

Program Book

Short Term Internship

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

Program Book for Short-Term Internship

Name of the Student: Killi Divya

Name of the College: Govt. Degree college [men]

Registration Number: 2122001067050

Period of Internship: From: 18/08/2023 To: 30/9/2023

Name & Address of the Intern Organization Zilla parishad

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 B.COM General

Name of the College: Govt. Degree college [men]

Department: COMMERCE

Name of the Faculty Guide: S. Eswaramoorthy

Duration of the Internship: From 18/08/23 To 30/9/23

Name of the Student: KILLI Divya

Programme of Study 3rd year B.COM

Year of Study: 3rd year

Register Number: 2122001067050

Date of Submission: 2/11/23

Student's Declaration

I, K. Divya, a student ofProgram, Reg. No. 212200067050 of the
Department of Govt. Degree College do hereby declare that I have
completed the mandatory internship from 12/13 to 20/09/23 in S. Esuvaran
(Name of the intern organization) under the Faculty Guideship
of S. Esuvaran (Name of the Faculty Guide), Department of Commerce
Govt. Degree College (men) (Name of the College)

K. Divya
(Signature and Date)

Endorsements

Faculty Guide [Signature]

[Signature]
Head of the Department

[Signature]
Principal

Certificate from Intern Organization

This is to certify that Kall. Chaya (Name of the intern) Reg. No. 2122001067050 of Govt. Engineering College (Name of the College) underwent internship in Dist. Srikalakulam. OBS (Name of the Intern Organization) from 15/07/21 to 30/09/21.

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


Authorized Signatory with Seal and Stamp
Administrative Officer
District Panchayat Office
Srikalakulam District

ACKNOWLEDGEMENTS

this zilla parishad internship report at the result of an end of an end of a way of two months of two months, it would not have been possible without the participation assistance of numerous brave and courageous people assistance of numerous along the way thus I have to thank them all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step a head

I am indebted to my college principle and teachers and for their version encouragement and dedication continuous interest in the internship

I extended by gratitude to my classmate and especially our group members with whom I shared my dark days and together we sortout academic and social problems.

Special thanks must be given to the teachers staff and employees of OBS DPO office District panchath office, for their feedback love and support with which skills and developments.

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.

The Zilla panchayat or district Development council or Zilla parishad or District panchayat or is the third tier of the panchayati Raj system and functions at the district level in all states. A Zilla parishad is an elected body. A district panchayat is headed by a president, who is an elected member. Block parishad or Block panchayat are also represented in Zilla parishad. The members of the state legislature of Zilla parishad the Zilla parishad act as the link between the state government and the village-level gram panchayat.

The 73rd Amendment is about governments [which are known as panchayati Raj institutions.

- panchayat at District (or apex) level
- panchayat at intermediate level.
- panchayat at Base level.

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.

Vision of

The vision of RD (panchayat) Department Government of Tripura & focus on the Acts Rules and guidelines that benefit the rules structure of the society which service to energise the democratic decentralization process and improve the operation and efficiency. & Elected representation and functions to promote prepare planning in the grassroots level using modern Technology & other means.

Mission of The mission of (RDC panchayat) Department Government of Tripura is to reduce poverty through communication mobilisation financial inclusion and sustainable livelihoods.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Telcommunication	How to communicate with higher authorities and walk people	P. Parker
Day - 2	Telcommunication	How to communicate with higher authorities and walk people	P. Parker
Day - 3	Telcommunication	How to communicate with higher authorities and walk people.	P. Parker
Day - 4	Telcommunication	How to communicate with higher authorities and walk people	P. Parker
Day - 5	Telcommunication	How to communicate with higher authorities and walk people	P. Parker
Day - 6	Telcommunication	How to communication with higher authorities and walk people	P. Parker

WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23... to Dt. 26/8/23...)

Objective of the Activity Done:

Detailed Report:

[Gorampa] Zilla Parishad

main functions are in follows &

- Guide and coordinate the functions of panchayat and panchayat samitis.
- prepare plans for the development of a district
- settles disputes between panchayat and panchayats samitis.
- guides the state government for the development of the district
- the parishad is run by a "president and a vice president" the deputy "CEO" from the General Administration division at the regional level is an ex-office secretary of zilla - parishad the "CEO" who is an as official & senior state administration office heads the regular arrangement of the zilla parishad.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Telicommmunication	How to communicate with highest authorities and walk people	<u>ESP</u>
Day - 2	Telicommmunication	How to communicate with highest authorities and walk people	<u>ESP</u>
Day - 3	Telicommmunication.	How to communicate with highest authorities and walk people	<u>ESP</u>
Day - 4	Telicommmunication	How to communicate with highest authorities and walk people	<u>ESP</u>
Day - 5	Telicommmunication	How to communicate with highest authorities and walk people	<u>ESP</u>
Day - 6	Telicommmunication	How to communicate with highest authorities and walk people	<u>ESP</u>

Objective of the Activity Done:

Detailed Report:

To provide physical or material support to help in special adjustment, to help in solving the psychological problems and to make adequate opportunities for the individuals in problems for raising their standard individuals in living which can prevent problem from interuding. Objectives prescribed by the social work scientists

Some of the greats in the field of social work have defined social work objectives as &

withmen prescribed two objectives of social work such as.

→ to give assistance to individuals while removing difficulties which they face in utilizing basic services of the society and

→ to facilitate effective utilization of community resources for their welfare.

John Gordon Brown has given four objectives of social work such as:-

→ to provide physical or material support

→ to help in social adjustment

→ to help in solving the psychological problem and.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Telicomunication	How to communicate with higher authorities and walk people	
Day - 2	Telicomunication	How to communicate with higher authorities and walk people	
Day - 3	Telicomunication	How to communicate with higher authorities and walk people	
Day - 4	Telicomunication	How to communicate with higher authorities and walk people	
Day - 5	Telicomunication	How to communicate with higher authorities and walk people	
Day - 6	Telicomunication	How to communicate with higher authorities and walk people	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To change human well-being and alleviate psychiatric symptoms to enhance the social functions and interaction of patients to use research knowledge and skills that advance social work practice to apply social work practices in the context of diverse culture

Generic objectives of social work :-

Following are generally and universally accepted activities of social work —

to enhance the social functioning and interactions of individuals, families, groups, organizations and communities by involving them in accomplishing goals, developing resources and preventing and alleviating distress.

→ to solve adjustment problem.

→ to provide socio-legal aid to the need who cannot afford to meet them.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Telcommunication	How to communicate with highest authorities and walk people	<u>RVP</u>
Day - 2	Telcommunication	How to communicate with highest authorities and walk people	<u>RVP</u>
Day - 3	Telcommunication	How to communicate with highest authorities and walk people.	<u>RVP</u>
Day - 4	Telcommunication	How to communicate with highest authorities and walk people	<u>RVP</u>
Day - 5	Telcommunication	How to communicate with highest authorities and walk people	<u>RVP</u>
Day - 6	Telcommunication	How to communicate with highest authorities and walk people.	<u>RVP</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- to prepare personnel, who are socially concerned, committed and competent
- to develop competencies among the learners to apply the skills acquired
- in methods of social work / counselling / forensic Science
- to facilitate the process of enabling the learners to develop to both personally and professionally
- to inculcate research culture among faculty and students.
- to disseminate ideas, experience and experiment through publications, workshops, seminars and conferences,
- to undertake extension services and programmes that aim at addressing social issues.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Telicommmunication	How to communicate with higher authorities and walk people	<u>AVD</u>
Day - 2	Telicommmunication	How to communicate with higher authorities and walk people	<u>AVD</u>
Day - 3	Telicommmunication	How to communicate with higher authorities and walk people.	<u>AVD</u>
Day - 4	Telicommmunication	How to communicate with higher authorities and walk people	<u>AVD</u>
Day - 5	Telicommmunication	How to communicate with higher authorities and walk people	<u>AVD</u>
Day - 6	Telicommmunication.	How to communicate with higher authorities and walk people.	<u>AVD</u>

WEEKLY REPORT

WEEK - 5 (From Dt. 25/11/23 to Dt. 30/11/23)

Objective of the Activity Done:

Detailed Report:

Objectives of social work lie in the words of professor "Clark" are

- > to help people make such use of their own capacities and of environmental resources as will result in personal satisfaction and adjustment
- > to help in the modification of the environment so that people will have fewer personal and social problems.

According to professor David Landes

- * Social work seeks to assist individuals, groups and community to reach the highest possible degree of social method and physical well beings live.

CHAPTER 5: ENVIRONMENT DESCRIPTION

Describe the work environment you have experienced (in terms of people, materials, facilities, methods and maintenance, quality of the ideas, procedures, processes, disciplines, time management, hierarchical relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working environment with passion, knowledge and kind people. In this organization all staff are very functional in attending office.

They had strong interest in technology and how the system work and administration activities are handled in a procedure manner.

The time they spend for use in being working. Schedules are appreciable and we have those all for their extended operation and co-operation in our interlink program.

The digital aids used for helping helping us learning are very advanced and needs at this moment for team security and accountability which keeps the system through worthy.

Compassionate team members in positive working environment encompasses a level of respect, empathy and overall understanding between colleagues.

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

→ Great knowledge in data protection laws and practices

→ Deep and in-depth understanding of GDPR

→ Strong IT skills

→ Experience working with software applications and privacy tools such as openwinds and linked Relations

→ Ability to stay up-to-date on new technologies

→ You learn by doing. Some hands-on work on-the-job training takes technical skills

learning from the theoretical to the practical

After all book learning will only get you so far take an online course.

→ Some examples of technical skill are data analysis web development computer programming language.

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 your report on your internship experience you are required to mention the skills you developed during the training period and specify how you used these skills in the position and for the tasks that the company assigned to you. Additionally, you can evaluate their importance for future work opportunities.

→ Communication, communication occurs in a variety of ways but future employees are primarily interested in your ability to write and speak professionally.

→ interpersonal

→ collaboration

→ time management

→ Adaptability.

→ Critical thinkings

→ research and analysis

→ initiative

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 mostly and in improve myself with communication different people in different place

my written communication in pen ? improve it by writing say exdution scription thoughts my confidence level are very high and I will continue with the name.

my anxiety level are very low, I am very patient and listen to music whenever I feel anything and I learn more anxiety I always greet every one when I see them and those whenever they do good things.

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

The aspects which make up a GD are Verbal communication non-verbal behaviour and confirmation to reach decision-making ability and co-operation you should try to be as true as true as possible to these aspects

- respect the contribution of other speakers.
- listen well to the ideas of other speakers: you will earn something.
- Acknowledge what you find interesting.
- remember that a discussion is not a fight
- respect different views.
- think about your contribution before you speak
- try to stick to the discussion topic.

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

Be gentle and sure in your presentation of views
speak to the point and make sure that you
do not repeat the points be calm and compose
while speaking listening to others is also observe.

→ Empathy. Conveys and intentional "Joining" with
another in their subjective experience uncaring
that to the client.

→ regard respect attitude of non-controlling.
warm, caring and accepting.

→ Authenticity; genuineness and honesty we have to
Communicate we are control.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *Killi Divya* . *2122001067050*

Term of Internship: From *19/8/23* To *30/9/23*

Date of Evaluation: *30/9/23*

Organization Name & Address: *Distoric panchayat office*

Name & Address of the Supervisor *Kolcsuwarao*
with Mobile Number: *7793938532*

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

K. Divya
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Killi, Divya - 2122001067050

Term of Internship: From 18/08/23 To 30/09/23

Date of Evaluation: 30/09/23

Organization Name & Address: Wisdoric panchayat officer

Name & Address of the Supervisor Koteswara
with Mobile Number: 7793938532

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

Signature of the Supervisor

For 11/11/2023
District Panchayat Officer
SRIKAKULAM



ఆంధ్రప్రదేశ్ ప్రభుత్వం

కలెక్టర్ (పంచాయితీ విభాగం)

జిల్లా పంచాయితీ అధికారి వారి కార్యాలయం

శ్రీకాకుళం జిల్లా - ఆంధ్రప్రదేశ్

