

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: Ch. Dilip Kumar

Name of the College: Govt Degree College (Men)

Registration Number: 2122601051010

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

Name & Address of the Intern Organization: Revenue department (MRO
office)

Dr. B. R. Ambedkar **University**
YEAR

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
MRO Office [Revenue Department]

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
U.G Degree B.Sc

Under the Faculty Guideship of

Manikumar Sir

(Name of the Faculty Guide)

Department of

English, GIDC (Men), SKLM.

(Name of the College)

Submitted by:

Ch. Dilipkumar

(Name of the Student)

Reg.No: 2122001051010

Department of

Government Degree College (Men)

(Name of the College)

Student's Declaration

I, ch. Dilipkumar a student of Internship
Program, Reg. No. 2122001051010 of the Department of GTDC (Men)
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in MRO office (Name of
the intern organization) under the Faculty Guideship of
Manikumar Sir (Name of the Faculty Guide), Department of
English, Govt. Degree college, skm.
(Name of the College)

ch. Dilipkumar
(Signature and Date)

Official Certification

This is to certify that Ch. Dilipkumar (Name of the student) Reg. No. 2122001051010 has completed his/her Internship in Revenue (Name of the Intern Organization) on MRO office (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of MECS (B.Sc) in the Department of GDC (men), SKLM. (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Ch. Dilip Kumar (Name of the intern) Reg. No. 2122001051010 of GDC for MEN (Name of the College) underwent internship in Revenue Department (Name of the Intern Organization) from 06/09/2023 to 30/09/2023.

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



ACKNOWLEDGEMENTS

This revenue internship report is the result of an end of the way of two months. It wouldn't have been possible without the participation assistance of number of brave and gentle people along the way. That I have to thank them all.

First and foremostly I would like to thank our mentor smt. Arunakumari Sadasivuni garu for her valuable assistance towards me to complete these 2 months Internship.

I extend my gratitude to the honourable Tahsildhar Sir, Sripathulom for his love and feed back and support. I also extend my gratitude to the various persons in the office for their valuable guidance. Special thanks to the typist sir and some other places VRO's for their guidance and love and support. By all the above respected people I achieved many skills & developed by myself. Thank you to everyone.

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 internship programme aims to provide our students the opportunity to consolidate through practical experience.

I had done internship in Revenue Department from 18/08/2022 to 30/09/23. In this organization I had worked under honourable tahsildar sir. on the overview of the inter period I had learned many things. The following things were happened to me in these two months period.

- I had gained valuable work experience.
- I had gained valuable work experience
- I had gained confidence from this organization
- I was transitioned into the job
- I'm able to explore my career path.
- By working in the department my skills were developed & refined.

By this Internship I got an opportunity to convert my learned skills into practical skills

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.

The organisation I have worked in Revenue Dept. The Tahsildar office is located in Safapuram, opposite to the APSRTC complex.

The department of Revenue is mainly responsible for "All matters relating to levy & collection of direct taxes" Investigation into economic offences and enforcement of economic laws.

In this department I had clearly observed that the every work should done very perfectly unless the economical structure of a person will change. So everyone is hard working here. There is no matter with the time. They have to arrive office in time. But they can't go out in duty time. They are all working until night also. Some times they doesn't even taking food also.

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.

Revenue Internship requires interns to do a variety of activities. I was responsible for assisting, activities staff with various learning methodologies under a head instruction supervision.

I, the intern should reach the Tahsildhar office by 10:00 AM, we have to go to staff that are assigned to us and help them in their performance with discipline. I had used computers and learned about the DLR and pass book five layer entry and clerical mistakes correction and Azmoish from our respected staff. I also learned about the voter-id registrations and also a few forms and many more things had been learnt. had worked in a healthy atmosphere. one of the best time was spent in this place by me.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I had learned about the Boundary stones on the fields & map downloading	learned how to see the land map & Names of the burning stones	A
Day - 2	I had learned about the conventional symbols on the land map from Surveyor.	I had learned about the symbols	A
Day - 3	I had learned about survey Number & learned what is Draft land Register - from Ramu Sir.	I learned how to see DLR	A
Day - 4	I had learned how to find mistakes in the print module from Ramu Sir & Nayya madam.	I learned about Print module in POLR 6 login.	A
Day - 5	I had learned about cross checking in DLR & Print module from Ramu Sir & Nayya madam.	I learned about Print module in POLR 6 login	A
Day - 6	I had learned about identifying errors and marking in our material from Ramu Sir & Nayya madam.	I had marked the errors in the DLR B	A

WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

I had learned foremostly what is a land map & how to download it from the me bloorn web site following to the map he asked me to observe the square and triangle stones on the map and conventional symbols and the measurements. I had observed it and understand it. In addition to it he says about the new land survey. Later I learned about the DLR and give layers entry from Patrinnuvalasa VRO Ramu sir. In his & Nauya madam's assistance I had learned how to login to the polRG Page. In these week process our typist Arum sir took the attendance & allocated us to them. The interaction with HRO sir also happened through the week.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	This day I was learned about revenue Azmoish by ganesha prasad sir.	I learned about Azmoish	
Day - 2	I had done the revenue azmoish for the pomnam village.	I learned how to give revenue Azmoish to fields	
Day - 3	I had done the revenue azmoish for the pomnam village.	I learned how to give Azmoish for govt. lands	
Day - 4	I had done the revenue azmoish for pomnam village	I learned how to give azmoish for Railway lands.	
Day - 5	I had learned about how to see the status of the Azmoish.	Azmoish status Page was learned	
Day - 6	This day learned about RORAB with photo in webland site.	pattadhar details with photo looking is learned.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

I had learned about Revenue Azmoish by Ponnem VRO Ganesh Prasad sir. He taught me how to login for revenue azmoish and how to fill it for the various owners like government & private lands. He also says about the land types selection and water source selection etc. I would like to thank him for his valuable guidance through the week. In this week also we interacted with HRO sir.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I learned about photo Scanning from majusbandro VRO see tha Ram Sir.	photo resizing was learned	A
Day - 2	I learned about 5 layer entry in the polR 6 Page.	5 layer data entry is learned	A
Day - 3	I learned how to see the status of the photo updatian	Taping the status & exporting into excel format is learned	A
Day - 4	I learned how to enter DLR & PLR download	I learned how the DLR was downloaded and uploaded	A
Day - 5	I identified the mistakes in the 5 layer data of majusbandro	wrongly entered mistakes were identified by me in this day	A
Day - 6	I arranged the files in order at lpo office.	The filing was learned.	A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week I learned about POLR 6 web land login. from Najaybandan Village VRO D. seetharam sir. He taught me how to open and how to do proto resize. He taught me about 5 layers data entry. He taught me many more things that I was learned. Very quickly from him I was learned many things. Not only these technical knowledge. and I learned how to behave with others. and citizens and elders and Superiors. He become like a super teacher to me. every option in the POLR module was explained to me. I would like to thank him for his precious guidance.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Photo updation for chintada village is done today.	chinthad data was entered	A
Day - 2	Noting the forms of HLC election votes was done	learned how to note the details	A
Day - 3	The arrangement and making online of physically submitted voter registration forms was done.	learned how to online for HLC elections	A
Day - 4	stoppling the online updated forms of new registration were done.	learned how to make a bundle easily.	A
Day - 5	Arranging the registration forms according to the revenue village is done	learned how to sort easily.	A
Day - 6	Separation of approved forms was done	Separation the forms from 1-1800 in a order is done.	A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In the first day of the week I helped chimthada VRO Sir in 5 layer entry. The next days in the week were dedicated to the HLC election process. We are all arranged them in order and make them online and downloaded the previously online applications stapling them in an order and identified the repeated and duplicate applications in the application was complicated but we completed this with the useful tips from Abun Sir and Pankash Sir those tips are used as in sorting & separation of the files was become easy to us.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	pattadhaa pass book details were written on records of gudern village	learned how to see the pattadhaa pass book.	A
Day - 2	pattadhaa pass book details were written	learned how to organise the records.	A
Day - 3	Arranged the pattadhaa pass books of gudern in the guidance of deela madam	learned the file handling methods by these work	A
Day - 4	went to kakimada Aditya College on voter's drive	learned about voter helpline app and registration	A
Day - 5	went to GPC (MEN) Seikapulam for voter enrollment drive.	made many registrations for students.	A
Day - 6	went to GPC (MEN) Seikapulam (new block) for enrollment drive.	The voter registrations were done in large number.	A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

patladhar passbooks are printed are come to available for VRO's of the respected revenue villages. we sorted and noted the data from the pass books and the file handling was learned from Gudern VRO leela madam. we are also went to a few colleges on voters enrollment drive to register the new voter id cards for the college students on the call of district collector and our respected HRO Sir

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 had worked in a pure healthy environment at Hro office in past two months the interaction towards me is mostly liked by me. The arjand water and toilet facilities are available and the cleanliness will occur in the office. In this office we have to attend by 10AM and be there till 5PM. We have to wear uniform and identity card. There are separate rooms for separate operations. They are all works with more discipline. they thought us how to gentle with the people. The healthy relationships are maintaining across them. They work as a team. They co-ordinates in each of their works. By the result the organisation staff get a splendid month talk. comparing to other offices it is small office.

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

I had learned a lot in the past two months in this intern organization. first of all I got an clear picturization about the office environment. I learned how to apply for a voter-id and how to upload files & for a voter - how to realize files etc. By learning some of the works here I was evaluated. I had been got a great knowledge. I had enhanced my typing speed by working in the organisation. I learned some more short cuts in the computers through their valuable guidance of the office staff.

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 this intern organisation I learned a lot. I had learned how to behave. I was worked hard in this organization and the team works also done here when we are copying are typing some some names or etc.. we co-ordinates each other. by the result we all are able to complete a work in less time. by co-ordinating each other we had learned how to use time properly. when I firstly went the to organization I was not able to talk with superiors. after I had learned many things from them and I was able to go and take many decisions only. My performance was very good in the organization.

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.,)

Before I Join in this organization I had only one skill and that is listening skill. I always used to feel shy to talk at some places. But this Internship had made a root level changes in me. I will talk any where because of this organization. I also learned the various behaviour of the people here. I learned how to deal with the people. How to be disciplined; how to greet or trust or treat any one. In this organization I had learned how to make our works by praising others. The disciplinary protocols and healthier conversation are able to deliver from me after this two months period.

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

Before taking the two months internship I was used to be an person. I always feel shy to talk in team after joining in it i was evolved. There are lot of changes happened to me. I can be able to tell my opinion on the groups as a team member. I am very happy with my performance. As a leader of the team. I'm matured myself I will be able to tell my opinions and share my opinion to others. I was very happy with the changes that had appeared in me by the intern organization.

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

The MRO office had a lot of technical work. The complete running of this organization is based on the online work. By this the technology plays a key role in it. There are many websites and more procedures to complete a task. By working in this organization I had enlarged my technical skills. I was done a lot of work in the organization. Through working in it I had learnt many things like cost certificate, DLR, 5 layer entry, clerical corrections, Azmaish, maps etc. a lot I had learned in the intern organization. There were many video conferences and file uploadings are done. The large number of file handling was learned there.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: chitturu Dilipkumar, 2122001051010

Term of Internship: From 08/09/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Tahsildar office, Seikapulam

Name & Address of the Supervisor
with Mobile Number: K. Arun Kumar, HRO office
9866396400

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

ch. Dilipkumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: chittaru shripkumar, 2122001051010

Term of Internship: From 09/09/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: MRO office, Sriakulam

Name & Address of the Supervisor K. Arun Kumar & MRO office
with Mobile Number: 9866396400

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
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14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5





Findings

- The majority of students (80%) reported that they had a positive experience with the program.
- The majority of students (75%) reported that they had a positive experience with the program.
- The majority of students (70%) reported that they had a positive experience with the program.
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- The majority of students (60%) reported that they had a positive experience with the program.
- The majority of students (55%) reported that they had a positive experience with the program.

Conclusions

- The majority of students (80%) reported that they had a positive experience with the program.
- The majority of students (75%) reported that they had a positive experience with the program.
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EVALUATION

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- The majority of students (80%) reported that they had a positive experience with the program.

1. Introduction

2. Methods

3. Results and Discussion

4. Conclusion

5. Acknowledgments

6. References

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1. Introduction

2. Methods

3. Results and Discussion

4. Conclusion

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

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 25 marks
 - Internship Evaluation 50marks
 - 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 Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Ch. Dilipkumar*
Programme of Study: *B.Sc IInd year*
Year of Study: *2021-2024*
Group: *MBCS*
Register No/H.T. No: *2122001051010*
Name of the College: *Govt. Degree college (men), sam.*
University: *DR. B. R. Ambedkar*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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