

**GOVERNMENT DEGREE COLLEGE
NARASANNAPETA**

DEPARTMENT OF CHEMISTRY

PROGRAM BOOK FOR SHORT TERM INTERNSHIP

Submitted in the partial fulfillment for B.Sc (M.P.C) Internship

(Batch 2021-2022)



Submitted by

(PIKKA NEELIMA)

(Reg No :2022004052029)

B.Sc (M.P.C) 4TH Semester

Under the Mentorship of

P.SRIVIDYA

Lecturer in Chemistry

**Government Degree College, Narasannapeta
Srikakulam District-532421**

PROGRAMME BOOK FOR SHORT- TERM

INTERNSHIP 2021-2022

REVENUE , NARASANNAPETA

NAME OF THE STUDENT: P. Neelima

NAME OF THE COLLEGE: Government degree college Narasannapeta

REGISTER NUMBER: 2022004052029

COURSE: B.SC (MPC)

PERIOD OF INTERNSHIP: 30-9-2022 TO 30-11-2022

NAME & ADDRESS OF THE INTERN ORGANIZATION: Revenue department Narasannapeta

DEPARTMENT OF CHEMISTRY

GOVERNMENT DEGREE COLLEGE NARASANNAPETA

SRIKAKULAM (DIST)

Dr. B.R AMBEDKAR UNIVERSITY, SRIKAKULAM

AN INTERN SHIP REPORT ON REVENUE

NARASANNAPETA, SRIKAKULAM (DIST)

NAME OF THE COLLEGE: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT: DEPARTMENT OF CHEMISTRY

NAME OF THE FACULTY GUIDE: P. SRIVIDYA

DURATION ON THE INTERNSHIP: 30-9-2022 TO 30-11-2022

NAME OF THE STUDENT: P. Neelima

PROGRAMME OF STUDY: BSC (MPC), UG

YEAR OF STUDY: 2021- 2022

REGISTER NUMBER: 2022004052029

DATE OF SUBMISSION: 05-12 - 2022

Certificate from Intern Organization

This is to certify that P. Neelima (Name of the intern) Reg. No. 20220004052029 Govt Degree (Name of the College) underwent internship in Revenue (Name of the Intern Organization) from 17/10/22 to 30/11/22.

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


Executive Officer
(Panchayat Secretary)
Authorized Signatory with Date and Seal
NARASANNAPETA

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)

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

Name of the College: Government degree college Narasannapeta

Department: Revenue

Name of the Faculty Guide: P. Srividhya

Duration of the Internship: From 17/10/22 To 30/11/22

Name of the Student: pikka. Neelima

Programme of Study BSc (MPC)

Year of Study: 2020 - 2023

Register Number: 2022004052029

Date of Submission: 05/12/2022

Student's Declaration

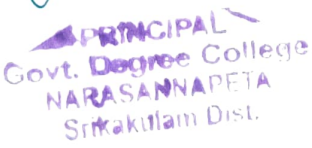
I, P. Neelima student of B.Sc. Program, Reg. No. 2022004052029 of the Department of M.P.C., Govt. Degree College do hereby declare that I have completed the mandatory internship from 17/10/22 to 30/11/22 in Revenue (Name of the intern organization) under the Faculty Guideship of P. Sri Vidhya (Name of the Faculty Guide), Department of Chemistry Govt. Degree College (Name of the College)

P. Neelima
(Signature and Date)

Endorsements

Faculty Guide P. Sri Vidhya P. Sri Vidhya

Head of the Department Chemistry

Principal [Signature]

PRINCIPAL
Govt. Degree College
NARASANNAPETA
Srikakulam Dist.

ACKNOWLEDGEMENTS

I would like to express my special thanks of gratitude to the university and our college and department for giving us a wonderful opportunity to do internship programme in Revenue department.

No creation in the world is solo
This project would not have been possible without the kind support and guidance of respected MRO Sir and DT Sir.

Throughout this internship programme we gained so much of knowledge regarding functionalities of revenue department, we also acquired some real time practical skills regarding revenue department.

This would not have been possible without support and guidance of all the

members of the revenue department.

My Sincere thanks to MRO Sir,
DT Sir, and VRO Sir and all the members of
the revenue department for their kind support
and guidance in completing this intern progra-
-mme Successfully.

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.

We have opted for internship programme in the Revenue department organization performs various functions regarding revenue and certificate regarding issues the credibility of the organization is that it performs various actions that gives credit and verified status to various services by other department. Revenue department is administered by the mandal revenue officer in mandal jurisdiction and its centre is district revenue office administered by RDO caste, Income, birth, death, OBC etc... various certificates are issued to the citizens in a verified manner. A form filed in a station should be signed by MRO sir in order to complete its requirements Thus, the organization functions are wide and very useful to

the Society we live in This department issues
like EC, IB, linking with Aadhar etc services
for free or low costs.

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 with 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.

- A. To provide and assist people of the jurisdiction with various functions regarding revenue this organization was established by this aim
- B. The vision of the department is to provide, same organize all the land record certificates, etc.. by following ethics and regulations of the Government for the development of the nation.
- C. Necessary activities the department performs are vital in manner
- D. Revenue department organization which is, headed by the revenue officer, contains various sections like vRO, Digital Assant deputy thahasildhaar. registrar etc
- E. The roles and responsibilities of the employee in this organisation is to serve and organize peoples issues like land record etc...

F. This is a non-profit purely service
purposed widely credible organisation

G. - future plans are providing new us to
Exedite the lanes and service

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.

In the intern programme in this organisation we have acquired various skills ranging from the top to bottom functionaries of the department we have used smart phones, pcs, hand notes in order to acquire and attain the information about its functions.

Throughout this programme the caste, income, birth, death, OBC, EC certificate issuing and registration of lands and mutation process etc... processes and services of the organisation are well taught to us by our trainer in the department.

We indulged in deep conversations and discussions in acquiring fully understanding of the values, objective aims, functions of the organization we have also acquired

1. team collaboration
2. strategic thinking
3. understanding ethics involved
4. functions & objectives of the organization.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Total problem of acquiring a caste certificate	learned about the process of acquiring a caste certificate	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)
Day - 2	process of issuing an income certificate	learned about conditions and guidelines of income certificate	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)
Day - 3	central issued OBC certi- ficate conditions and guide lines	learned about different group coming into OBC	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)
Day - 4	registering EWS certificate based on income to OC - class	learned about EWS guidelines and regulations	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)
Day - 5	issuing of family me- mber certificate by VRO and MRO offices.	learned about use and problem of family certi- ficate	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)
Day - 6	validations and means a person's eligibility to qualify for legal heir certificate	learned about legal heir use and application	Village Revenue Office NARASANNAPETA-1 Brikakulam (Dist)

WEEKLY REPORT

WEEK - 1 (From Dt. 17/10/22 to Dt. 22/10/22)

Objective of the Activity Done:

Detailed Report:

Our first day at (our intern organization) Revenue department we are introduced to the basic purpose of the organization that they are for decentralise the important services.

We acquired the knowledge regarding issuing of (process) cast certificate which defines a citizens clan for reservation purpose.

We also exposed to the process of Income certificate, Birth certificate and we also come to know the central certificate OBC for other Backward classes recognition at centre level.

FWs certificates are issued by the revenue department to the A-castes only that recognises poor shades of the society to help them.

Family member certificate and validation registration of a person eligibility to get eligible to legal her certificate.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Birth certificate by panchayat Secretary incase of delay it's used by VRO, MRO attated	learned about birth certificate issues problem	Village Revenue Officer NARASANNAPETA-1 Srikakulam (Dist) <i>[Signature]</i>
Day - 2	death certificate by Secretary and VRO and MRO	usings of death certificate	<i>[Signature]</i>
Day - 3	About E-pass book using and Abangal certiction guidelines	apply and acquire poralen of E-passbook.	Village Revenue Officer NARASANNAPETA-1 Srikakulam (Dist) <i>[Signature]</i>
Day - 4	registration process of linking IB certificate with Aadhar card of an individual	learned about linking of IB and Aadhar card	Village Revenue Officer NARASANNAPETA-1 Srikakulam (Dist) <i>[Signature]</i>
Day - 5	MRO's privilege to Sign a-for fouled by police men (problem)	learned about pnxer of MRO's sins insbt	<i>[Signature]</i>
Day - 6	registraing of income-tax certificate and ventication process and passing of fax	learned about income-tax verification.	<i>[Signature]</i> NARASANNAPETA-1 Srikakulam (Dist)

WEEKLY REPORT

WEEK - 2 (From Dt. 24/10/22 to Dt. 29/11/22)

Objective of the Activity Done:

Detailed Report:

In our second week we learned about the birth certificate that the borrowing of the certificate is in hands of panchayat secretary in case of late it is given by VRO, MRO attested

Signs

Death certificate for Insurance, pays bills are given by the department to the family members (-for claim)

E-pan book linking with Aadhaar and Lising process

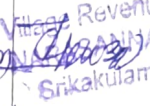
Registration process of Lising TB-certificate and verifying process & Adangal mixed to reformatting land records

MRO's & VRO's co-ordination in getting solution to grievances related to delay of process

MRO's privilege to sign a for in order give it force

Registering of income tax certificate reformation process and passing process.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Issuing of Income tax certification to ventred tax payers	learned about issuing problem of income tax card	 Village Revenue Officer NARASANNAPETA Srikakulam (Dist)
Day - 2	professional tax status verification and certificate conditions	learned about professional tax	
Day - 3	complaints filing process and getting acknowledgement	learned about filling of grievances	 Village Revenue Officer NARASANNAPETA Srikakulam (Dist)
Day - 4	property papers registration and identification.	learned about property papers	 Village Revenue Officer NARASANNAPETA Srikakulam (Dist)
Day - 5	Ec on Encumbrance certificate for sites and processes	learned about Ec cards (3) Papers	 Village Revenue Officer NARASANNAPETA Srikakulam (Dist)
Day - 6	learned about mutation on unitema and guidelines	about mutation requirements	 Village Revenue Officer NARASANNAPETA Srikakulam (Dist)

WEEKLY REPORT

WEEK - 3 (From Dt. 31/10/22 to Dt. 5/11/22)

Objective of the Activity Done:

Detailed Report:

In our third weeks at internship organization programme we got familiar with income-tax certification process and verification of income-tax payers

Professional tax status verification and checking certain condition for their salbs to pay tax.

complaints filing process and getting addressed to grievances posed in the activity

Property length Area, etc dimension recognising and issuing of property certificate EC (or) detailed as Enambrance certificate to non-agricultural lands and its regulations by the guidelines of the GO's

learned about mutation circle and guide lines and valid heir certificates

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	ISES Services - fee Reimbursement eligibility criteria and Income certificate need	ISES process and statuses	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>
Day - 2	ISES Services - House hold certificate process	ISES Services released to house hold certificate	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>
Day - 3	land record of a holder profile updation process	various updates in land records of respective individuals	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>
Day - 4	water tax by the municipality and panchayat	learned about water tax issuing	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>
Day - 5	cancellation process of Ration card	learned about Surrendering ration card	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>
Day - 6	Transferring of lands registration process by following guidelines of respective G.O's	learned about Transferring of lands by G.O's	Village Revenue Officer NARASANNAPETA Srikakulam (Dist) <i>[Signature]</i>

WEEKLY REPORT

WEEK - 4 (From Dt. 7/11/22 to Dt. 12/11/22)

Objective of the Activity Done:

Detailed Report:

In our 4th week of internship programme we came to know the various integrated services of department They are:-

- (1) I EES services regarding fee - reimbursements Eligibility criteria and income certificate need in using it
- (2) ISES services regarding - house hold certificate process
- (3) land Record updation details such as mobile no, Name, transfer history etc...
- (4) water tax by the municipality in fourth towns and panchayat in bigger village / Gramam's wards, and council of an corporations in cities
- (5) Ration card issuing process and its renewal, restore again status
- (6) Ration card cancellation processes
- (7) Transforming lands register maintenance problem by following regulated guiding and regulation of Go's

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	update and changes in Ration card	learned about Ration card is and guidelines	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)
Day - 2	Small and marginal farmers cards issuing and conditions for issuing	learned about recognition of Status (offarmers)	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)
Day - 3	Allaction of lands to poor people and process of acquiring it	learned about House welfare schemes for poor people	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)
Day - 4	issuing conditions of trading centers for crackers in depparall	valid recognition of licenses for trading cracker in depparall	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)
Day - 5	permissing for dissing of wells for agricultural process	learned about digging wells guidelines by process	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)
Day - 6	Issing of NO property certificaty to individuals	learned about NO property certificaty for citizens	Revenue Officer NARASANNAPETA-1 Srikakulam (Dist)

WEEKLY REPORT

WEEK - 5 (From Dt. 14/11/22 to Dt. 19/11/22)

Objective of the Activity Done:

Detailed Report:

5th week of our internship allowed us acquaintance with many valuable topics that are:-

1. Each and every step of updation and changes in ration card
2. Small and marginal farmers' cards identification for issuing welfare schemes for the disadvantaged farmers
3. Allocation of lands to poor people based land records for their property
4. Diwali crackers loading should be allowed by the revenue department and allocation of certificates (or) licenses to them by guidelines are done by the organization
5. permissions for digging of wells for agricultural purposes
6. Issuing of NO property certificates for scheme eligibility (welfare) of the non-property holders.

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.)

Revenue Department organization is a setup in the Indian constitution that every state has been equipped with these institutions for decentralizing the necessary services and to streamline the workforce. This organization by the Government of India is to provide some welfare and important schemes to all the people under its range. The internal organization where I completed my internship seems to be very credible and useful for the society. The employees of the institution are categorized in various sections that each section performs the functions of its own and are prominent in their own way. The organization also provides feasible interaction methods to provide a friendly interaction with villagers. This institution gets interacted with the remote villages by VROs (Village Revenue Officers). These VROs help villagers by providing them friendly services and basic but important services. They explained us some valuable topics regarding functionalities and accessible welfare policies. Problem thus through their kind guidance, we have acquired this great theoretical and practical knowledge.

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

In every area, performing various jobs requires various skill sets. That in this organization that I have worked the people have direct interaction with this organization, so in order to carry business on functions in a non-problematic manner the acquaintance of practical and theoretical knowledge should be abundant. The employees here are well favored by the state and central governments perform their function to the full potential for achieving society goals. At initial stage, we wondered what this organization performs but after this intern programme we came to know about the difficult task managing in a simple way by these institutions. We acquired the knowledge regarding application, checking status, verification processes through digital processes. We have acquired the skill to perform various functions in the computers. We know about filing different forms and checking conditions for using a certificate and the range can limit in privilege of using certificate.

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.

In this internship part of the programme, I have acquired more managerial skills as the organization include various services to the welfare of the people our team leader helped us sort out the work efficiently we are allocated each task daily and performed them in team collaboration some of the skills we acquired are:—

1. Discussion on welfare schemes in a group discussion
2. Leadership equalities in managing our allotted work
3. Decision-making in our wages
4. Problem solving is one of the prominent skill which helped us a lot
5. Planning our schedule to complete our syllabus in the time and managing both college life
6. Time management techniques are also very useful skills
7. Communication with the employers of the organization.

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.,)

communication skills means the ability to interact with each other efficiently as the internship programme tasks include the very communication skill necessarily. At each step we have to interact with each other and we have to deal with the officials of the organization through this we have developed our communication skills in every aspect. We developed our accent as our seniors are also proficient in English.

The whole environment helped us in getting our communication skills developed. We have written reports that helped us in getting writing skills and we have arranged small seminars on the daily lesson we have learned in the programme. Our anxiety in giving speech vanished and helped us in getting confident. In attaining our story got developed.

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

our team consists of 12 members which is a great advantage the main advantage is that we can arrange our own small seminars and we got many idea regarding discussion a specific topics

our team is a very much friendly one that we felt free from the start to express our ideas regarding planning days and managing work and performing activities

our team lead is a member of ours who help us get our work done by in time we are scheduled

our sir appreciated our team work and admired us for our collaborative work.

We have discussed various policies and process that effect the records and are very vital

The employees hospitality towards us make it feel comfortable in doing our section of works efficiently in time.

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

Our internship organization is equipped with many electrical devices such as computers, printers, scanners, laminators etc. . . . These electric devices make the work of the employees more efficient as time complexity is reduced.

Computers are assigned to each and every employee in the intern organization which makes the feasibility of the work.

Printers and xerox machines are used to give people their opted services status, large lamination, internal reports.

Valid certificate using is possible by their electrical devices.

Voter card applications filling of info in voter portal in computer is the example of line of the many advantage in technology development.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:

P. Neelima

Term of Internship: From 17/10/22 To 30/11/22

Date of Evaluation:

Organization Name & Address:

Narasannapeta, MRO Office

Name & Address of the Supervisor
with Mobile Number:

Revenue department Narasannapeta

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:

P. Neelima

Term of Internship:

From

17/10/22 To 30/11/22

Date of Evaluation:

Organization Name & Address:

Narasannapeta, MRO Office

Name & Address of the Supervisor
with Mobile Number:

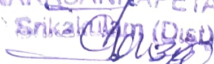
Revenue department Narasannapeta

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

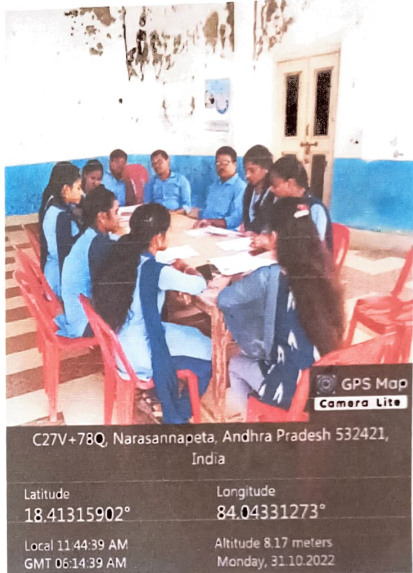
Please note that your evaluation shall be done independent of the Student's self-evaluation

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Village Revenue Officer
NARASANNAPETA-1
Srikaloth (Dist.)


Signature of the Supervisor





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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Neelima

Programme of Study: BSC (MPC), UG.

Year of Study: 2021-2022

Group: BSC(MPC)

Register No/IL.T. No: 2022004052029

Name of the College: Government degree college Narasannapeta

University: DR. B. R. AMBEDKAR University.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

P. Srinivas

Date: 05/12/2022

Signature of the Faculty Guide

Certified by

Principal

Date:

Signature of the Head of the Department/Principal

Seal:

PRINCIPAL
Govt. Degree College
NARASANNAPETA
Sri Lakshmi Dist.