

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: Metta - Revathi

Name of the College: Government Degree college (MEN)

Registration Number: 2122001067069

Period of Internship: From: 18/8/22 To: 30/9/2023

Name & Address of the Intern Organization DPO . Distric panchayat
office , OBP . .

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.

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 - Data and Information you are expected to collect about the organization and/or industry.
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 - 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: Govt. Degree college men, Srikakulam,

Department: Commerce

Name of the Faculty Guide: K. Chinnarao

Duration of the Internship: From. 18/8. To. 30/9/23

Name of the Student: M. Revathi

Programme of Study B. Com (General)

Year of Study: 2nd Year

Register Number: 2122001067069


Date of Submission:


Student's Declaration

I, M. Revathi, a student ofProgram, Reg. No. 212200106709 of the Department of B.Com..G.D.C.MEN. College do hereby declare that I have completed the mandatory internship from 12/8/22 to 30/9/23 in Zilla Parishad (Name of the intern organization) under the Faculty Guideship of K. Chandra (Name of the Faculty Guide), Department of Commerce....
...G.D.C. For MEN..... (Name of the College)

M. Revathi
(Signature and Date)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that M. Revathi..... (Name of the intern) Reg. No 2122001067069 of Govt. Degree College (Name of the College) underwent internship in Srikakulam... Q.B.S... (Name of the Intern Organization) from 18/8/2023 to 30/9/2023....

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


Authorized Signatory with Date and Seal
Administrative Officer
District Panchayat Office
Srikakulam District

ACKNOWLEDGEMENTS

This is the zilla parishad Internship report. It is the result of an end of a way of two months. It would not have been possible without the participation assistance of numerous brave and courageous people 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 principal and teachers and the for their version, encouragement and dedication, continuous interest in the internship.

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

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

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 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 pramukh or Block Panchayat are also represented in zilla parishad. The members of the state legislature and the members of the parliament of India are members of zilla parishad. The zilla parishad acts as the link between the state government and the village-level Gram Panchayat.

The 73rd Amendment is about governments (which are also 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 :-

The vision of RD (Panchayat) Department. Government of Tripura to focus on the Acts, Rules and Guidelines that benefit the rural strata of the society which serves to energise the democratic decentralization process and improves the operation and efficiency of elected Representation and functionaries to promote proper planning in the grassroots level using modern technology & other means.







Mission :- The mission of RD (Panchayat) Department Government of Tripura is to reduce poverty through community mobilisation, financial inclusion and sustainable livelihoods.

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.

- (1) Any transfer of a subject to the zilla parishad shall be with the approval of the government from time to time
- (2) Subject to the condition and exceptions as the government may, from time to time, impose, it shall be the functions of the zilla parishad to prepare plans for economic development and social justice of the District, and to ensure the coordinate implementation of such plans in respect of matters including those mentioned below, namely —
 - Agriculture AND Agricultural Extension : —
 - (1) establishment and maintenance of godowns;
 - (2) conducting agricultural fairs and exhibition; and
 - (3) training of farmers;
 - (4) land improvement and soil conservation; and
 - (5) promotion of agricultural extension works.
 - Horticulture : —
 - (1) promotion of rural parks and gardens;
 - (2) promotion of farms.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Theory class about . what is zilla parishad	The zila Panchayat or District Council or Zilla Parishad or District Panchayat Raj	
Day - 2	Theory class about . what are duties of zilla parishad	Guide and coordinate the functions of Panchayats and Panchayat Samitis .	
Day - 3	Theory class about . the persons who are there in zilla parishad	A District Panchayat is headed by a president, who is a elected member	
Day - 4	Theory class about the sections of zilla parishad	section - 61 Section - 59 Samitis Act 1961	
Day - 5	Theory class about the sections of zilla parishad	sections - 61 section - 59 Samitis Act 1961	
Day - 6	Theory class about the rules in the zilla Parishad.	members of the Panchayat shaba	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:







Detailed Report:

(Guzarat) Zilla Parishad

Main functions are as follows :-

- Guide and coordinate the functions of Panchayats and Panchayat Samitis.
- prepare plans for the development of a district.
- settle 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 Administration division at the regional level is an ex-officio secretary of Zilla Parishad. - "The CEO, who is an IAS official or senior state administration official, heads the regulatory 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	Telecommunication	To communicate with higher authority	
Day - 2	Telecommunication	To communicate with higher authority	
Day - 3	Telecommunication	To communicate with higher authority	
Day - 4	Telecommunication	To communicate with higher authority	
Day - 5	Telecommunication	To communicate with higher authority	
Day - 6	Telecommunication	To communicate with higher authority	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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

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

Witmer 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.







* But 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	Telecommunication	To communicate with higher authority	
Day - 2	Telecommunication	To communicate with higher authority	
Day - 3	Telecommunication	To communicate with higher authority	
Day - 4	Telecommunication	To communicate with higher authority	
Day - 5	Telecommunication	To communicate with higher authority	
Day - 6	Telecommunication	To communicate with higher authority	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

To enhance human well-being and alleviate psychiatric symptoms. To enhance the social functioning and interactions of patients. To use research, knowledge, and skills that advance social work practice. To apply social work practices in the context of diverse cultures.

Generic objectives of social work : —

Following are generally and universally accepted objectives 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 problems.
- To provide socio-legal aid to the needy 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	Telecommunication	To communicate with higher authority	P. Bahar
Day - 2	Telecommunication	To communicate with higher authority	P. Bahar
Day - 3	Telecommunication	To communicate with higher authority	P. Bahar
Day - 4	Tele communication	To communicate with higher authority	P. Bahar
Day - 5	Tele communication	To communicate with higher authority	P. Bahar
Day - 6	Tele communication	To communicate with higher authority	P. Bahar

WEEKLY REPORT



WEEK - 4 (From Dt..... to Dt.....)

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 both personally and professionally
- To inculcate research culture among faculty and students
- To disseminate ideals, experiences 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	Tele communication	How to communicate with highest authorities and with people	
Day - 2	Tele communication	To communicate with highest authority	
Day - 3	Tele communication	To communicate with highest authority	
Day - 4	Tele communication	To communicate with highest authority	
Day - 5	Tele communication	To communicate with highest authority	
Day - 6	Tele communication	To communicate with highest authority	

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Objectives of social work in the words of Professor "Clark" are

→ to help people make such use of their own capacities and of environmental resources as well which result in personal satisfaction and adjustment

→ to help in the modification of the environment so that people will have few personal and social problems.

According to "Professor Field Landen"

* social work seeks to assist individuals, group and community to reach the highest possible degree of social, mental and physical well beings live

CHAPTER 5: OUTCOMES DESCRIPTION

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

I experienced a very good working environment with professional, knowledgeable and kind people. In this organization all staff are very punctual in attending office.

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

The time they spent for us in being working schedule are appreciable. And we these these all for their extended operation and co-operation. In our internship programme.

The digital aids used for helping us in learning are very advanced and needs at this moment for transparency and accountability. Which keeps the system through worthy.

Compassionate team members. A 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)

- Expert 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 Solarwinds . and wired Relations
- Ability to stay up-to-date on new technologies
- you learn by doing, so logically . you can acquire new tech skills by doing some hands-on work.
- on-the-job training takes technical skill 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 languages.

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 employers are primarily interested in your ability to write and speak professionally ---

→ interpersonal ---

→ collaboration ---

→ time management ---

→ Adaptability ---

→ critical thinking ---

→ 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 moderate and I improve myself with communication different people in different places.

My written communication is poor. I improve it by writing say evolution script / thoughts

My confidence levels are very high and I will continue with the same.

my anxiety level are very low. I am very patient and listen to music whenever I feel anything and I learn more anxiety management techniques.

My speech ability is moderate and it will be improved by communicating skills.

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 conformation to norms, decision-making ability and cooperation. 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 composed while speaking. Listening to others is also an observe

→ Empathy, conscious and intentional "joining" with another in their subjective experience and communicating that to the client.

→ Regard (Respect): attitude of non-controlling, warm, caring and accepting

→ Authenticity: genuineness and honesty - we have to communicate we are real.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: M. Revathi & 2122001067069

Term of Internship: From 18/8 To 31/9/2023

Date of Evaluation:

Organization Name & Address: Soikakulam, OBS, DPO office

Name & Address of the Supervisor: Koti, OBS,

with Mobile Number:

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

	1	2	3	4	5
1) Oral communication					5
2) Written communication					5
3) Initiative					5
4) Interaction with staff					5
5) Attitude					5
6) Dependability					5
7) Ability to learn					5
8) Planning and organization					5
9) Professionalism					5
10) Creativity					5
11) Quality of work					5
12) Productivity					5
13) Progress of learning					5
14) Adaptability to organization's culture/policies					5
15) OVERALL PERFORMANCE					5

M. Revathi;
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: M. Kevathi 8 2122001061069
 Term of Internship: From 18/8/23 To 31/9/2023
 Date of Evaluation:
 Organization Name & Address: Srikakulam, O.B.P., DPO office
 Name & Address of the Supervisor with Mobile Number: Koti, O.B.P., ...

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 District Panchayat Officer
SRIKAKULAM



ఆంధ్రప్రదేశ్ ప్రభుత్వం

కలెక్టర్ (పంచాయితీ విభాగం)

జిల్లా పంచాయితీ అధికారి వారి కార్యాలయం

శ్రీకాకుళం జిల్లా - ఆంధ్రప్రదేశ్

