

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: PATNANA MANJU MOUNIKA

Name of the College: Government Degree College (MEN) SRIKAKULAM

Registration Number: 2022001067062

Period of internship: From: 03-01-2023 To: 20-03-2023

Name & Address Internship of the Organization: Municipal
Administration &
Urban Development
Department, (Opp. Old Bus
Stand), Srikakulam

DR.B.R.AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM
2020-2023

An Internship Report on

Municipal Administration & Urban Development Department

Submitted in accordance with the requirement for the degree of

B.COM

Under the Faculty Guideship of

Sri. K. Chinna Rao

Department of

Commerce Government Degree College (Men) Srikakulam.

Submitted by:

P. Manju Mounika

Reg.No: 2022001067062

Department of Commerce

Government Degree College (Men), Srikakulam.

Student's Declaration

I, Patnana Manju Mounika a student of internship Programme, **Reg.No: 2022001067062** of the Department of **Commerce**. Government Degree College (Men) Srikakulam College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-02-2023 in Municipal Administration & Urban Development under the Faculty Guide, Sri. K. Chinna Rao, Department of Commerce Government Degree College (Men) Srikakulam.

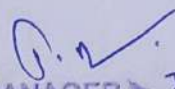
P. Manju Mounika

P. Manju Mounika
Reg.No: 2022001067062

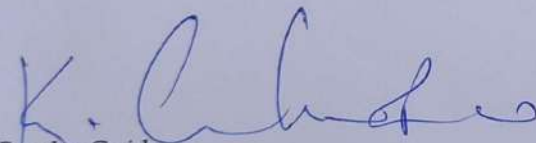
Official Certification

This is to certify that P. manju mounika. (Name of the student) Reg. No. 2022001067062 has completed his/her Internship in municipal Corporation (Name of the Intern Organization) on Srikakulam municipal Corporation. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. Com (General) Tim in the Department of govt. Degree Cg for (men) (Name of the College).

This is accepted for evaluation.


MANAGER
Srikakulam Municipal Corporation
(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that P. Manju Mounika (Name of the intern)
Reg. No 2022 001067062 of Govt Degree Collg for (men) (Name of the
College) underwent internship in Srikakulam Municipal Corporation (Name of the
Intern Organization) from 03-01-2023 to 20-03-2023

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


COMMISSIONER
Srikakulam Municipal Corporation
20/03/23
Authorized Signatory with Date and Seal

Acknowledgements

am very much Thankful to municipal co-operation, giving me strength, courage and ability to accomplish Internship Programme, as well as Internship report in scheduled time. In spite of various complications, it gives immense pleasure to thank a large number of individuals for their co-operation and encouragement of which has contributed directly and indirectly for preparing this report. I would express my gratitude towards my Internship Sir's. Their guidance and feedback which made me everything. I came to me to complete this report. I was confused that would be able to make a fruitful report. But with them, they found a way. Immediately and in time. They kept me on track to complete this report and their suggestions and their feedback were very dynamic in making this report possible.

The departments helped me to gain more practical knowledge which made my Internship Journey more fruitful. A very special Thanks goes to my department heads for giving the guidelines of Internship completion.

I would also express my sincere Thanks to all the employees of municipal co-operation.

Contents

chapter 1	exec summary.
chapter 2	overview of organisation.
chapter 3	Intern ship part
chapter 4	The project Report

1. Pura seva
2. UPH
3. Town planning
4. Public health
5. Engineering
6. Revenue
7. General & secretarial establishment
8. Accounts

Chapter 5. out comes Description
Attachments
Conclusion.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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 report stresses on the work experience I have gathered as an intern in the Srikalakulam Municipal Corporation (SMC) from 12 December 2022 until (31-03-2023) March 31, 2023 when I also have provided details about 3 months work experience at Srikalakulam Municipal Corporation (SMC) where I had to work with different sections like General and secretarial, Est. Engineering, Town Planning, Public Health, Accounts, Revenue, UPA All sections and subsections should be serviced.

Executive Summary:-

It is the most important part of the report.

The main goals of the Internship:-

- Develop skills in your written profession.
- exp and oral and written communication skills.
- Increase skills to understand and work with people from diverse backgrounds.
- develop leadership 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 to 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.

A. Srikakulam municipal corporation is the civic body that governs the city of Srikakulam in the Indian state of AP. It was upgraded to corporation on 9 December 2015.

* B. The mission statement provides what the company ~~has~~ hopes to achieve or become in future.

* C. The role and policy in an organisation is to provide general about the organisation mission.

* D. A municipal corporation is made of ward committee each ward as one seat in the wards.

* E. The work is in different departments they perform various tasks in a municipal corporation.

* F. organization include town planning, revenue, public health, solid waste management ... etc.

* G. A good plan should include goals and objectives & time lines one budgets ... for future development.

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.

Students are expected to contribute to day-to-day work at the organization, possible Internship activities include:
attending Department meetings assisting a college with relevant tasks, attending organising part of a training course, workshop structure and testing products or tools.

Working conditions are defined as the circumstances such as working hours, stress, degree of safety or danger that affect the work place. Improving the work environment and conditions.

Skills:-

- * How to improve my knowledge and skills in to practice.
- * The Benefits of networking.
- * understanding work place culture.
- * enthusiasm is invaluable.
- * Keeping a Journal for personal growth.
- * Importance of good communication.
- * The Benefits of suggestions and their feedback.

UPA section.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of UPA section	organization structure.	
Day - 2	Conducted a class regarding welfare schemes in the UPA section.	We come to know the eligibility criteria of welfare schemes like Amma Vadi	
Day - 3	YSR Pension Kanuka applications. Verification	We come to know that Total 12 types of pensions & applications.	
Day - 4	Verification of YSR Kalyana masti and Shadi Toofa application.	I come to know the eligibility to get the financial benefit from govt	
Day - 5	Verification of YSR neethana nesthan. scheme.	Here I know the weavers are getting 24000 yearly from the govt to protect	
Day - 6	Verification of YSR law nestnam application	I know that law graduates are getting 5000 RS financed from govt	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The main functions of UPRT section is to implement the Development schemes of the Government, depending on the objectives of the schemes. It need to formula the strategy, identify the beneficiaries and administer schemes.

main features:-

* This section monitors all welfare schemes registered to all municipal corporation.

* UPRT sections, monitoring YSR pensions, Dighi shelters and other welfare schemes from office.

* welfare secretaries would eligibility and insolvency of the applications from ward secretariat & recommended to the Commissioner for the welfare schemes.

* In Sachivalayam → entry and verification should be done (primary verification, online entries)

other welfare schemes:-

Housing is one of the welfare part on.
UPRT Housing → AP Tideo (Andhra Pradesh Township Infrastructure Development Corporation)

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Verification of Jagah. anna chethodu ctailors, waye branminu RaJakhil.	Here, I observed That yearly set communities are getting 10,000 money for professions.	
Day-2	Conducted a class on AP tidco housing	We come to know which type house are constructed at patrunivalasa	
Day-3	Allotment of AP Tidco Houses to the beneficiaries.	I know the different categories of house-300 sits 36050430 sits and way of allotment	
Day-4	Preparation of AP Tidco houses registration Documents	I learned how to prepare the registration document to register the property in register.	
Day-5	Data entry on tidco houses registration Documents.	I observed the different categories of houses & updated in system.	
Day-6	Verification of YSR law nestham application.	I know that, law graduates are getting Rs 5000 financial support	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Amp $\rightarrow$ partial affordable housing in partnership (Govt + Beneficiary) central + state
* Amp - Aptidco (G+B), G+B pattern through Aptidco which is used instruction methodology named as shear world technology using the materials. no bricks only using cement concrete iron.

* The central website - PMAY CPXadham mantri A was yojana) These are 4 types:- VHP, BLC, CWS,

* Implementation & processing in ULB.

(a) Identify eligibility beneficiaries belongs to eWS. economically weaker section.

(b) Allotment houses The eligible beneficiaries.

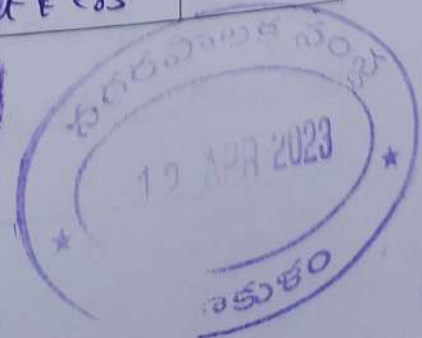
* Data entry in format up and mapping to DPR (Detailed project Report) in PMAY.

* Unit cost house :- (a) Central share - 1.5 lakhs.
b. State share - 1.5 lakhs.

* Revenue Beneficiary share either through Direct Payment of Bank loan.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of pura seva staff	organization structure.	B. Chaudhary
Day-2	Birth certificate form & process of Issuing.	learning about Birth certificate Importance.	B. Chaudhary
Day-3	Death certificate form & Issuing of process	learning about Death certificate & Importance.	B. Chaudhary
Day-4	Apps: All communication received in the office	Apps which are distributed to the sections.	B. Chaudhary
Day-5	E-office enables to create and manage electronic documents	Electronic document that can view online.	B. Chaudhary
Day-6	Pura seva - public service Deals about Dispatch service	The form dispatching denotes sending of the mail letters.	B. Chaudhary



Objective of the Activity Done:
Detailed Report:

Birth certificate: - It is a permanent and official record of child's existence, and provides legal recognition of the child's identity. At a minimum, establishes a legal record where the child was born and who his & her parents.

Death certificate: - A Death certificate is either a legal document issued by a medical practitioner which states when a person died, declares the date, location, and cause of person's death.

E-office: - E-office enables documents. The e-office aims that can be viewed, searched and shared. The e-office aims to support by Government by ushering in more effective and transparent Inter & Intra Government Process.

Tappals: - All communications received in the office which are official and un-official or personal are until registry known as tappals.

Dispatch: - It is process of sending the letters to his designation through the messenger or postable.

General

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of The General esabishment section.	organization. structure.	
Day-2	How to appore The employes leaves & Responsibilties	learning about approval of leave.	
Day-3	sa chivala scanning of Bills, attra ching Bills to applicat -pons.	Knowing about The bills.	
Day-4	In come Tax data entry in online.	Data entry the. income Tax of employees.	
Day-5	In come Tax data entry in online	Knowing about The Income Tax of employees.	
Day-6	- Holiday -		

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: In the General establishment section of an Intern organisation is the Department that fulfills its central administrative or general staff duties. It means for employees. The first one is "salary" The attendance of the employees they will also go through salary Bills. They will send to treasury the next about leaves. The leaves about casual leaves, medical leave about casual leaves, 1 day medical leave 20 days earned leave 30 days. medical reimbursement basis on employee under an employer and an employee under an employer most common of the reimbursement fee-for-service (FFS). The word reimbursement refers to the repayment to a health insurance it is a type of claim settlement. HRA → full form → House Rent Allowance also

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of secretariat establishment section.	learned a bout The organaised on structure.	X
Day-2	fy leaf register entries	learned a bout The ward secretaries salaries and their words.	X
Day-3	ward secretariat salary establishment entries.	learning about ward secretarial functions & goals.	X
Day-4	secretarial salary. Statements collection	knowing The salary statement collection and keep in a file a send Ass. Commissioner.	X
Day-5	Data entry on leaves approval	I come to know The leaves are given only for a severe problems	X
Day-6	- Holiday -	-	

WEEKLY REPORT
WEEK - 7 (From Dt..... to Dt.....)

Executive of the Activity Done:

The main functions of secretariat section:-
The main functions of secretarial section is to provide secretat support to the deliberative wing. The UB and assists in the conduct of the meeting, maintain the minutes of the meeting, communicate the decisions of the governing body to the executive wing.

* In municipality of Sriakulam, total 38 sachivalayam (urban) 10 Panchayati sachivalayam rural.

* In every sachivalayam, There are 10 secretaries

1. ward admin secretary.
2. ward sanitation and environmental secretary
3. ward welfare and Development secretary
4. ward planning and Regulation secretary.
5. ward education secretary.
6. ward Amminities secretary.
7. ward women and protection secretary.
8. ward health secretary.
9. ward Revenue secretary.

leave approvals:- casual, medical, maternity leaves.
Regulation approvals:- Deputational duties, Biometric failures.

Engineering
Section.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	conducted a class on engineering section.	learned about the organisation structure.	
Day-2	update check slip in m-Book files.	Knowing the details of Bill abstract.	
Day-3	update m-Book. Bill Register	Knowing The details of Bill Abstract.	
Day-4	conducted a class on different works done in this section.	learned about different types of maintenance related engineering.	
Day-5	update Agreement registered	I knowed about the contractor gets register by under.	
Day-6	up date check slip in m-Book files	Knowing The details of Bill Abstract	

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Summary of the Activity Done:

Report: About The Section:

Engineering section works on city development
roads. construction, drains, parks, smart city.

Here. The Head of this section municipal engn

ing. In this section, deputy executive engineering.

Assistant engineering, sachivalayam staff like

Amity secretary and data entry operators.

Main works done in engineering sections

1. maintenance of Roads.
2. maintenance of Drains.
3. maintenance of water supply
4. maintenance of Street lights.
5. maintenance of office buildings.
6. maintenance of development of the Path
7. maintenance of Infrastructure development
8. maintenance of materials.

ACTIVITY LOG FOR THE NINTH WEEK

	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	conducted a class on different developments in engineering section.	learned a bout work done by ME, DHEE, AE and sachiv alayam	
Day-2	Data entry on tenders uploading in system	I knowed that how tenders estimate the amount	
Day-3	Date entry on cash book related to engineering development	I come to know how cash Book are Important	
Day-4	re-submitted C- Bill files.	I come to know C- Bills are given only in urgent cases, like, piping	
Day-5	online complainants verification like notices.	I observed how The complaints are given like water supply	
Day-6	Conducted a class by civil Assistant engineering	I come to know how The smart city works, GIS water, supply and	

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: Roles and Responsibilities

1. Communicate with clients to determine needs and explain complex issues
2. Conduct and research studies onsite
3. Manage field activity and implement engineering designs.
4. Inspect and test material and machinery for safety
5. Ensure proper maintenance of onsite equipment
6. Diagnose construction and machinery problems.
7. Supervise and direct onsite crew
8. Over see repair and technical improvement
9. Install new systems and technology

The quality engineer's responsibilities include design quality standards, inspecting materials, equipment processes and products, developing quality control system, and determining corrective actions and also work with managers and supervisors to implement quality measures.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Town Planning. Staff.	organization structure.	
Day - 2	Various Functions and their responsibility.	organization working hands	
Day - 3	AP Building Rules and Regulations.	G.O.M.S No - 119	
Day - 4	A bout master plan	learning a bout master plan.	
Day - 5	A bout TDS and its Importance	Trans Porable Rights.	
Day - 6	Regulations Regarding master plan	The need of master Plan.	

WEEKLY REPORT

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

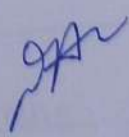
Objective of the Activity Done:

Detailed Report: It major responsibility is town development, preparation of development plan for all urban towns in the state - land management, find appropriate site for residential and Industrial zone etc...

Town planning section:-

1. For multiplication of building Rules, master-plan rules and Zonal Regulations.
2. Implementation of master plan.
3. Road widening programmes.
4. Public spaces, Roads and Junctions Improvement
5. Issuance of Permissions for Buildings and layout
6. Regulations and demolition of unauthorised constructors.
7. Removal of encroachments.
8. PPTs approval through online.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	DPHS - Development permission management system	Knowing The Importance of DP HS.	
Day - 2	observation:- Plan Approval through on line	Process of Plan approved through on line method.	
Day - 3	LTP:- Interaction with unlicensed technical person.	About their licence and Job Role	
Day - 4	Tps:- Interaction with Town Planning supervisor	About their functioning.	
Day - 5	Implement of master plan	Field visit with T. P.O	
Day - 6	Implement of master plan.	Field visit with T. P.O	

Objective of the Activity Done:

Detailed Report: Roles and Responsibilities of Town Planning

1. He shall undertake out door inspection daily for a period of 4 hours in the forenoon to the responsibilities entrusted him.
2. prompt detection of and taking action against all unauthorized constructions, and violations to sanctioned Plans.
3. Detection of and taking action against unauthorized hoardings and advertisements. wherever this subject is allotted to him.
4. detection and removal of objectionable encroachments.
5. maintenance of registers as specified under the acts. Rules and Government orders pertaining to town planning.
6. Regulation of encroachments and removal of unlicensed Registers.
7. survey data collection and drafting plans for Preparation and Implementation of G.T.P. schemes and their scheme related to Town planning in the areas.

Public Health.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of public health section.	organization structure.	
Day-2	various functions and their responsibility	organization working hands.	
Day-3	Interaction with sanitation secretary about Job role	About vitamins and minerals.	
Day-4	Interaction with sanitation secretary	Duties about sanitation. secretary.	
Day-5	Discussion about Birth certificate with health Assistant	Knowing The process of Birth certificate and from no	
Day-6	Discussion about Death certificate with health Assistant	process of death certificate and from n.	

WEEKLY REPORT
WEEK - 10 (From Dt..... to Dt.....)

Summary of the Activity Done:

looks. The public health in municipal corporation after the maintenance of health and registration of Births and Deaths. Providing primary education and other services also.

Compulsory functions: - It undertakes the responsibility of maintaining hospitals and dispensaries, cleaning public lanes and preventing the sale of rotten food stuffs and adulterated milk. etc. electricity and water supply. It provides safe drinking water and electricity for domestic and commercial use. It ensures that diseases do not break out in the city. It runs hospitals. It takes care of garbage collection, water supply keeping. The streets and market clean and undertakes. The responsibility of Birth and Death certificates.

ACTIVITY LOG FOR THE ELEVENTH WEEK

	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Discussion a bout marriage certificate with health Assistant	Knowing The process of marriage certificate and From no	
Day-2	field visit with ANM for friday-Day Day programme.	Importance a bout friday-Dy Day	
Day-3	Sachivalayam visit Interaction with ANM and secretary.	Knowing a bout ANM Duties & secretary duties.	
Day-4	Anganwadi visit Interaction with staff and children.	Knowing a bout The scenery for The children's growth	
Day-5	Sanitation Visit in streets with sanitation secretary.	observed The work of municipal workers.	
Day-6	Interaction with mHO-municipal health officer.	Knowing The Roles and Res-ponsibility of mHO	

WEEKLY REPORT
WEEK - 11 (From Dt..... to Dt.....)

Report of the Activity Done:

1. Local municipality in health services.
2. Health dept. take about food control, waste management, surveillance of communicable diseases.
3. Vector control, environmental pollution control, disposal of dead and chemical safety. The municipalities take health localities for arranging. The disposal of sewage to drain out dirty water from cities and villages.

Public health services:-

1. community health
2. Disaster management.
3. Health education and communication.
4. Health policy - Birth & Death services.
5. Health system management.
6. Chemical safety, pollution control
7. Sanitation work in pandemic situation.

Accounts

ACTIVITY LOG FOR THE TWELVETH WEEK

	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of Accounts section.	Knowing a bout The section and Duties	
Day-2	Annual Accounts Preparation.	Learning about receipts and Payments.	
Day-3	Discussion about The budgets with Accounts officer mam	Learning about The preparation of budgets.	
Day-4	Interaction with pre-audit sig.	Knowing a bout examiner and asst examiner duties.	
Day-5	Discussion about The comprehensive financial management system. (FMS) with A.O.	Learning about bill receipts & payments of The monthly reconciliation.	
Day-6	Explanation of Balance sheet.	Learning The verification of Balance sheet.	

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Report of the Activity Done:

The main functions of The Accounts sections are preparation of the budgets processing of The payments, vouchers, main posting of The revenue and maintenance of The Books of Accounts.

Management of The pay you get from provided fund.

Annual Accounts:- It is a every process

Normally Budgets is submitted in January in income and expenditure. Balance sheet.

Budgets:- It is a every process year, Normally is submitted in January.

Audits:- The main functions of The Audit Section

is conducting a per audit of all The receipts and payments. Based on The verification and approval of

Audit section- payments will be released

CFMS:- comprehensive financial management

system. The salary of employees is uploaded

In CFMS workers, it has marker, checker, and

approver.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Bill creation & voucher creation process (online)	Creation expense Bill and Bill Payment	
Day-2	practical about enteries of bills in the ERR site enterprise resource, planning.	learning about ERP	
Day-3	Receipts enteries of Annual Accounts	learning a bout The chitta, Challana	
Day-4	miscellaneous receipts in The chitta collection - n .	learning a bout miscellaneous Report	
Day-5	Audit: It is a every Year process after completion of audit, submitted to smc	Knowing about audit and audit report	
Day-6	Grants:- state and central government Give Grants.	learning a bout municipal grants.	

WEEKLY REPORT
WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Challana: - It is a municipal form. It contains House tax, water tax, shop tax, rents, Death and Birth etc Chitta.

Chitta: - The share off has to maintain the Chitta. All money received on Accounts of the Chitta, municipality shall be remitted in fact to the treasury. Daily. In case of small municipality located in a distance from the treasury as in the week as can be conveniently managed.

Grants: - The grants are provided by state government and central government for the development of municipal corporation.

It has 001 and 002 used for treasury accounts
002 - used for revenue property tax.

001 - Chitta other than revenue

Receipt forms: - It has Chitta, Chagres, online and Justments.

envelop Accounts: - These are conducted every year.

1. Receipts and payments.
2. Income & expenditure.
3. Balance sheet.
4. Inflow Balance

Revenue

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Introduction of Revenue staff members	organization. structure.	
Day-2	Data entry on Register houses & shop rents	Verifying the rent details about shops.	
Day-3	House Tax and water Tax Payment process.	Knowing how Tax's Payment received	
Day-4	MDR - missileous Demand Register.	learning about missileous. Register.	
Day-5	- Rent notice -	Knowing about Red notice & Protocol.	
Day-6	Update The challana Register of shop rent in municipality	Knowing The process of Challana update	

Objective of the Activity Done:

Detailed Report:

The revenue department of the government supervises the work of the patwari. It ensures that records are properly kept and land revenue is collected. It also ensures that farmers can easily obtain a copy of their land record. It is the revenue department that makes the students obtain their caste certificate. The main function of the revenue section are assessment and levy of various taxes such as paddy tax, vacant land tax, collection and manifesting of the taxes function. living of taxes on vacant lands, public & private properties and also levying tax on water tap connections. (smc) comes from these taxes. Two revenue inspectors will be there for the entire corporation. Shop room rent and water tax respectively 8% of the total income from a revenue taxes. 10% will be sent to library department and 15% will be deducted for administrative charges.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	VLT - vaconi Land Tax	learning about The VLT Process.	
Day-2	Interaction with Revenue Inspector	Knowing The Duties of DI	
Day-3	EL - en lombe exence certificate	Knowing The Importance of EL	
Day-4	All months, relating to levy and collection of Direct Taxes.	Knowing about The levy Tax.	
Day-5	water Tax Process for The Payment Procedure	collecting water Tax Payment from public	
Day-6	House Tax Process for The Payment Procedure	collecting house Tax Payment from public.	

Objective of the Activity Done:

Detailed Report:

Some of typical tasks that interns in this department might be expected to perform include. Assisting with the processing and payments and issuing receipts to taxpayers. Helping to prepare and mail Tax bills and statements. Participating in Tax collection activities such as collection. and audits. conducting property surveys to determine the value of real estate for Tax purposes. Helping to prepare reports & representations on revenue collection and Tax assessment. Assisting in the implementation of new revenue collection system and procedures. Reviewing and verifying tax returns and related documents. These are just some of the tasks. That intern in the Revenue Department of a municipal office might be expected to perform. The specific tasks you will depend on the needs. and priorities of the department as well as your skills. Interest and educational background in the municipal corporation.

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.)

This my ideal working environment. as I thrive working as part of a team. I prefer working in a group where team members can encourage each other and share their ideas.

I also enjoy working for an organization where I

I know, I continue to grow my skills both personally.

professionally.

I enjoy working in an environment where the members of the team have a strong sense of a good ethic.

I like working with competent kind funny people who like

getting things done. It is important to me to feel that I can

trust my team members to always do their best because I do

An ideal work environment is your preferred atmosphere

work. Because all factors that make up an environment.

For every one's. Ideal work environment is.

Different here are some aspects that may affect your definition of your environment.

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

many employees look for certain basic skills. Intern we can divide these skills into technical and non-technical skills. Technical skills include subject knowledge, practical experience, understanding the technology you work with etc.

Technical skills are the abilities, knowledge, or expertise required to perform specific job related tasks. Technical skills are required (or) related to jobs in science, engineering, tech, manufacturing, or finance. They are learned through on-the-job experience or ^{structured} ~~structured~~ learning.

Technical skills, some times referred to as hard skills, involve the practise knowledge you use in order to complete tasks. Some examples of technical skills are:

- Data analysis
- Web Development
- Computer programming languages.
- financial management.
- UX Design.
- Graphic Design.
- Writing

Overall, my technical skills and hands-on experience are primarily focused on natural language processing and artificial intelligence, allowing me to provide insight and information on a wide range of related topics.

Technical skills are qualities acquired by using and gaining expertise in performing physical or digital tasks.

There are many kinds of technical skills. Traditionally, people working in mathematics, computer science, mechanics, and information technology have used many technical skills.

Today however many more industries rely on employees with technical knowledge.

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).

Managerial skills refer to the abilities that a person possesses to every manage and lead a team of individuals to achieve a specific goal or objective. There are several management skills that are essential to be successful in a leadership role.

Leadership: - A manager should possess the ability to inspire, motivate and guide a team towards a common goal.

Decision making: - A manager should be able to delegate to team members effectively taking into account their strengths and weaknesses.

Behaviour: - A manager should be able to communicate effectively with team members, stakeholders and higher management.

Workmanship: - A manager should possess the ability to resolve conflicts and maintain a positive work environment.

Performance analysis: - A manager should possess the ability to adapt and be able to adjust to changing circumstances.

Strategic thinking; - A manager should be able to think strategically and develop plans that align with overall goals of the organisation.

Goal setting; - A manager must establish specific measurable, achievable, relevant and time bound (SMART) goals. This helps to provide direction and clarity to the organisation.

Overall planning is a critical managerial function that requires a manager to be proactive strategic and analytical. Effective planning can help an organisation achieve its goals, improve performance and maintain a competitive edge.

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.)

Improving communication skills requires a conscious, a conscious effort and a willingness to practice. Here are some ways to improve your oral communication. written communication, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate key points - closing the communications, maintaining niceties and protocols, greeting, thanking, and appreciating others.

Practice active listening:-

Pay attention to the speaker, maintain eye contact and show interest in what they are saying. Avoid interrupting. Avoid assuming.

Clear and concise:-

Speak and write in a clear and concise manner. Use simple language.

Appropriate body language:-

Your body language should match your message. Maintain good posture. Use appropriate hand gestures and eye contact.

Practise Public Speaking:-

Join a public speaking club or attend workshops to improve your public speaking skills. Prepare and practise your speeches before hand.

Read and write regularly:-

Read books, newspapers and articles to improve your vocabulary and writing skills. Practise writing emails, memos and reports to improve your written communication skills.

Be confident:- Believe in yourself and your abilities. Practise positive self talk and visualization techniques to boost your confidence levels.

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

Discussions:-

Prepare ahead of time by researching the topic forming opinions.

Be actively to others and avoid criticism or negativity. Be responsive.

Build on other ideas and encourage discussion.

Participation in teams:-

Proactive and offer to help communicate regularly and be responsive.

Be up, prepared and ready to contribute. Be accountable for your work and deliver.

Contribution as a Team member:-

Focus on tasks that play to your strengths.

Be open to feedback and use it to improve.

Building a team / a club:-

Define clear goals and expectations.

Encourage participation and collaboration.

Communicate regularly and provide feedback.

Celebrate successes and learn from failures.

Practise active listening and empathetic communication.

Communication.

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

I have observed some technological developments personally and I can provide an overview of some relevant advancements in digital technologies being used to improve efficiency reduce costs and automate processes.

Technological Development is the overall process of innovation and diffusion of technology or process automating services:-

Technology can take over many of the administrative duties that occupy municipal government workers. The public can pay bills or files and obtain permits through online protocols not only. does this reduce help desks for government employees, but it allows the public to file at an office.

When these portals are supported by a high speed work constituents an access automated service of any time of day or night provides access to services books community sanitation.

and frees up government staff to handle specific tasks.

members of a community want to be able to
directly with municipal government officials
if when they have a problem or complaint. It is
communication open is important for instilling a sense
of justice and satisfaction among members of the public.
Members of the public can constitute a force
for municipal government members of the public can
interact with community leaders through web conferencing
or voice mail messages that can be forwarded to
staff mobile devices.

Student Self Evaluation of the Short-Term Internship

Student Name: **P. Manju Muthika** Registration No: **20220907062**
 Term of Internship: **From: 03-01-2023 To: 20-03-2023**
 Place of Evaluation:
 Organization Name & Address: **Srikulam Municipal Corporation,
 Opp. old Bus Stand, Sri Kulam**

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: **P. Marya Mourika** Registration No: **2022-00107062**
 Term of Internship: From: **03-01-2023** To: **20-03-2023**
 Date of Evaluation:
 Organization Name & Address: **Srikakulam Municipal Corporation.**
CPP old Bus stand, Srikakulam.
 Name & Address of the Supervisor
 with Mobile Number

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Page No

Signature of the Supervisor
MANAGER
 Srikakulam Municipal Corporation





