in presence of election nominator after successful completion of counting officer
 - Announce 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 villagers and About Jagannatha Schemes. In the part of villagers 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 rising in my mind, so I can present a essay in my village.

My village namey Kuntibhadra it is situated here MRO office. it is also paradise of beauty, freshness, peace and fun. The people of my village mostly like farming. This is very calm and silent and also called the Rural part of the country it is called as a Rural. Because it doesn't have modern facility like cities. In my village, there is no pollution no noise and no rush to go to our village.

facility of proper roads in fact there is an bus from the road to village to reach their respectively.

finally, I include that my village is small but the people living here have big hearts means my village and enjoy its natural beauty & nature.

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 that The Civil Supplies like in the part of Rice card Services. That is, how to Apply new rice card Already having rice card and by The Births addition How to add member below 5 years also How to member deletion in Rice card and Required Documents etc.

As Govt decide to issue new rice card to All The eligible families of the state where the total Income of family should be up to 10,000/- per month And 1200/- per month in Rural & urban Areas Respectively the rice Application is visit nearest Ration office means The Applicant has to go to office to go to Application form.

Added name in Ration card online In Ration card Sathi App on link and new members name and Open the Application forms fill in All details completely & upload Relevant documents including Ascan of your existing Ration card and Identity documents of a new number Delete name in Ration card That is Applicant shall obtain The form

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 relevance to Subject Area of Training

I learned about during the period of Internship Solid waste processing centers. These sheds are constructed for the purpose where compostable and non-compostable waste from house holds are collected and transported. Thoroughly green Abassadors engaged by the Grama Panchayat.

Over the past few weeks, the state my Jagannath Surakh Sankarpana campaign has proved to be the best platform of encourage village for about the necessity of segregating waste of house hold level and meeting the village litter free and Garbage free. All the people who attend the program in large numbers for themselves. The procedures at scope where the second level of Segregation takes place followed by preparation of vermicompost beds, plastic disposal and state disposal of Sanitary napkins through Incinerators.

Student Self Evaluation of the Short-Term Internship

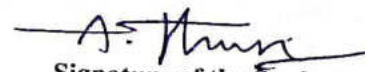
Student Name: Agatha mudi, Thozun Registration No: 2122001566002
Term of Internship: From: 18-08-2023 To: 30-09-2023
Date of Evaluation: 30-09-2023
Organization Name & Address: Grama Sachivalayam, Kuntibhedra

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Agathamudi Tharun</u>	Registration No: <u>2122001566 002</u>
Term of Internship: <u>From: 18-08-2023 To: 30-09-2023</u>	
Date of Evaluation: <u>30-09-2023</u>	
Organization Name & Address: <u>Grama Sachivalayam, Kuntibhadra</u>	
Name & Address of the Supervisor with Mobile Number: <u>D Battu Acharya, Kotturu (Mand)</u> <u>Kuntibhadra; Mob: 90142 87036</u>	

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

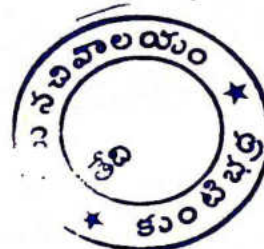
Rating Scale: 1 is lowest and 5 is highest rank

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

Page No:





EVALUATION

Page No:

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

Objectives:

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

Assessment Model:

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

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

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Agathamudi Tharun
Programmer of Study: Grama Ward Sachivalayam
Year of Study: 2021 to 2024
Group: II B.Sc. MCITC
Register No/H.T.No: 2122001566002
Name of the college: Govt. degree college (men) Srikakulam.
University: Dr. Br. Ambikam.

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	25
3	Report	25	20
4	Oral presentation	25	22
5	GRAD TOTAL	100	85

Date:
Guide


Signature of the Faculty

Certified by

Date:

Seal:
Department/Principal

Signature of the Head of the

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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