



ADITYA DEGREE COLLEGES

ANDHRA PRADESH, www.aditya.ac.in

COMMUNITY
SERVICE
PROJECT



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR COMMUNITY SERVICE PROJECT

Name of the Student: REKAM. VIJAYA RAJU

Name of the College: Aditya Degree College - TUNI

Registration Number: 221177156184

Period of CSP: 6 weeks From: 07/08/23 To: 09/09/23

Name & Address of the Community / Habitation: Financial literacy &
Digital productivity

Adikavi Nannayya University

YEAR 2022 - 2025

Instructions to Students for Community Service Project

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

Link: <https://apsche.ap.gov.in/Pdf/Guidelines%20for%20the%20OJT%20Internship%20Community%20Service%20Project.pdf>

1. It is mandatory for all the students to complete 2 months (180 hours) of Community Service Project as a part of the 10-month mandatory internship/on the job training.
2. Consider yourself a committed volunteer in the community, you work with.
3. Every student should identify the village/community/habitation for Community Service Project (CSP) in consultation with the College Principal/the authorized person nominated by the Principal.
4. Report to the community/habitation as per the schedule given by the College. You must make your own arrangements for transportation to reach the community/habitation.
5. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow volunteers. Post your daily activity done and/or any difficulty you encounter during the programme.
6. You should maintain punctuality in attending the CSP. Daily attendance is compulsory.
7. You are expected to learn about the community/habitation and their problems.
8. Know the leaders and the officials of the community/habitation.
9. While in the project, always wear your College Identity Card.
10. If your College has a prescribed dress as uniform, wear the uniform daily.
11. Identify at least five learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Information about the community, including the realities and

problems of the society.

- Need for creating awareness on socially relevant aspects/programs.
 - Acquiring specific Life Skills.
 - Learning areas of application of knowledge and technologies related to your discipline.
 - Identifying developmental needs of the community/habitation.
12. Practice professional communication skills with team members, and with the leaders and officials of the community. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
13. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
14. At the end of Community Service Project, you shall be evaluated by the person in-charge of the community/habitation to whom you report to.
15. There shall also be an evaluation at the end of the community service by the Faculty Guide and the Principal.
16. Do not indulge in any political activities.
17. Ensure that you do not cause any disturbance to the inhabitants or households during your interaction or collection of data.
18. Be cordial but not too intimate with the people you come across during your service activities.
19. You should understand that during this activity, you are the ambassador of your College, and your behavior during the community service programme is of utmost importance.
20. If you are involved in any discipline related issues, you will be withdrawn from the programme immediately and disciplinary action shall be initiated.
21. Do not forget to keep up your family pride and prestige of your College.
22. Remember that you are rendering valuable service to the society and your role in the community development will become part of the history of the community.

Community Service Project Report

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

Name of the College: Aditya Degree College

Department: Bsc (Data Science)

Name of the Faculty Guide:

Duration of the CSP: 45 From 07.08.23 To 15.09.2023

Name of the Student: Rakesh. Vijaya Raju

Programme of Study: Financial literacy & digital productivity

Year of Study: 2022-2025

Register Number: 22112156184

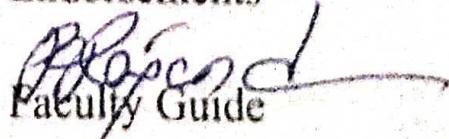
Date of Submission:

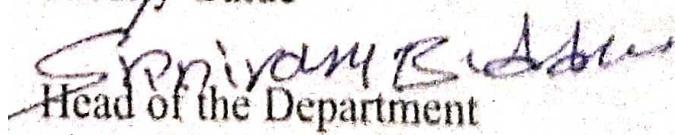
Student's Declaration

I, Rekam Vijaya Raju....., a student of
B.Sc.(Data Science)..... Program, Reg. No. 221177156184 of
the Group of B.Sc(Data Science).....
College do hereby declare that I have completed the mandatory
community service from 08-08-2023... to 08-09-2023... in
Financial literacy & Digital marketing (Name of the Community /
Habitation) under the Faculty Guideship of
Name of the Faculty Guide), Department of
in college.


(Signature and Date)

Endorsements


Faculty Guide


Head of the Department

Principal 
ADITYA DEGREE COLLEGE
TUNI

Certificate from Official of the Community

This is to certify that Rekam. Vijaya Raju

(Name of the Community Service Volunteer) Reg.No. 221127156184.

of Aditya Degree College, Tuni College

Financial literacy &

underwent community service in Digital productivity. (Name

of the Community) from 08-08-2023 to 08-09-2023. The

overall performance of the Community Service Volunteer during his/her
community service is found to be good.....

(Satisfactory / Good).

K. A. Shinde
Authorized Signatory with Date and Seal



PRINCIPAL
ADITYA DEGREE COLLEGE
TUNI

Acknowledgements

I owe my sincere gratitude to APSCHE AUTHORITIES for giving us permission for carrying out this community service project on Financial Literacy & Digital productivity.

My sincere gratitude to my mentor Mr. Md. Shaidden Principal sir, for giving me inputs in making this report in a good and professional manner.

H.Trimurthulu
I also sincerely express my thanks to Mr. ~~Srinivas~~ HOD sir for his sage guidance in bringing out the project work successfully.

I thank all the faculty members of our management Department who contributed their valuable suggestions in completion of project report.

Finally I want to thank my parents, other members of my friends for their contribution and continuous support in completion of the project report.

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CHAPTER 1: EXECUTIVE SUMMARY

The community service report shall have only a one-page executive summary. It shall include a brief description of the Community and summary of all the activities done by the student in CSP and five or more learning objectives and outcomes.

Learning objectives:

- * understood the main concepts of financial literacy & Digital productivity.
- * Practical knowledge about how financial literacy effects on our daily lives.
- * Productive knowledge about making of word, excel & PPT in Microsoft in Digital productivity.

Learning Outcomes:

- * Making of Documents, PPT and excel clearly.
- * Controlling of financial status in our Daily lives.
- * Preparation of charts & Budgets through using analysis.

Executive Summary:

In this Community Service project it is based on the awareness of financial literacy and basic knowledge about the digital productivity.

In this project I learned about the controlling

methods of financial literacy and preparations word document MS-excel and MS powerpoint thru this project. Almost 6 weeks of courses helps to me get a minimum knowledge about the awaren of financial system methods.

By the help of the electronic systems I completed the community service project through using Internet services. By the help of APSCHE auth provided the services for getting knowledge abt the financial literacy & Digital productivity.

This community service projects helps in awa ness about the financial literacy & Digital productivity.

The Socio economic conditions of the commun regarding financial literacy and digital produ vity vary effecting a spectrum of financial we being and technological proficiency. while some individuals demonstrate a solid understanding financial principles and average digital tools effectively, others face challenges due to limi access to financial education and digital refor

CHAPTER 2: OVERVIEW OF THE COMMUNITY

- About the Community/Village/Habitation including historical profile of the community/habitation, community diversity, traditions, ethics and values.
- Brief note on Socio-Economic conditions of the Community/Habitation.

Initiatives focusing on financial literacy aim to bridge these gaps empowering individuals to make informed financial decisions. Similarly, efforts in digital productivity seek to enhance overall technological skills, creating opportunities for improved employment prospects and the participation in the digital economy. The success of these programmes lies in addressing the diverse socio-economic backgrounds within the community to ensure inclusive growth and resilience.

Digital productivity on the other hand is influenced by factors such as access to technologies, internet connectivity and the level of the familiarity with digital tools. Those with limited access to these resources may face more challenges in fully participating in the digital landscape, potentially impacting employability.

ement opportunities and economic mobility.

Collaborative efforts with local business, educational institutions and technology providers can enhance the impact of these programs, fostering a more inclusive and digital, present community.

Values learned through financial literacy

→ Budgeting: understand.

The budgeting process involves assessing financial resources and expenses, creating a spending plan, and tracking actual spending against the budget. It helps individuals and families manage their money effectively by prioritizing essential expenses and saving for future goals. Budgeting also promotes financial discipline and reduces the risk of overspending or accumulating debt. By setting clear financial goals and creating a budget that aligns with those goals, individuals can take control of their financial well-being and work towards achieving their long-term objectives.

CHAPTER 3: COMMUNITY SERVICE PART

Description of the Activities undertaken in the Community during the Community Service Project. This part could end by reflecting on what kind of values, life skills, and technical skills the student acquired.

Values learned through financial literacy:

- Budgeting: understanding how to create and stick to a budget fosters discipline and responsible habits.
- Savings: learning to save money regularly teaches patience, delayed gratification and the importance of building an financial safety net.
- Investing: Knowledge of Investing helps individuals understand risk, potential returns, and the importance of long-term financial planning.
- Debt Management: Being financially literate includes learning how to manage and avoid unnecessary debt, promoting responsible borrowing.

→ Risk Management: Understanding and managing financial risk teaches resilience & adaptability in the face of uncertainties.

Values learned through Digital productivity.

→ problem Solving: Digital productivity encourages individuals to finding solutions to technological challenges enhancing problem-solving skills.

→ Cybersecurity Awareness: understanding digital threats and practicing good cybersecurity habit instills a sense of responsibility and awareness in the online world.

→ Continuous learning: staying digitally productive often requires ongoing learning, fostering a mind set of continuous improvement and adaptability.

Both financial literacy & Digital productivity contribute to personal and professional development. Empowers individuals to navigate the complexities of the modern world with confidence and competence.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction about the financial literacy & its history	• understand the concept of financial literacy	
Day -2	Description of financial literacy Concepts	• learned about the indepth analysis of financial	
Day -3	Essential concepts of financial literacy, Income & expenditure	• Knowing of three main concepts of financial literacy.	
Day -4	Detailed explanation of income & expenditure	• Understand how income & expenditure works	
Day -5	Productive information about the needs & wants	• understand very clear about the needs/wants.	
Day -6	Information knowledge about the saving & budgeting	• Got clear knowled about the saving Budgeting.	

WEEKLY REPORT

WEEK - 1 (From Dt 07-08-23. to Dt 12-08-23)

Objective of the Activity Done: Financial literacy

Detailed Report: By introducing about the financial literacy in clearly the concepts of the financial literacy helps in knowing very clearly about the financial literacy. The major concepts of the financial literacy tell about the income and expenditure, needs and wants and about the saving and banking these major concepts helps in finding about the clear details of the financial literacy. The concepts helps in controlling of budgeting and saving and it through about the income and expenditure how it is helpful in life. Coming to the part of needs and wants which is very useful to every human being. So the finally the financially literacy gives the information knowledge about the saving & budgeting that is very helpful in managing the major three essential concepts of the financial literacy.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Learned about the principles of financial literacy	Understood the principles of financial literacy	✓
Day - 2	Detailed description about the loans	Learned about the indepth of loans in financial	
Day - 3	Explain the financial planning clearly	Main view about the financial planning	
Day - 4	Clear view of the financial planning-II	Got clear know ledge has to financial planning	✓
Day - 5	productive information about the financial controls	Methods of financial control financial literacy	
Day - 6	Cash flow maintenance & Resource management in financial literacy	How financial controls work in financial literacy	

WEEKLY REPORT

WEEK - 2 (From Dt. 14-08-23... to Dt. 19-08-23.)

Objective of the Activity Done: Financial literacy

Detailed Report: When coming to the next week starting learning about the principles of financial literacy, that is helpful in the managing of financial saving in this financial literacy, the clear view and role play about the laws the losses in financial literacy & understand the indepth analysis about the losses, by going like that understand about the financial planning that will helpful in saving the money that is gained through the incomes.

In financial literacy the management of money how in the incomes and expenditure are very useful in the manage them in an efficient manner. This financial literacy detailed about the cash flow and resource management how the control methods of financial literacy be helpful. So by knowing all this it will be useful to know about financial literacy.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of digital currency in financial literacy	Complete Knowledge about digital payments	?
Day - 2	Detailed view about the Insurance	Has insurance pay a key role in financial literacy	?
Day - 3	productive knowledge about the currency	Difference b/w the digital payments & currency	?
Day - 4	Awareness about Safety & Complaints in financial	How financial literacy helps in managing money	?
Day - 5	Understand the concepts of building career awareness	By controlling the methods it will help in life	?
Day - 6	Summary about the basic of financial literacy	Got clear knowledge about financial literacy	?

WEEKLY REPORT

WEEK - 3 (From Dt. 21.08.23.. to Dt. 26.08.23..)

Objective of the Activity Done: Financial literacy

Detailed Report: In this third week I learned about the how digit payments play a circular role in the financial literacy. As like that the currency will very helpful in the managing of money in the financial literacy and Coming to the various methods of the financial literacy the part of the being used to insure in financial literacy it is quite useful that safety and awareness about the financial literacy in our daily lives.

The financial literacy helps in creating awareness about the building career and it ways very useful to build ourselves with the use of financial literacy.

In detailed about the financial literacy Summary, Explaining about the how it works & how it is useful to manage the saving & incomes to manage the income and expenditure.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction about the digital products & concepts of digital productivity	understood the concepts of digital productivity	
Day - 2	Introduction to the MS Word	Activity on editing a word document	
Day - 3	Editing a word document in Microsoft Word	practical learning of MS Word	
Day - 4	Word document applications & uses	Learned about the word document clearly	
Day - 5	Formatting of word document	Activity on formatting of word document	
Day - 6	Productive information about the word document	practical knowledge about the digital products	

WEEKLY REPORT

WEEK - 4 (From Dt. 21-08-23 to Dt. 26-08-23)

Objective of the Activity Done:

Digital productivity

Detailed Report: In the fourth week of the Community Service project I started learning about the digital productivity course. The first video of digital productivity course the main introduction of the ms word has been introduced and in that ms word application uses and its formats were explained clearly. In the method of planning and preparing the word document this application of ms word were very useful to prepare a document.

In the later, the editing of ms word and the editing & formatting of ms word has been introduced and this is been useful to prepare word document clearly without any mistakes.

Digital productivity is all about learning the ms excel, ms word and ms powerpoint in detail of which it is very useful to prepare document and ppt and pdf's files.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Preparation of insert a table, shape, picture & Smart art in word	• practical knowledge about inserting the applications.	
Day - 2	practical activity of inserting applications in word document.	• Understood the activity very clearly.	
Day - 3	Introduction of MS excel	• Basic knowledge about the ms excel	
Day - 4	MS excel setting, the page layout of the spread sheet	• learning outcome of how to set of the layout	
Day - 5	How to prepare chart in MS excel	• preparation of charts in ms excel	
Day - 6	Activity of preparation of charts in ms excel	• Understood the concepts of preparation of charts	

WEEKLY REPORT

WEEK - 5 (From Dt.28-08-23. to Dt.02-09-23.)

Objective of the Activity Done: Digital productivity

Detailed Report: As Coming to fifth week in CSP

The basic knowledge about the digital productivity has been introduced in concepts of inserting the tables, shapes & Smartarts in MS Word and maximum practical activity on the basis of inserting the applications in the MS Word.

MS Excel has been introduced in this week. In this MS Excel the operating functions and the uses of the MS Excel has been explained & preparation of the MS Excel by using the Microsoft and at the last in this week preparation of charts in the portion of MS Excel has to be explained in detail and it were inquired to prepare the charts sheets in MS Excel.

The practical activities were very useful to understand the concepts in the case of the MS Excel.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of formulas and functions in MS Excel	Basic knowledge about the formulas & functions in MS Excel	
Day - 2	Introduction to the MS powerpoint	Understand the concept of the powerpoint	
Day - 3	Creation of PPT	practical activity about the PPT	
Day - 4	Making & application of PIS powerpoint	learned about the making & application in PPT	
Day - 5	Digital productivity Summary	use of digital productivity in Daily life	
Day - 6	Final Assessment about the digital productivity	Got clear knowledge about digital productivity	

WEEKLY REPORT

WEEK - 6 (From Dt.04.09.23. to Dt.09.09.23)

Objective of the Activity Done: Digital productivity

Detailed Report: The final week of community

Service project. The knowledge about digital productivity learned about the formulae & functions. In MS excel in this week the introduction about the MS power point has been explained in detailed & the functions and applications has been introduced in the form of the practical activities.

In practical activities the making of creation of PPT has been explained in detail to understand the concept clearly at final the digital productivity on the basis of the MS word and MS PPT and MS-excel has been completed in the week.

The digital productivity summary has been explained and the basic knowledge in the form of PDF's has been introduced finally got knowledge about the digital productivity in depth.

CHAPTER 5: OUTCOMES DESCRIPTION

Details of the Socio-Economic Survey of the Village/Habitation Attach the questionnaire prepared for the survey.

* Financial literacy questionnaire for a village Social economic Survey.

1. Basic Demographics

- Name of the respondent
- Age
- Occupation
- Gender

2. Income & expenses

- Monthly household income source
- Saving habits
- Major monthly expenses

3. Banking & financial Services

- Do you have bank account?
- If yes, which bank do you use?

4. Understanding of financial concepts

- How would you define interest?
- What is the importance of budgeting?
- Do you understand the financial literacy?

Describe the problems you have identified in the community

1. Infrastructure

- Inadequate road networks, water supply or sanitation facilities.

2. Education

- Lack of access to quality education, insufficient school facilities (or) low literacy rates.

3. Network

- Lack of network related issues; server busy and communication facilities.

4. Social Issues

- Issues related to social harmony, discrimination (or) marginalization of specific groups.

5. Community Engagement

- Lack of community participation in decision making process or limited civil engagement.

6. Environmental Concerns

- Weather, population, inadequate waste management (or) affecting the community.

Short-term and long-term action plan for possible solutions for the problems identified and that could be recommended to the concerned authorities for implementation.

Short term action plan.

1. Conduct a thorough assessment of the identified problems to prioritize urgent issues.
2. Establish a task force to address immediate concerns allocating resources efficiently.
3. Implement quick win solution to demonstrate progress and boost moral.
4. Engage stakeholders through regular communication channels to keep them informed

Long term action plan

1. Develop a comprehensive strategy based on the root causes of the identified problems
2. Invest in infrastructure and technology to address systematic issues.
3. Form partnership with relevant organization & experts for sustainable solution
4. Establish educational programs to raise awareness and prevent future issues.

Description of the Community awareness programme/s conducted w.r.t the problems and their outcomes.

Community awareness programme, regarding financial literacy and digital productivity problems on financial literacy & digital productivity

1. limited financial knowledge
2. Debt management issues.
3. Limited access to banking issues.
4. Digital illiteracy.
5. Cybersecurity risks
6. limited remote work knowledge

Outcomes on financial literacy & digital productivity

1. Reduced debt burden
2. Enhanced digital literacy
3. Improved Cybersecurity Awareness
4. Improved opportunities for employees.

Report of the mini-project work done in the related subject w.r.t the habitation/village.

A mini-project work in the related subject w.r.t the habitation/village. (For ex., a student of Botany may do a project on Organic Farming or Horticulture or usage of biofertilizers or biopesticides or effect of the inorganic pesticides, etc. A student of Zoology may do a project on Aquaculture practices or animal husbandry or poultry or health and hygiene or Blood group analysis or survey on the Hypertension or survey on the prevalence of diabetes, etc.

The Report shall be limited to 8-10 pages.

Introduction:

Nowadays finance is the diversification in its field and it is more difficult in understanding it until you have knowledge on it. here the financial literacy plays an important role. In which individual prevails the knowledge about usage or the visualization of the financial resources which leads to development of the nation and financial literacy comparatively lower in the areas than the urban, when it comes to rural the men acquire more knowledge on finance than the woman says that the rural women setback in acquiring the financial literacy, that might due to the knowledge / education factor development factor etc.

The Financial Literacy Centers (FLCs) through the
RBI is conducting financial literacy camps and providing
the guidelines of proper utilization of resource
& educating the people of financial product and
the service like

→ What is income, expenditure, saving, investment,
, Debt and financial planning?

→ How to manage debt money?

→ How can we reduce expenses?

→ Who should we save and how?

→ Where to save?

→ What is EBT (Electronic benefit transfers)?

→ What are different types of deposit accounts?

Even though the RBI provides as many
financial literacy programs, still India is
finding lack of financial literacy as most of
the surveys shows that two third of the Indian
population is not financially literate.

* What is financial literacy?

Financial literacy is understanding basic financial concepts which are effective financial planning decision and utilizing the proper financial resource. It is about understanding how to use financial products like how to use financial products like how to generate, invest, spend and save. It is also about how you optimize the usage of the financial resources for maximum of the benefits.

* Factors influencing financial literacy:

- financial literacy required depends upon the financial needs of the individual
- Money Management
- Financial planning
- Age, Region or Country, which includes financial, income level, socio demographic factors like family, number of dependents.

* Importance of Financial literacy:

- It helps in improving the knowledge on basic financial concepts.
- It helps in making the personal finance.
- It helps in making better decision like savings, investment, insurance, managing debts etc.,
- It helps in proving the financial education, which leads in achieving financial growth.
- It also helps in meeting the financial needs.
- It makes a path for financial planning and to achieve financial inclusion.

Digital productivity

Computers are digital marketing are everywhere in our day to day lives, making of us carry around a powerful computer, its the Smart phone, it has far more computing power than the Apollo guidance computer that took the first three astronauts of the moon.

The digital productivity of the MS Word, MS Excel and MS PowerPoint helps students, to gain more knowledge about the organization. This helps in more accurate about the new technology trends and other aspects. Whereas there is no doubt in digitalization has had profound effects on the profound effects on the production, delivery and sale of goods and services. Here are just a few examples.

- Farmers can use GPS devices to guide the precise use of machinery to deliver facilities.
- Miners can carry out mining operations in the Pilbara, including the use of driverless trucks by remote control from path.
- Construction companies can identify potential problems before building starts by visualising the project virtually.
- Health service providers use many digital technologies such as MRI Scanners.
- Robots are used routinely in advance manufacturing.

- Some companies develop and use customer behaviour to provide targeted marketing and customised products.
- Smart meters can help customers spread energy over the day reducing peak demand, so there is less need to expand generating capacity.

More than a decade on it is time to look again at the links between productivity and ICTs or digitalization more broadly. India's productivity growth has slowed dramatically since the 1990's while digitization has streamed ahead. The three questions it seems permanent to ask are: was the productivity boost from ICTs in the 90's as one of the phenomena for the few or no further opportunities for productivity improvements?

- Have productivity opportunities continued to grow but not been taken?
- Have productivity gains from digitalization been realized but been swamped by other factors?

* What is digital productivity?

Digital productivity means the technology which is very focus about the facts like Microsoft office and the elements which are related about the digitalization. Digital productivity mainly focuses on the digitalization technology regarding the important elements yet to be known. Although productivity is a straight forward concept, it tends to get more in confusion and misunderstanding in public discussions. One reason is that productivity can be defined and measured in different ways.

* Factors influencing Digital productivity

* Technology infrastructures

* Collaboration tools

* Individual skills

* Organization Culture

* Seamless integration of digital tools.

* Importance of digital productivity

- streamlines workflows

- Boost efficiency

- Accelerates task completion.

- faster communication
 - Better resource management
 - Embracing digital productivity is essential for staying competitive on today's fast-paced interconnected world.
- > There are three key characteristics of general purpose technologies
- They enable deep and wide and restructuring of business and economic activity.
 - Prime and complementary investment are needed to use them successfully
 - They enable widespread productivity gains.

CHAPTER 6: RECOMMENDATIONS AND CONCLUSIONS OF THE MINI PROJECT

Recommendations

The financial literacy and digital productivity course helps and gives awareness about the socio conditions to the help people who don't have any knowledge about the financial and digital technology trends.

- * financial literacy can be conducted through offline for illiterate people
- * The socio-economic conditions can be explained to everyone by enhancing the skills.
- * financial literacy gives knowledge about the investment, savings and banking.
- * Digital productivity helps to the aspect of knowing the technology trends.
- * Digital productivity has to improve to the latest trends.

Conclusion

The mini project which I have done regarding about the awareness of financial literacy and digital productivity helps people to know about the conditions and situations regarding the financial trends and technology trends which it makes more helpful in the following the more services.

Student Self-Evaluation for the Community Service Project

Student Name: Rekam. Vijaya Raju

Registration No: 221177156184

Period of CSP: From: To: 07/08/2023 - 09/09/2023

Date of Evaluation:

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:

R.vijay
Signature of the Student

Evaluation by the Person in-charge in the Community / Habitation

Student Name: Rekam. Vijaya Raju

Registration No: 221177156184

Period of CSP: From: To: 07/08/23 - 09/09/23

Date of Evaluation:

Name of the Person in-charge:

Address with mobile number:

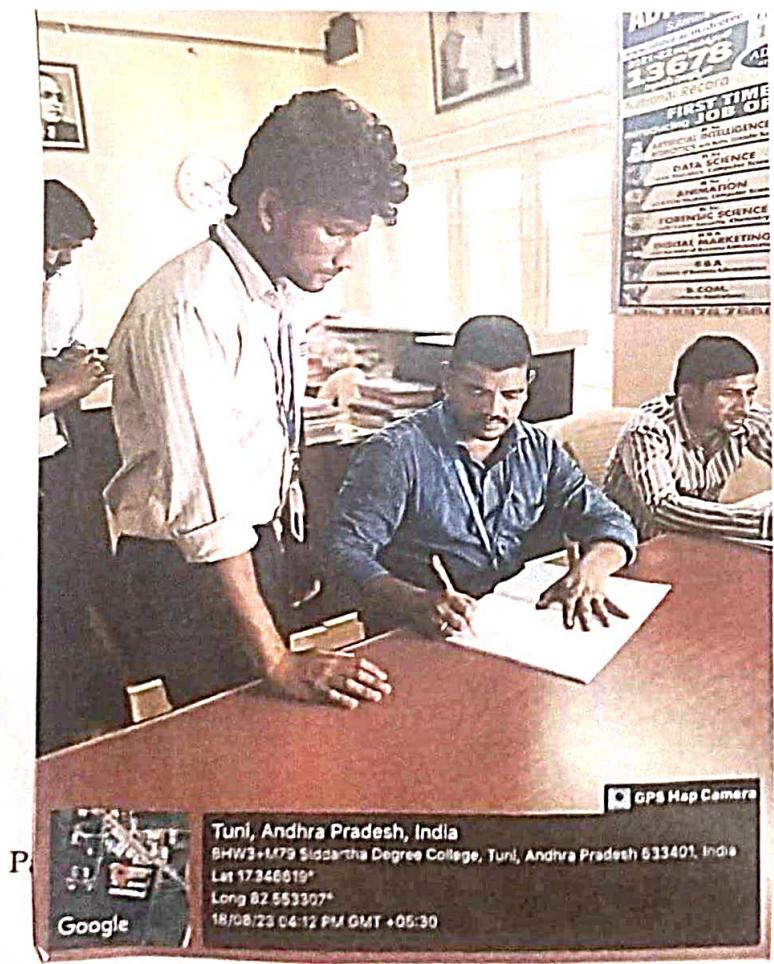
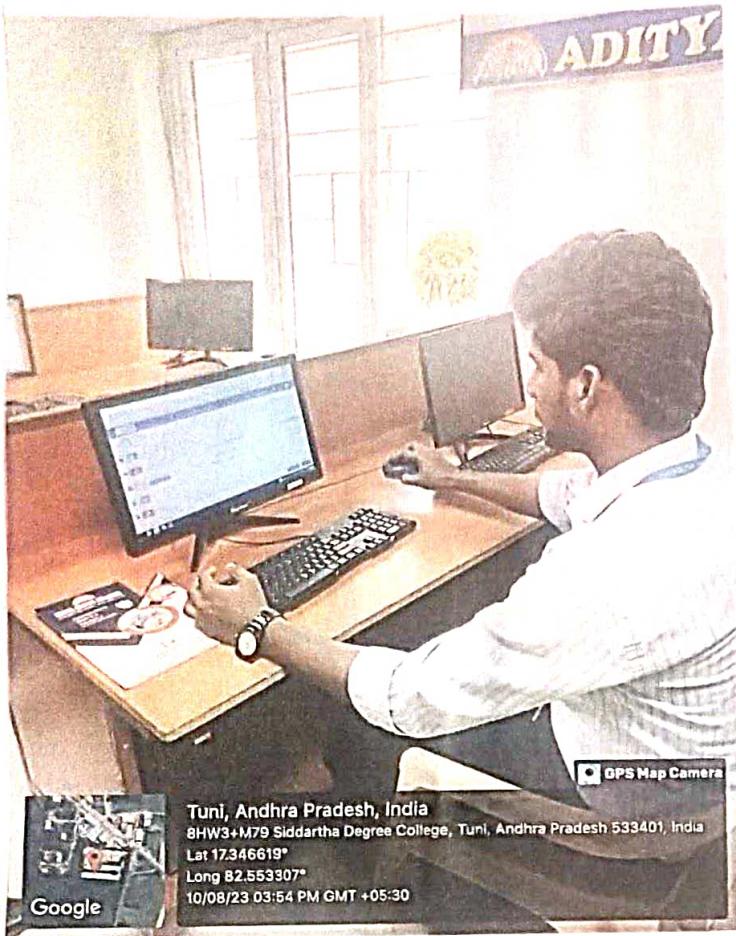
Please rate the student's performance in the following areas:

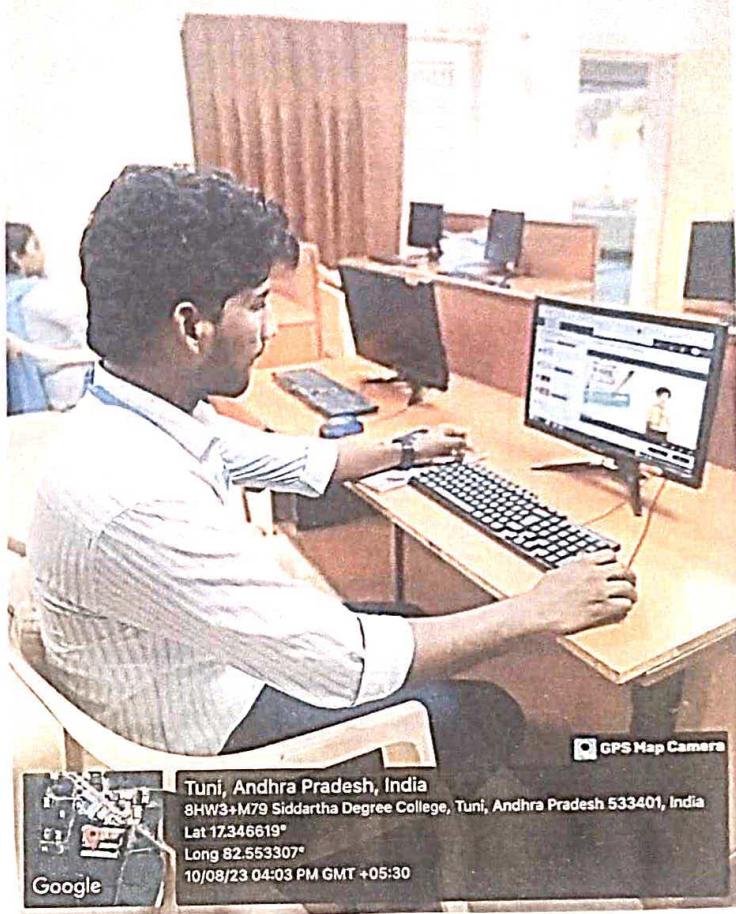
Please note that your evaluation shall be done independent of the Student's self-evaluation

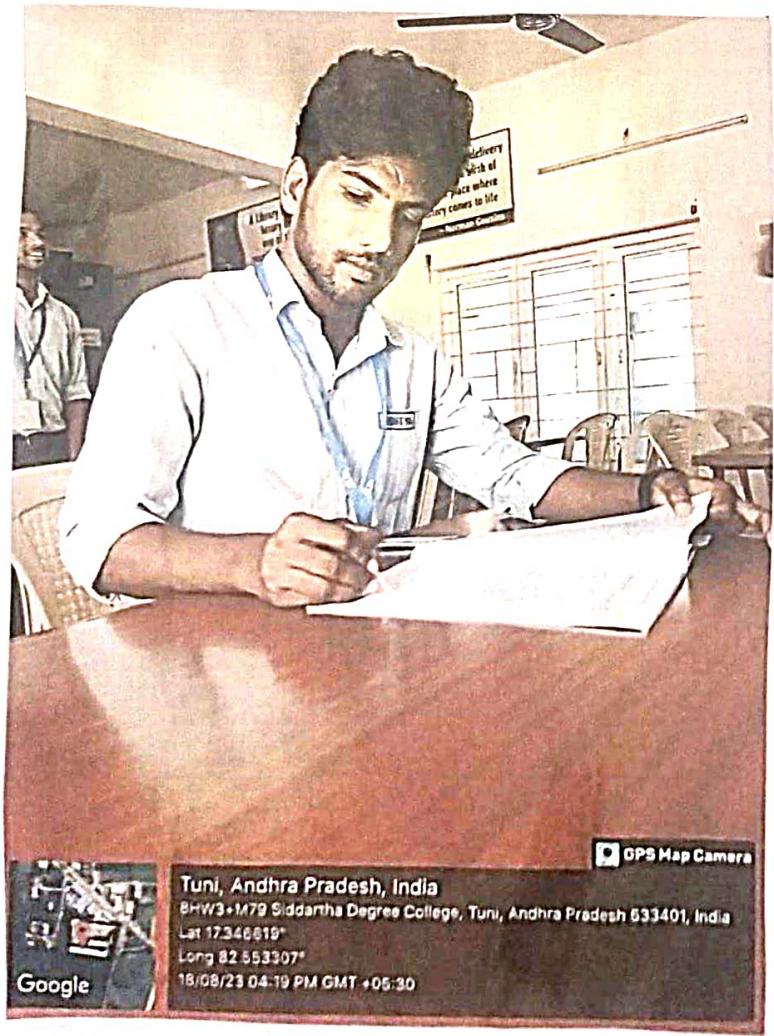
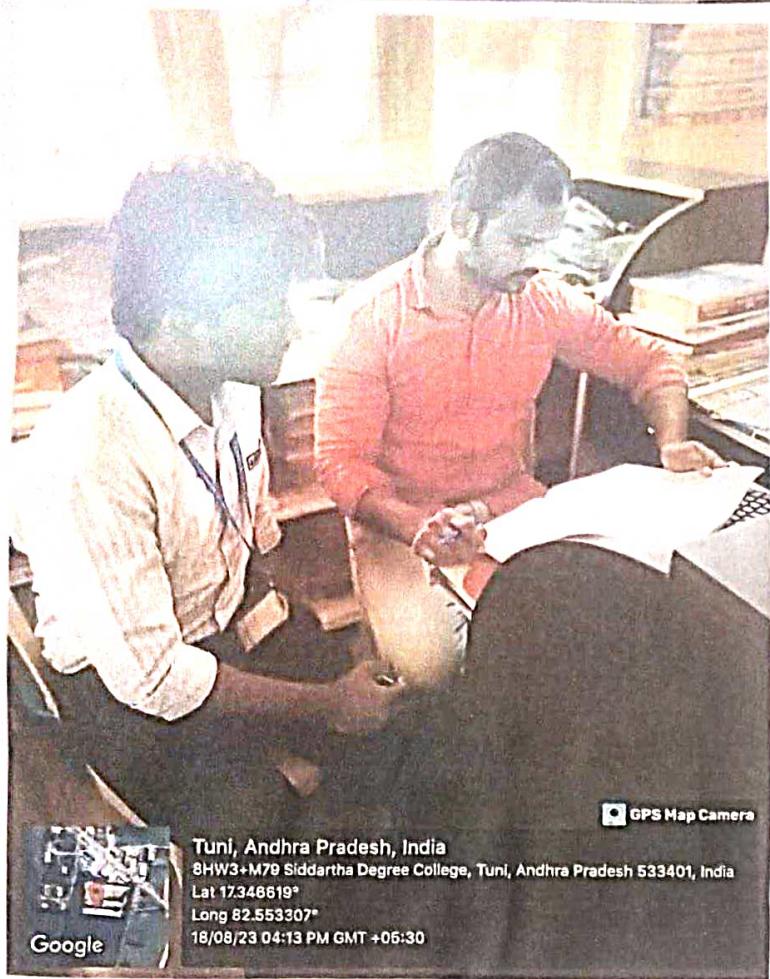
Rating Scale: 1 is lowest and 5 is highest rank

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

PHOTOS & VIDEO LINKS







THE PRACTICAL WORKSHEET

Practical worksheets are designed to help students practice and apply what they have learned in a hands-on way. They often include a combination of reading comprehension, writing, and drawing activities. Practical worksheets can be used in various subjects such as science, math, and language arts. They are typically used in primary school settings to reinforce concepts taught in the classroom.

Practical worksheets are an effective way to engage students in learning. By providing them with opportunities to interact with the material, practical worksheets can help students develop a deeper understanding of the concepts being taught. They also provide teachers with valuable feedback on student progress and understanding.

EVALUATION

Evaluation is the process of assessing student performance and determining their level of understanding. It can be done through various methods such as tests, quizzes, assignments, and projects. Evaluation is an important part of the educational process as it helps to identify areas where students may be struggling and provides teachers with information to guide their instruction.

Evaluation can be challenging, especially when dealing with diverse student populations. Teachers must be careful not to let bias or preconceived notions influence their evaluations. It is important to use objective criteria and provide clear feedback to students to help them improve. Evaluation is a continuous process that should be used to inform teaching and learning.

Evaluation is a critical component of education. It helps to ensure that students are learning and progressing. It also provides teachers with valuable information to guide their instruction. By using practical worksheets and evaluation effectively, teachers can help students succeed and reach their full potential.

Evaluation is a process that involves assessing student performance and determining their level of understanding. It can be done through various methods such as tests, quizzes, assignments, and projects. Evaluation is an important part of the educational process as it helps to identify areas where students may be struggling and provides teachers with information to guide their instruction.

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Internal Evaluation for the Community Service Project

Objectives:

- To facilitate an understanding of the issues that confront the vulnerable / marginalized sections of society.
- To initiate team processes with the student groups for societal change.
- To provide students an opportunity to familiarize themselves with the urban / rural community they live in.
- To enable students to engage in the development of the community.
- To plan activities based on the focused groups.
- To know the ways of transforming society through systematic programme implementation.

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 20 marks
 - Community Service Project Implementation 30 marks
 - Mini Project Work 25 marks
 - 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 assessment for the Community Service Project implementation shall include the following components and based on Weekly Reports and

Outcomes Description

- a. Details of the Socio-Economic Survey of the village/habitation.
- b. Problems identified.
- c. Community Awareness Programs organized.
- e. Suggested Short-Term and Long-Term Action Plan.

MARKS STATEMENT
(To be used by the Examiners)

THE HISTORICAL CHART
(continued until next month)

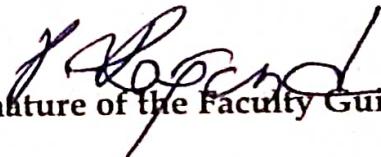


INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Rekam. Vijaya Raju
 Programme of Study: Financial literacy & Digital productivity
 Year of Study: 2022-2025
 Group: B.Sc (Data Science)
 Register No/H.T. No: 221177156184
 Name of the College: Aditya Degree College.
 University: Adikavi Nannayya University.

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	20	18
2.	Community Service Project Implementation	30	27
3.	Mini Project Work	25	21
4.	Oral Presentation	25	20
	GRAND TOTAL	100	86

Date:


Signature of the Faculty Guide

Certified by




 Signature of the Head of the Department/Principal
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ADITYA DEGREE COLLEGE
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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuary Body of the Government of Andhra Pradesh)

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