



# **PROGRAM BOOK | SHORT TERM INTERNSHIP**

**DESIGNED & DEVELOPED BY**



**AP STATE COUNCIL OF HIGHER EDUCATION**

**(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)**



**PROGRAM BOOK FOR**

# **Short term internship training**

**(Onsite/Virtual)**

**Name of the student : Anusuru Eswar Sai**

**Name of the college : GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM**

**Registration number : 2122001070002**

**Period of Training : From : 28/08/2023 To : 11/10/2023**

**Name of the Intern organization : Revenue department ( Tahsildar office)**



**Dr .B.R .Ambedkar University**  
**SRIKAKULAM**

# **AN INTERNSHIP REPORT ON**

## **REVENUE DEPARTMENT**

**Submitted in accordance with the requirement for the degree of  
BACHALOR OF BUSINESS ADMINISTRATION**

**Under the Faculty Guideship of  
Dr.P.RAMANA MURTHY**

**DEPARTMENT OF TELUGU**

**Government DEGREE COLLEGE (MEN) SRIKAKULAM**

**Submitted by:**

**ANUSURU ESWAR SAI**

**Reg.No: 2122001070002**

**DEPARTMENT OF COMMERCE AND MANAGEMENT  
GOVERNMENT DEGREE COLLEGE ( MEN ) SRIKAKULAM**



**Dr .B.R .Ambedkar University  
Srikakulam 532185**

## **Declaration**

**I Anusuru Eswar Sai a student of Government degree College men SRIKAKULAM I here by declare that I have completed my mandatory internship from 28/08/2023 to 11/10/2023 in the revenue department which was located in amadalavalasa for the award of the degree of Bachelor of Business Administration in under the guidance of Dr.P.Ramana Murthy Department of Telugu . I further declare that the work reported in the project has not been submitted and will not been submitted either in part for in full for the award of any other degree in the institute or any other university**

**Signature of the mentor**



## **ACKNOWLEDGEMENT**

I wish to express my sincere thanks to Sri.Dr.P.Surekha, Principal of government degree college srikakulam for creating an encouragement and pleasant environment.

I wish to express my sincere thanks to Sri.H.Lakshmipathi, lecturer In-charge HOD of department of commerce and management government degree college srikakulam for creating an encouragement and pleasant environment.

I am extremely grateful to my mentor Dr.P.Ramana Murthy ,department of Telugu

I would like to express my sincere thanks to supervisor of internship organisation for creating a Friendly and encouragement to do our work in the organisation .

2122001070002

## Certificate from Intern Organization

This is to certify that ANUSURU ESWAR SAI Reg. No 2122001070002 of GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM underwent internship in Tahsildar office (MRO) from 28/08/2023 to 11/10/2023 ,The overall performance of the intern during his/her internship is found to be Satisfactory.

  
TAHSILDAR-411  
Authorized Signatory with Date and Seal  
SRIKAKULAM DIST.  


# GOVERNMENT DEGREE COLLEGE (MEN)

(Dr.B.R.Ambedkar University)

SRIKAKULAM



## Certificate

This is to certify that ANUSURU ESWAR SAI Reg. No. 2122001070002 has completed his/her Internship in Mendal Revenue Office ( Tahsildar office) on Revenue department under my supervision as a part of partial fulfillment of the requirement for the Degree of Bachelor of Business Administration in the Department of Commerce and Management .

  
Incharge HOD  
Sri H. Lakshmi pathi, M.com, M.Phil

  
Principal  
Dr P. Surekha

  
Faculty Guide  
Dr P. Ramana Murthy

# EVALUATION SHEET FOR THE ORGANISATION

Student Name : Anusri Eswar Sai

Registration no: 2122301070002

Term of Internship : From 28/08/2023

To 11/10/2023

Date of evaluation:

Name of the organisation and address: Tahsildar office (MHO) AMADALAVALAGA, SRIKAKULAM 532185

Please rate the performance of the student in the following area

	1	2	3	4	5
Oral communication					✓
Written communication				✓	
proactiveness					✓
Interactive ability with community					✓
Positive attitude				✓	
Self confidence					✓
ability to learn					✓
Work plan and organisation				✓	
Professionalism					✓
Creativity					✓
Quality of work done					✓
Time management				✓	
Understanding the community					✓
Achievements of desired outcome					✓
Overall performance					✓

*Signature*  
Date



# STUDENT SELF EVALUATION OF THE STHORT TERM INTERNSHIP

Student Name : Anusuru Eswar Sai

Registration no 2122001070002

Term of internship from 28/08/2023 To 11/10/2023

Date of evaluation

Name of the organisation and address : Tahsilfar office (MRQ) AMADALAVALASA, SHIKAKULAM, 532185

Please rate your performance in the following area

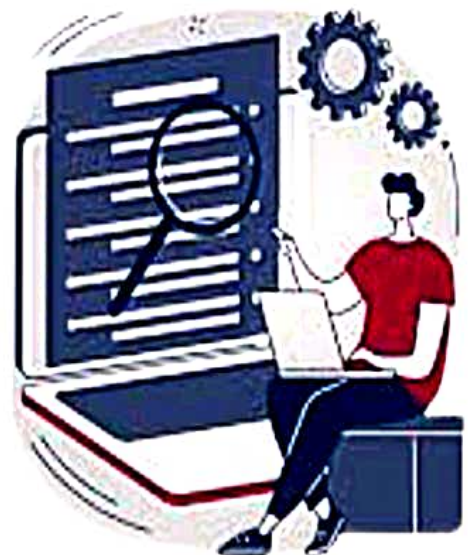
	1	2	3	4	5
Oral communication					✓
Written communication				✓	
proactiveness					✓
Interactive ability with community					✓
Positive attitude					✓
Self confidence					✓
ability to learn				✓	
Work plan and organisation				✓	
Professionalism					✓
Creativity					✓
Quality of work done				✓	
Time management				✓	
Understanding the community					✓
Achivements of desired outcome					✓
Overall performance					✓

Date: 02/11/2023

A. Eswar Sai  
signature of the student

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- Organisation evaluation sheet
- Marks statement (to be used by examiner)



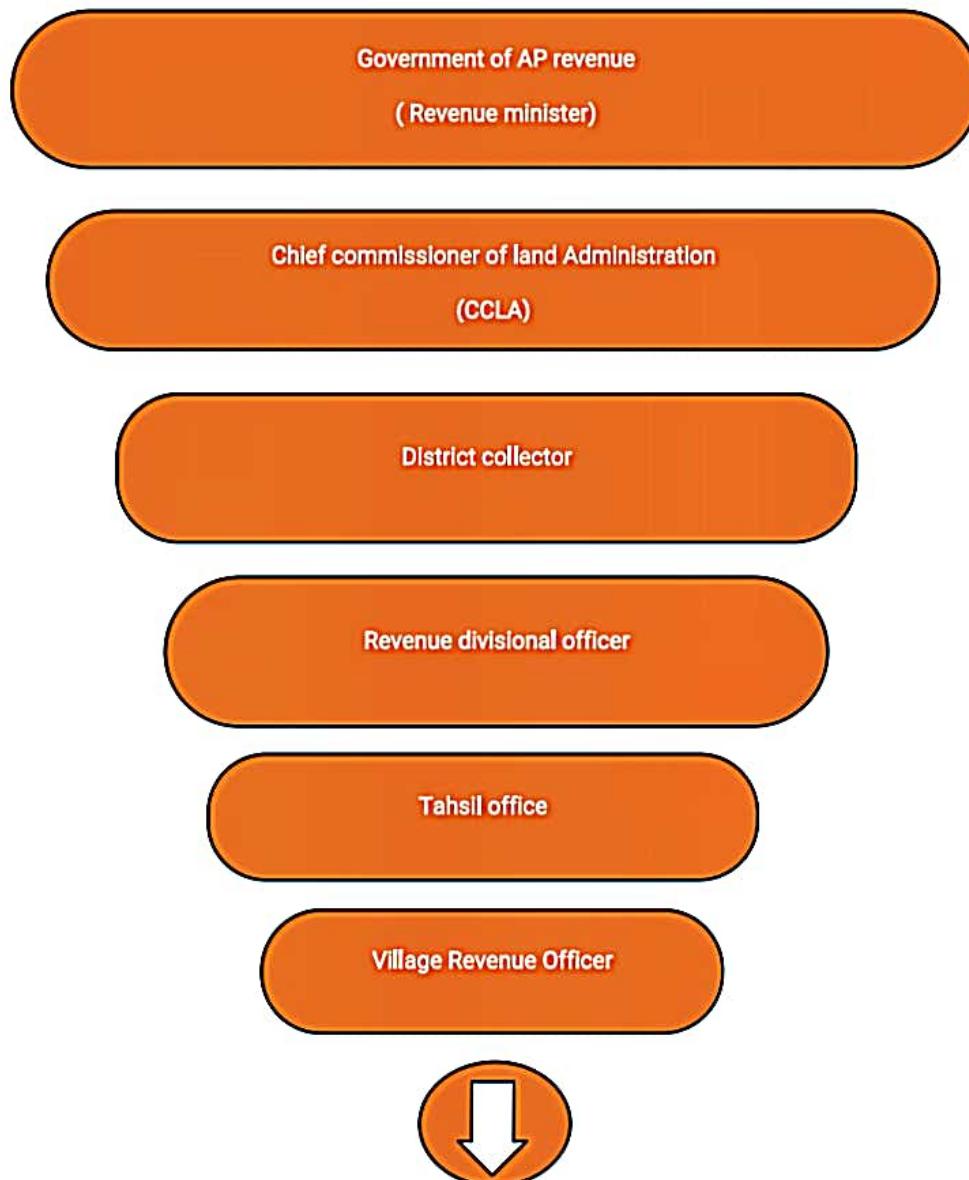
## INTRODUCTION



I got my short term internship training in revenue department ( Tahsildar office) which was located in amadalavalasa, srikakulam district.

In my training period i observed the work function of the revenue department and i learnt so much about the revenue department and the job roles which are in the organisation and i also acquire some technical and non - technical skills some of them are communication skills, leadership skills, project management skills, learning skills which are very helpful for my career growth and it also helpful for me knowing the work function of the Government organization and in this record i also mentioned the role and responsibilities of the organisation and the job role of mine in the organisation.

## ABOUT THE REVENUE DEPARTMENT



The department of revenue function under the overall direction and control of the secretary (revenue) .It exercise control in respect of matter relating to all the direct and indirect union taxes through two statutory Boards namely . The central Board of direct taxes (CBDT) and the Central Board of Taxes and custom (CBIC) .Each Board is headed by a chairman who is also ex - officer special secretary to the Government of India ( Secretary level ) .matters relating to the levy and collection of all direct taxes are looked after by the CBDT Whereas those relating to levy and collection of all direct taxes are looked after by the CBDT Whereas those relating to levy and collection of GST , customs Duty ,central excise duties and other indirect taxes all within the purview of the CBIC . The two board of revenue Act ,1963 at present ,the CBDT has six members and the CBIC has five members, The members are also ex offices secretaries to the Government of India . Member of CBDT are as follows .

- Member ( income tax)
- Member ( legislation and computerisation )
- Member ( revenue )
- Member ( personnel and vigilance )



- Member ( Investigation )
- Member ( Audit and judicial )

**Revenue department it deals with the tasks of formulation of policy concerning levy and collection of customs and central duties and service taxes ,prevention of smuggling and administration of matters relating to customs .central excise and service tax and narcotics to the extent under CBEC'S purview.**

**What is the work of department of revenue ?**

**The department of revenue is mainly responsible for the following functions :**

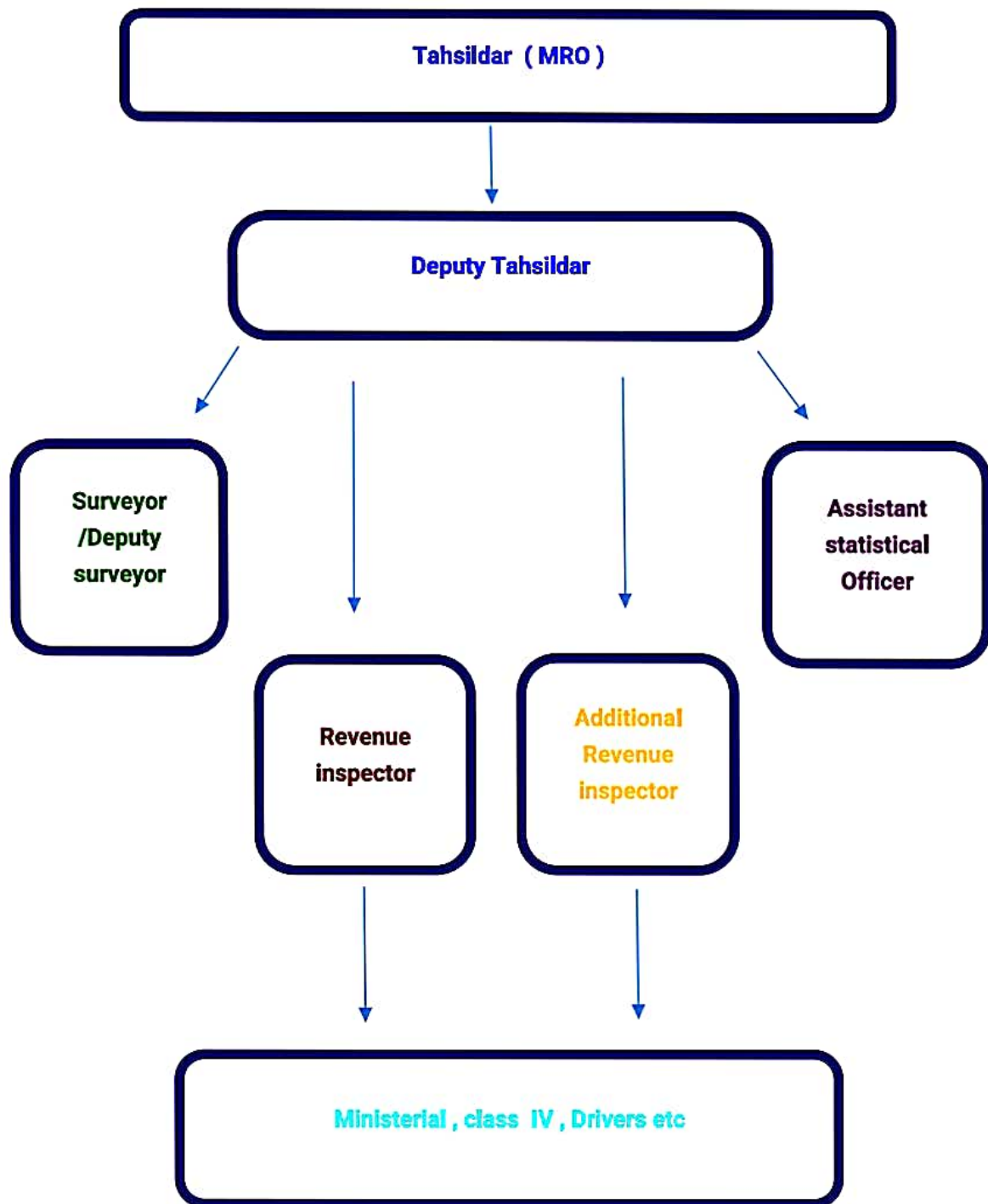
- 1. All matters relating to levy and collection of direct taxes.**
- 2. All matters relating to levy and collection of indirect taxes.**

**The Revenue department administers, controls and regulates the activities and functions relating to land and land revenue. It ensures that the land records are properly kept and land revenues are collected and also ensures correct tax is paid on time.**





## ORGANISATION STRUCTURE



The above chart shows the organisation structure of the organisation

## **ROLE OF (MRO) MANDAL REVENUE OFFICER**

**The MRO is vested with the same powers and functions of tahsildars of erstwhile taluks including magisterial powers. Mandal Revenue Officer heads the mandal revenue office. MRO provides the interface between the government and public within his jurisdiction. He initiates welfare measures within his jurisdiction.**

**Is revenue officer and tahsildar officer same?**

**For managing matters relating to lands these districts are further sub-divided. These sub-divisions of a district are known by different names such as Tehsil, Taluka, etc. At the head is the district collector and under him are the revenue officers, also known as the Tahsildar.**

**What are the functions of revenue officer?**

**He has to collect profession tax under the act, from individuals, traders without omission. He has to ensure and collect profession tax from all offices and establishments of central and state Government, Quasi Government private companies and individuals. Inspection of quarries and prevent illicit quarrying. Inspection of Survey marks. Checking of village cash accounts and other important accounts maintained at village level. Fixing of kist centres/collection centres during kist season for collection of water tax. Mandal Revenue Officer heads the Mandal Revenue Office. MRO provides the interface between the government and public within his jurisdiction. He initiates welfare measures within his jurisdiction. The MRO assists the higher authorities in collecting information and conducting inquiries.**

**What is the responsibility of tahsildar?**

**The principal duty or the responsibility of Tahsildar (A Tahsildar is also known as an Executive Magistrate of the concerned tehsil) is to collect land revenue (rent), canal revenue, cesses, and other government dues and perform other duties connected therewith in accordance with the rules such as the government may**

## JOB ROLE

**My internship was allocated in Tahsildar office which was located in amadalavalasa and my job role in the organisation is to record file in the register and i also learn some technical skills in that organisation and let me tell a few words about record management.**

### Record management

**Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or receipt to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.**

**The standard defines records management as the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records"**

**An organization's records preserve aspects of institutional memory. In determining how long to retain records, their capacity for re-use is important. Many are kept as evidence of activities, transactions, and decisions. Others document what happened and why. The purpose of records management is part of an organization's broader function of governance, risk management, and compliance and is primarily concerned with managing the evidence of an organization's activities as well as the reduction or mitigation of risk associated with it. Recent research shows linkages between records management and accountability in governance.**

### Job Role Of Record Assistant

**Most administrative assistant duties revolve around managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. Administrative assistants may also be in charge of sending and receiving correspondence, as well as greeting clients and customers**



## ACTIVITY LOG BOOK

Day & Date	Brief description about daily activity	Learning outcomes	Signature of the incharge
28/08/2023	-	-	-
29/08/2023	-	-	-
30/08/2023	-	-	-
31/08/2023	-	-	-
01/09/2023	Introduction about Revenue department	Basic knowledge about Revenue department	
02/09/2023	Learn about the different departments in the office	Basic knowledge about the revenue department working process	
04/09/2023	Learn about the job roles played by the employee in the office	Know about the job roles	
05/09/2023	-	-	-
07/09/2023	Learn how to maintain a register for all sections and learn about the pay slip	Planning	
08/09/2023	Learn about polling station	Knowledge about polling station	
09/09/2023	Basic knowledge about the office management	Organizing	
11/09/2023	Direct taxes	Learning skills	
12/09/2023	Indirect taxes	Learning skills	



13/09/2023	Learn about the responsibility of the organisation	Learning skills	
14/09/2023	Learn about the role of the organisation	Learning skills	
15/09/2023	Learn about the job role of the revenue inspector	Learning skills	
16/09/2023	Maintaining record	Planning and recording	
18/09/2023	Maintaining record	Planning and recording	
20/09/2023	Maintaining record	Planning and recording	
21/09/2023	Maintaining record	Planning and recording	
22/09/2023	Maintaining record	Planning and recording	
23/09/2023	Maintaining record	Planning and recording	
25/09/2023	Maintaining record	Planning and recording	
26/09/2023	Maintaining record	Planning and recording	
27/09/2023	Maintaining record	Planning and	



		recording	
28/09/2023	Maintaining record	Planning and recording	
29/09/2023	Maintaining record	Planning and recording	
30/09/2023	Maintaining record	Planning and recording	
03/10/2023	Maintaining record	Planning and recording	
04/10/2023	Maintaining record	Planning and recording	
05/10/2023	Maintaining record	Planning and recording	
06/10/2023	Maintaining record	Planning and recording	
07/10/2023	Maintaining record	Planning and recording	
09/10/2023	Maintaining record	Planning and recording	
10/10/2023	Maintaining record	Planning and recording	
11/10/2023	Maintaining record	Planning and recording	