

**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: Paidi Swathi

Name of the College: GOUT Degree college (Men)

Registration Number: 2/22001067073

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

Name & Address of the Intern Organization: DPO District panchayat of  
OBS

## 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: Government Degree college (MEN) SriRakulam

Department: COMMERCE

Name of the Faculty Guide: R. Chinnaiar

Duration of the Internship: From 18/08/23 To 30/09/2023

Name of the Student: Paidi Swathi

Programme of Study 3<sup>rd</sup> year B.com

Year of Study: 3<sup>rd</sup> year

Register Number: 2122001067073

Date of Submission: 21/11/2023

### Student's Declaration

I, P. Swathi..., a student of Short/Long Program, Reg. No. 212200106703 of the Department of Govt. Degree College do hereby declare that I have completed the mandatory internship from 01.8/23 to 30.9/23 in Zilla Parishad (Name of the intern organization) under the Faculty Guidship of K. Chinnappa (Name of the Faculty Guide), Department of... Commerce Dept..... G.D.C. for MEN..... (Name of the College)

P. Swathi  
(Signature and Date)

### Endorsements

  
Faculty Guide

  
Head of the Department

  
Principal

### Certificate from Intern Organization

This is to certify that Paidi Swathi.... (Name of the intern) Reg. No. 122001067073 of Gout. Degree College (MEN) (Name of the College) underwent internship in Srikakulam OBS... (Name of the Intern Organization) from 18/8/2023.. to 30/09/2023..

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 humorous 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 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 feed back, love and support with which I achieved 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 levels in all states. A Zilla parishad is an elected body. A District Panchayat is headed by a president, who is a elected member. Block pramukh of Block panchayat are also represented in Zilla parishad. The members of the State legislature and the members of the parliament of India are also represented in member of Zilla parishad. The Zilla parishad acts, as the link between the State government and the Village - level gram panchayat.

The 73<sup>rd</sup> 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 of Government of Tripura to focus on the Acts, Rules and Guidelines that benefits the rural strata of the Society which services to energise the democratic decentralization process and improves the operation and efficiency of Elected Representatives and functionaries to promote proper planning in the grassroot level using modern technology & other means.

MISSION :— The mission of RDC (panchayat) Department of 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 agriculture extension works.

→ Horticulture :-

- (1) promotion of rural parks and gardens;
- (2) promotion of farms.

### ACTIVITY LOG FOR THE FIRST WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY                            | LEARNING OUTCOME                                                                              | Person<br>In-charge<br>Signature                                                      |
|------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day -<br>1       | Theory class about what<br>is Zilla parishad                          | The Zilla panchayat<br>or District council<br>or Zilla parishad or<br>District panchayat Raj. |    |
| Day -<br>2       | Theory class about what<br>are duties of Zilla parishad               | Guide and coordinate<br>the functions of<br>panchayats and<br>panchayat samitis.              |    |
| Day -<br>3       | Theory class about the<br>persons who are there in<br>Zilla parishad. | A District panchayat<br>is headed by a<br>president, who is a<br>elected member.              |  |
| Day -<br>4       | Theory class about the<br>Sections of Zilla parishad.                 | Sections - 61<br>Section - 59<br>Samitis Act 1961                                             |  |
| Day -<br>5       | Theory class about the<br>rules in the Zilla parishad.                | Members of the<br>Panchayat Shaba                                                             |  |
| Day -<br>6       | Theory class about the<br>Sections of Zilla parishad.                 | Sections - 61<br>Section - 59<br>Samitis Act 1961                                             |  |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

(Gadama) zilla parishad

Main functions are in follows :-

- Guide and coordinate the functions of Panchayats 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 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<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                           | Person<br>In-charge<br>Signature |
|------------------|--------------------------------------------|--------------------------------------------|----------------------------------|
| Day -<br>1       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |
| Day -<br>2       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |
| Day -<br>3       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |
| Day -<br>4       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |
| Day -<br>5       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |
| Day -<br>6       | Tele communication                         | To communicate<br>with<br>Higher authority | <u>AVD</u>                       |

## WEEKLY REPORT

WEEK - 2 (From Dt. 22/2/23, to Dt. 29/2/23...)

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:—

Wilmer 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.

Fox Jordan 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<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                           | Person<br>In-charge<br>Signature                                                      |
|------------------|--------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------|
| Day -<br>1       | Tele communication                         | To communicate<br>with<br>Higher authority |    |
| Day -<br>2       | Tele communication                         | To communicate<br>with<br>Higher authority |   |
| Day -<br>3       | Tele communication                         | To communicate<br>with<br>Higher authority |  |
| Day -<br>4       | Tele communication                         | To communicate<br>with<br>Higher authority |  |
| Day -<br>5       | Tele communication                         | To communicate<br>with<br>Higher authority |  |
| Day -<br>6       | Tele communication                         | To communicate<br>with<br>Higher authority |  |

## WEEKLY REPORT

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

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<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                            | Person<br>In-charge<br>Signature |
|------------------|--------------------------------------------|---------------------------------------------|----------------------------------|
| Day -<br>1       | Tele communication                         | To communicate<br>with<br>Higher authority  | P. Parker.                       |
| Day -<br>2       | Tele communication                         | To communicate<br>with<br>Higher authority  | P. Parker.                       |
| Day -<br>3       | Tele communication                         | To communicate<br>with<br>Higher authority  | P. Parker.                       |
| Day -<br>4       | Tele communication                         | To communicate<br>with<br>Higher authority  | P. Parker.                       |
| Day -<br>5       | Tele communication                         | To communicate<br>with<br>Higher authority  | P. Parker.                       |
| Day -<br>6       | Tele communication                         | To communicate<br>with<br>Higher authority. | P. Parker.                       |

## WEEKLY REPORT

WEEK - 4 (From Dt. 01.09.23. to Dt. 16.09.23.)

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 both personally and professionally.
- To inculcate research culture among faculty and students.
- To disseminate ideals, experiences and experiments through publications, work shops, seminars and conferences.
- To undertake extension services and programmes that aim at addressing social issues.

# ACTIVITY LOG FOR THE FIFTH WEEK

| DAY<br>&<br>DATE | BRIEF DESCRIPTION OF THE DAILY<br>ACTIVITY | LEARNING OUTCOME                                                    | Person<br>In-charge<br>Signature                                                      |
|------------------|--------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day -<br>1       | Tele communication                         | How to communicate<br>with<br>Higher authorities<br>and with people |    |
| Day -<br>2       | Tele communication                         | To communicate<br>with<br>Higher authority                          |    |
| Day -<br>3       | Tele communication                         | To communicate<br>with<br>Higher authority                          |  |
| Day -<br>4       | Tele communication                         | To communicate<br>with<br>Higher authority                          |  |
| Day -<br>5       | Tele communication                         | To communicate<br>with<br>Higher authority                          |  |
| Day -<br>6       | Tele communication                         | To communicate<br>with<br>Higher authority                          |  |

## WEEKLY REPORT

WEEK - 5 (From Dt. 25/9/23. to Dt. 30/9/23.)

Objective of the Activity Done:

Detailed Report:

Objectives of Social work in the words of professor  
"Clement" 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 Friedlander

\* 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, knowledge and kind people. In this organization all staff are very punctual in attending office.

They had shown on Internet and technology on how the system work and administration activities are handled in a procedure manner.

The time they spent for us in being working schedule are appreciable. And we thank all for their extended operation and co-operation.

In our Internship programme.

The digital aids used for helping as in learning are very advanced and needs on 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 as Solix winds and wired relations.
- ability to stay up-to-date on new technologies.
- you learn 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 people's 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 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 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 learn 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 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 modife and I improve my self with communication different people in different places.

My confidence lovely are very high an I will continue with the home.

my Anxiety level are very low. I am very patient and listen to music whenever I feel anything and I learn more anxiety Management technology.

My Speech ability is moderate and It will be Impressed by communicating skills.

a always Great every one when I see them and those whenever they do good things.

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: Paidi Swathi : 2122001067073  
 Term of Internship: From 19/8/23 To 30/09/2023  
 Date of Evaluation: 31/10/2023  
 Organization Name & Address: SriKakulam, OBS, DPO office  
 Name & Address of the Supervisor: Koteswara Rao SriKakulam, OBS, SriKakulam  
 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 |

P. Swathi  
 Signature of the Student

## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Paidi Swathi - 2122001067073

Term of Internship: From 19/08/2023 To 30/09/2023

Date of Evaluation: 31-10-23

Organization Name & Address: Sri Kakulam, OBS, DPO office

Name & Address of the Supervisor: Koteswara Rao OBS, Sri Kakulam  
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 District Panchayat Officer,  
SRIKAKULAM



ఆంధ్రప్రదేశ్ ప్రభుత్వం

కలెక్టర్ (పంచాయితీ విభాగం)

జిల్లా పంచాయితీ అధికారి వారి కార్యాలయం

శ్రీకాకుళం జిల్లా - ఆంధ్రప్రదేశ్

