

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: G. MOHANA RAO

Name of the College: G. D. & CH. SKM

Registration Number: 21220015660173

Period of Internship: From: 17/07/2021 To: 30/09/2021

Name & Address of the Intern Organization
SOLUTIONS CONSULTING
HABIBU L. A. RAO

University
YEAR

An Internship Report on

Short term internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc

Under the Faculty Guideship of

B. Venkateswara Rao

(Name of the Faculty Guide)

Department of

Industrial Chemistry. (Govt. Degree College).

(Name of the College)

Submitted by:

GRANTEDA. MOHANARAO

(Name of the Student)

Reg.No: 2122001566017

Department of

STIKHULAM 'Govt. Degree College (H). SKM.

(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.

Student's Declaration

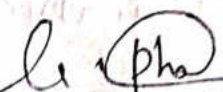
I G. Mohana Rao a student of 2 Months internship
Program, Reg. No. 212200156607 of the Department of Industrial Chemistry
College do hereby declare that I have completed the mandatory internship
from 20/08/2023 to 30/09/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
R. Venkateswara Rao (Name of the Faculty Guide), Department of
B.Sc(- Chemistry), Govt- Degree college (MEN) SKM.
(Name of the College)

G. Mohana Rao.
(Signature and Date)

Official Certification

This is to certify that Ganiteda Mohanarao (Name of the student) Reg. No. 2122001566017 has completed his/her Internship in Yambaram (Name of the Intern Organization) on Sachivajayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Industrial Chemistry in the Department of Govt. Degree College (M) (Name of the College).

This is accepted for evaluation.

 05/10/2022
(Signatory with Date and Seal)
Panchayat Secretary
Grama Panchayat
Yembaram-532 458
L.N. Peta Mandal

Endorsements


Faculty Guide


Head of the Department



PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



Certificate from Intern Organization

This is to certify that Gianteda mohanasao (Name of the intern)
Reg. No 2122001566017 of G.D.C(M) SKLM (Name of the
College) underwent internship in Gyra Sachinaleyam (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).

 5/10/2022
Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
Yembaram-532 458
L.N. Peta Mandal

Acknowledgements

9:05 to 9:20 (~~prayer~~)

+ National Song

I am duly grateful to all staff members to the ~~Katakata~~ Yambian grama Sachivalayam. And also my adviser during this internship for their valuable advice and guidance, their industry experience and helped me to better understand the

company and industry and allowed me to host the
Internship

Throughout the internship Yambian grama Sachivalayam provided with valuable time and guidance then help me.

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.

⇒ Panchayati Raj Act - 1994 says that local Governance in every Panchayat for the growth & development in a suitable manner.

⇒ Implementation of Gram Ward Sachivalayam - to provide door to door service to the house holder, and also developing the village in a suitable manner.

⇒ Function of Gram Ward Sachivalayam. It has mainly 10 types of function are in which does with all the activities required in a village.

⇒ Objective of Gram Ward Sachivalayam.

1. Sustainable Development
2. Door to Door service.
3. Health & Hygiene condition.

⇒ Outcome of Gram Ward Sachivalayam.

1. providing Basic Needs to the Health
2. All Service of to no stop
3. Early solution to all problems.

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 ward sachivalayan.

- ⇒ providing version citizen services at a shorter possible type
- ⇒ single window service system.
- ⇒ door to door service & welfare no home
- ⇒ providing environment for all living organization
- ⇒ Each. Functionary has a sepecific value to full the. required of the village
- ⇒ planning GPDP (Grama ward bevelopment Program)
- ⇒ citizen satisfaction in the ultimate aim of an organization.

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.

⇒ version service at Grama Sachivalayan

⇒ various welfare schemes

⇒ on going projects / contraction

⇒ public distribution system (PDS)

⇒ Grama Sabha

⇒ working culture of each Panchayat

⇒ field visits

1. Re survey of Agriculture land

2. Amentat survey

3. House hold survey.

⇒ preproduction of Natural calamities.

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 | organization structure | P. Saini |
| Day -2 | Version Functionation & their defined work & responsibility | organization working Hands | P. Saini |
| Day -3 | Various Functionation Their defined work & responsibility | - do - | P. Saini |
| Day -4 | Field visit by ANM PM-JAY survey | Implement of PM-JAY scheme | P. Saini |
| Day -5 | Field visit by ANM and mental survey | How ANM's are visiting regularly to pregnant women & their define. | P. Saini |
| Day -6 | De-brief of whole the last 5 days activation | Some knowledge has achieved regular assess | P. Saini |

WEEKLY REPORT

WEEK - 1 (From Dt 21/08/23 to Dt 25/08/23)

Objective of the Activity Done:

Detailed Report: Ward Sachivakayan Varbanan Chirra needli has 10 Functiontion.

Main Functionation are in follows

1. Ward Admin secretary
2. Ward Education & data Processing Secretary
3. Ward welfare Secretary
4. Ward Planning secretary
5. Ward energy secretary
6. Ward women secretary
7. Ward Health secretary
8. Ward sanitation secretary
9. Ward Renewal secretary
10. Ward entities secretary

overall in-charge in ward Admin secretary who in Maintaining all the activation in and around Field visits by ANM give an opportunity. how well the organization staff is behaving with the wards.

ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day - 1 | Devision & Responsibility of Data processing & welfare secretary | Have of various service to citizens & type of welfare schemes. | P. Saini |
| Day - 2 | Devision & Responsibility of VRO & village - sev - gen. | Ration Distribution system & how it is working & types of cards. | P. Saini |
| Day - 3 | Devision & Responsibility of welfare Asst & agricul - tutorial Asst | live stolen & types of various immigration to either | P. Saini |
| Day - 4 | Field visit by VRO - PDS Distribution | Door to door delivery of public distribution to the household | P. Saini |
| Day - 5 | Field visit by VS Resurvey | Re-captation of land in ward using latest technology | P. Saini |
| Day - 6 | Re-Review of last 5 days Activities | Know what type of Devision are being delivered ongoing activities. | P. Saini |

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/2022 to Dt. 2/9/2023)

Objective of the Activity Done:

Detailed Report: Delivering of provision (citizen) of a shortest possible time

1. Inverse of caste & Income
2. Natation (land)
3. Family member certificate
4. Birth & Death records.

Applying for schemes to the eligible candidate for field verification

1. YSR Pension
2. YSR Chayutha
3. Rice card
4. YSR Narmadi
5. YSR Vidya Devika
6. YSR Chathodu

Field Activity:-

Ration distribution to House hold at door step by MDs

Field Activity:- Hand Rc. survey using the local Technology & house for accuracy in a rain Point

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day -1 | Division & Responsibility of ANM & Mahila Police | Hygienic mean implementation safety of women & child | N. Srinivas |
| Day -2 | Division & Responsibility of Mentites & Admin Secord - tary | on going work plan - isment & prenea - cates of manous | N. Srinivas |
| Day -3 | Field Activity:- SDR survey PM-JAY survey | Knowing well about development growth process | N. Srinivas |
| Day -4 | Field Activity:- House hold survey and to collect House tax | Knowing about types of house hold & their eligibility. | N. Srinivas |
| Day -5 | online service - - - Digital literas - - - | Known how to apply Post castel Income certificate & more service | N. Srinivas |
| Day -6 | De-brief on last 5 days Activation | overall, learned name maintenance with implement to do better for the | N. Srinivas |

WEEKLY REPORT

WEEK - 3 (From Dt. 01/09/23 to Dt. 07/09/23)

Objective of the Activity Done:

Detailed Report: Doing the unit by ANM, we visited several
have for any health immunity & recommended
-~~the~~ medicine also spoke to pregnant women for
any difficulty observed the well being is kind
new of the people with the ANM.

Also accompanied by Mahila Police visited
house to educate the children for Good touch
& Bad touch. Awareness for the girls child for
not being shy. Any harassment happened should
be initiated after complaint.

No. of online survey are going on & ac-
-cruited and acquired knowledge about how a
system women on demand of the Government

Acquired knowledge on digital literacy how
application are filled online what are the
demand are attached & connected.

Knowing eligibility criteria of all the
welfare schemes of state Government.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|--|----------------------------|
| Day -1 | Definition of SCA - open Beyond SCA - closed Beyond SCA | Shortest possible time for service. | N. Srinivas |
| Day -2 | Definition of GDP & its objection & overcome | Development + Processes | N. Srinivas |
| Day -3 | Find Allocated to Gram ward | General test for 15th Finance Full MANGERS | N. Srinivas |
| Day -4 | House hold survey of 1, 2, 3, 4, 5 | Most likely a come survey | N. Srinivas |
| Day -5 | Home hold survey of cloths 6, 7, 8, 9, 10 | Categorization of Households | N. Srinivas |
| Day -6 | Home hold survey of clothing 11, 12, 13, 14, 15, 16 | - do - | N. Srinivas |

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 15/9/23)

Objective of the Activity Done:

Detailed Report:

SLA - service life agreement

In ward Sachinayakan there are more than 546 service, each services in having their own SLA

For ex:

1. Income certificate = 7 days.
2. Caste certificate = 30 days
3. Motivation = 30 days
4. Rice card = 180 days

GWDP - Gram ward development programme is in a planning program post the development of the Gram ward

- ⇒ Sanitation planning
- ⇒ Road repair planning.
- ⇒ Street light repair.
- ⇒ New overhead towns.

Pirids - For smooth run of development activity in Gram ward Pounds are being organized

General Pounds - House tax payment/properties tax
15th Pinate - Gramin from State Government

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|----------------------------|
| Day -1 | Type of state government welfare schemes & their eligibility | welfare in the primary concern for the existing government | P. S. Singh |
| Day -2 | welfare calendar for the year 2023 | planned execution in implementation of welfare schemes. | P. S. Singh |
| Day -3 | Field visit: Why are we to collect house tax? What is dry land? What is water tax? | Basic knowledge of ward & its boundary | P. S. Singh |
| Day -4 | 'E-KYC' mandatory for all the welfare schemes. How 'E-KYC' is done | Digital literacy using mobile / smart phones. | P. S. Singh |
| Day -5 | Six-step validation of eligibility for all welfare & non-welfare schemes | Digital literacy Training activity | P. S. Singh |
| Day -6 | De-brief of all the ward & obvs activities | very informative | P. S. Singh |

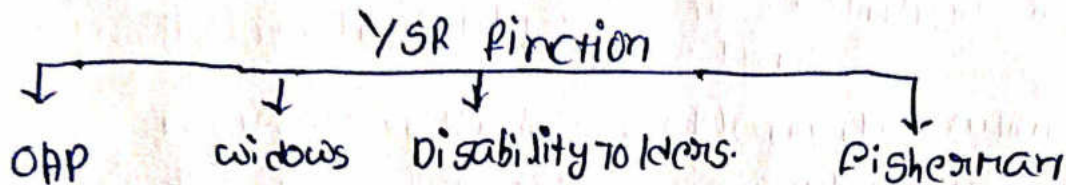
WEEKLY REPORT

WEEK - 5 (From Dt. 8/9/22 to Dt. 22/9/22)

Objective of the Activity Done:

Detailed Report:

State Government - welfare schemes and its eligibility certain, application program field verification.
E-KYC program.



All these type of persons have difference eligibility condition

Welfare calendar shown the planning & implementation of knows at the right time in a project & procedural matters

E-KYC [Electronic-know your citizen].

which gives on then live station of the citizen. It's mandatory for all the house holds for any type of welfare schemes.

six-step validation - to make eligible for a scheme the parameter are to be bonified.

1. No Govt Employee in House hold
2. No Income Tax Pay in Home hold
3. Net more than 3 acres of Agricultural land.
4. No other welfare hold
5. Electricity consumption net more than 300 units per.
6. 1000 sq. Field commercial land in urban area.

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|---|---|----------------------------|
| Day - 1 | Surveyor Madam. explained about her job chart | I understand about her job chart. | S. Rama |
| Day - 2 | Surveyor Madam. explained about her role & responsibilities | I understand about her role & responsibilities | S. Rama |
| Day - 3 | She told that she will attend the inspections of all higher officers | I learnt about the inspection of higher officers | S. Rama |
| Day - 4 | Maintenance of survey instrument and equipment allotted to village surveyor | I learnt about the instrument and equipments | S. Rama |
| Day - 5 | Maintenance of village Maps, Register, ground control points | I learnt about the different things used by surveyor. | S. Rama |
| Day - 6 | She will re-survey the land if it is returned | — | S. Rama |

WEEKLY REPORT

WEEK - 6 (From Dt. 25/9/23 to Dt. 29/9/23)

Objective of the Activity Done:

Detailed Report:

Surveyor

- * Inspection of 10% maintainable survey points/ survey marks/ ground control points in the village in his jurisdiction every month.
- * should attend the inspection of all the higher officers as and when informed
- * maintainance of stone deposite and balance stocks
- * measurements and plottings of subdivision in the village and nodal copy of FMG and
- * correction of related village accounts
- * after completion of stipulated period.

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.)

I experienced a very good working environment with professional knowledge & kind people in their organization and staff are very punctuality in attending office.

They had shown an interest in technology on how to system work and administration activities are handled in a procedure manner.

The time they spent for in being working schedule are appreciable and we thank them all for their extended operation & co-operation in our internship programme.

The digital tools used for helping us in learning are very advanced & needs at this moment for accountability which keep the system watertight.

John my self improved of this organization (ward sachivalyan) working culture

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 Program - Ward education data
Processor Secretary

Field verification - Welfare Secretary

Third Party verification - Ward Administration staff

Preliminary - Applied - Ward Revenue Secretary

Final - Applied - MRO

Every one is using the technology bounded work to avoid duplicacy and ensure frequency in an certain the

1. Biometric Division.

2. Android smart Phones.

3. JRS Scanners

4. Face Automation.

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 model which is very realistic and given time management competence & analysis skills.

Every work is time bounded and can't be neglected whole world in observing the activity & decision making is very Important.

For doing any professional knowledge in management & should, secondary planning and thirdly the procedure 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 modify and in improve my self with communication different people in different places.

My written communication in pen improve. I by writing say evolution scription / thoughts.

My Anxiety level are very low i am very patient and listen to when ever i feel any thing & i learn more anxiety management technology

my speech ability in moderate and it will be improved by communicating skills

I always Great every one when i see them & those them whenever they do good thing.

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

In word diversion i always space with. Point to point and don't log the improve I will be clear of what i am saying.

I also encourage often to participate in the discribe to share their view

I always the group dis courageion in a friend & formally manner.

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

Firstly thing:-

1. Handling of Smart phones.
Bio-metric Division.
IRIS Scanner.
Face Authentication Program.

Which given the realistic procedure of the given.

Secondly:-

Using E-POS machine in PDS

Thirdly:-

Using 'COPS' & 'Reven' in Land Re-nancy programment program.

Using 'browes' in identifies of mark in Land alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: Ganiteda Mohanarao

Registration No: 212200156601

Term of Internship:

From: 18/08/2023

To: 30/09/2023

Date of Evaluation: 18/08/2023

Organization Name & Address: C. Phalgunarao, Yambastam, Yambastam Sachilakur.

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:

G. Mohanarao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Ganiteda Mohan Rao Registration No: 2122001566517

Term of Internship: From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Yambaram, Chinnaveedhi Sachivalayam

Name & Address of the Supervisor C. Phalgun Rao.
with Mobile Number 7981276068

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

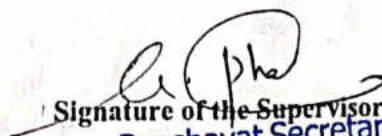
Please note that your evaluation shall be done independent of the Student's self-evaluation

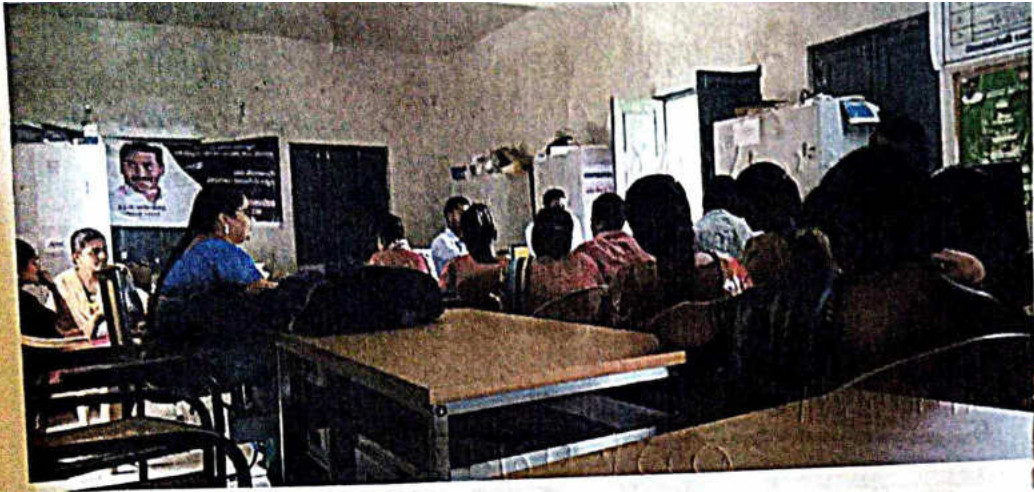
Rating Scale: 1 is lowest and 5 is highest rank

| | | | | | | |
|----|------------------------------------|---|---|---|---|---|
| 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:

Page No:


Signature of the Supervisor
Panchayat Secretary
Grama Pancha
Yambaram-57
L.N. 101



EVALUATION

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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

| | |
|-------------------------|----------|
| ○ Activity Log | 25 marks |
| ○ Internship Evaluation | 50marks |
| ○ Oral Presentation | 25 marks |
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name of the Student: GANTE DA. MOHANARAO

Programmer of Study: GRAMA SACHIVALAYAM

Year of Study: 2021 to 2024

Group: III B.SC (MCIC)

Register No/H.T.No: 2122001566017

Name of the college: GOVT. DEGREE COLLEGE CHENNAI SKLM.

University: DR.BV AMBETKAR UNIVERSITY.

| Sl.NO | Evaluation Criterion | Maximum marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1 | Project log | 20 | 18 |
| 2 | Internship Evaluation | 30 | 22 |
| 3 | Report | 25 | 22 |
| 4 | Oral presentation | 25 | 22 |
| 5 | GRAD TOTAL | 100 | 84 |


Date:
Guide


Signature of the Faculty

Date:

Seal:

Department/Principal


Certified by
Signature of the Head of the
PRINCIPAL
Govt. Degree College (Men)
SRIKAKH



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
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