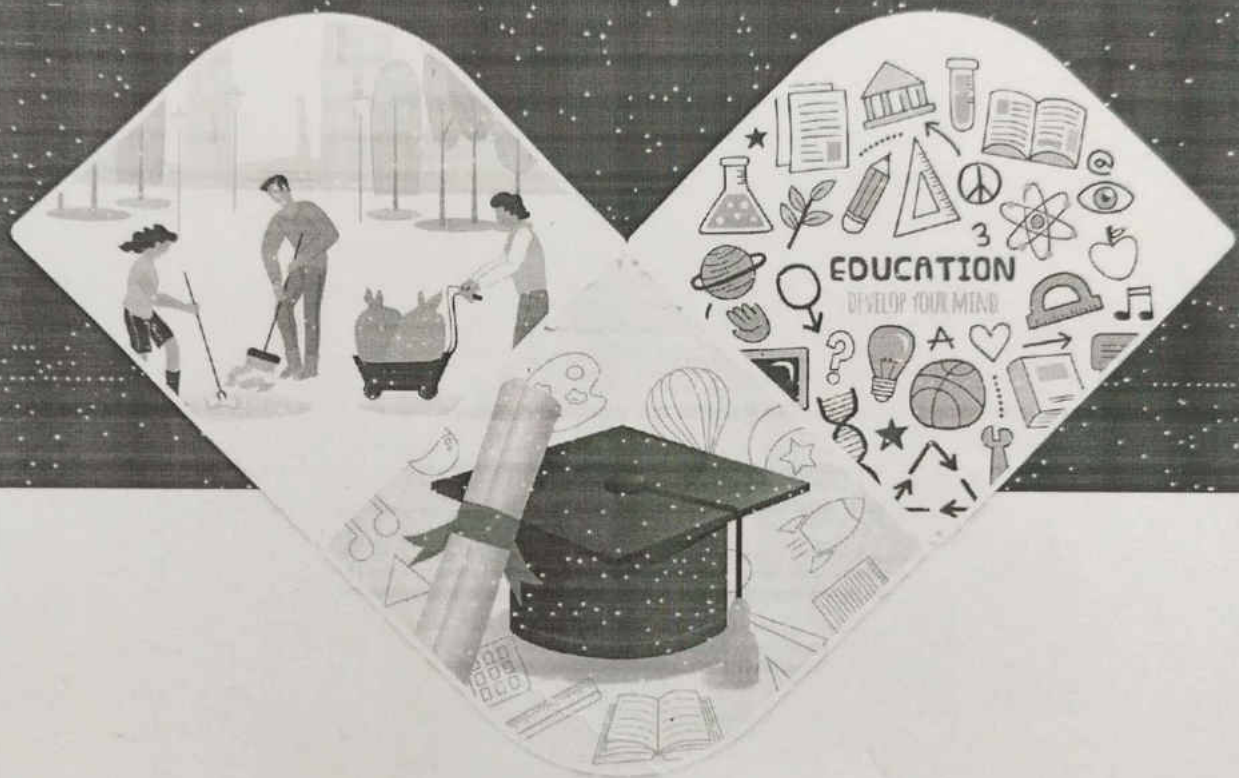


Model Program Book



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:

B. Rithvik

Name of the College:

G.D.C (MEN)

Registration Number:

2022001440005

Period of Internship:

From:

12/12

To:

18/03

Name & Address of the Intern Organization

Srikakulam (Dist), Lavenex mandal
Revenue department

D.R.B.R.A University

YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

Bobbadi Ritwik

(Name of the Student)

Reg.No: 2022001440005

Department of BA (I.G.E)

Govt Degree college man Srikakulam

(Name of the College)

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 Semester internship either in V Semester or in VI Semester.
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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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.

-----<<@>>-----

Student's Declaration

I, B. R. H. W. K. a student of Internship
Program, Reg. No. 2022001440005 of the Department of Revenue
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/03/2023 in Revenue Dept. (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
B.A (T. G. E), Govt Degree college MEN
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that Rithik Bobbadi (Name of the student) Reg. No. 2022001440005 has completed his/her Internship in Revenue Dept (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (T.G.E) Vth sem in the Department of Govt Degree College Men (Name of the College).

This is accepted for evaluation.

10/4/22
(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Rithik babbadi (Name of the intern)
Reg. No 202200440005 of G.D.C (H.E.N) (Name of the
College) underwent internship in Revenue dept (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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

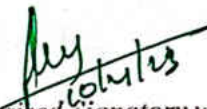

Authorized Signatory with Date and Seal

Certificate from Intern Organization

This is to certify that Rithwik bobbadi (Name of the intern)
Reg. No 2022006440005 of G.D.C (H.N) (Name of the
College) underwent internship in Revenue dept (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

The overall performance of the intern during his/her internship is found to be

Satisfactory (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal

Acknowledgements

This revenue internship report is the result of an end of the way of four 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 for the valuable assistance towards me to complete these unknown Internship

I extend my gratitude to the honourable Tansildare sir for his feed back and support. I also extend my gratitude guidance. special thanks to the typist sir and some other persons VRO's for their guidance and love and support. By all the above respected people I achieved many skills & developed by my self. Thank you everyone.

Copyright

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

I had done internship in Revenue Department from 12-12-2022 to 18-03-2023

In this organization I had worked under the honorable thesildare sir. On the overview of the intern period I had learned many things. The following things were happened to me in these four months.

Period.

→ I had gained valuable work experience

→ I had gained confidence.

→ I was transitioned into the job

→ By working in the department my communication

skills were developed

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.

The organization have worked in Revenue dept.

The thakildar office is located in LAVERU Mandar.

The Department of revenue is mainly responsible for all matters relating to supervising the work of the Patwari. It ensures that records are properly kept and land revenue is collected.

It also

ensure that farmers can easily obtain a copy of their land records, and also in accordance with the land revenue code and other related laws and enactments.

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.

Reverse Internship requires intern to do a variety of activities. I was responsible for assisting activities staff with various learning methodologies under a head instructor supervisor. The intern

Should research the Thaxildar office by 10:00 AM we have to go to staff and they assist some work and they teach process of computing it. and they help us to performance with the discipline. I had used computer and had learned about the DLR and pass book. five layer entry and clerical mistakes correction and from our respected staff. I also found and many more things had been learnt.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
12-12-2022 Day - 1	Orientation and introduction in the internship organization Pothayavara land survey	Land survey & Data entry	ky
13-12-2022 Day - 2	Pothayavara village land survey data entry	Land survey & data entry	ky
14-12-2022 Day - 3	Pothayavara village land survey data entry	Land survey data entry	ky
15-12-22 Day - 4	Pothayavara village land survey data entry	Land survey data entry	ky
16-12-2022 Day - 5	Pothayavara village land survey data entry	Land survey data entry	ky
17-12-2022 Day - 6	Pothayavara village land survey data entry	Land survey data entry	ky

WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/22 to Dt. 17/12/22)

Objective of the Activity Done:

Detailed Report:

I have learnt what is land survey and ~~Database~~ of village called Pothayavalasa.

They thought ~~use~~ us. A land survey is process of measuring features of piece of land, including its area, shape and location. This is done to create an accurate and up to date record of land ownership, which is used for various purposes such as land registration, taxation and dispute resolution. This is your first day experience. ~~This~~

After that day they thought use the data entry is ~~process~~ that data entry is the process of inputting the data collected during the land survey into a database.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
19-12-2022 Day - 1	Pothayavalaasa village Land survey data entry	Land survey data entry	
20-12-2022 Day - 2	Pothayavalaasa village Land survey data entry	Land survey data entry	
21-12-2022 Day - 3	Pothayavalaasa village Land survey data entry	Land survey data entry	
22-12-2022 Day - 4	Pothayavalaasa village Land survey data entry	Land survey data entry	
23-12-2022 Day - 5	Pothayavalaasa village Land survey data entry	Land survey data entry	
24-12-2022 Day - 6	Pothayavalaasa village Land survey data entry	Land survey data entry	

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/21 to Dt. 24/12/21)

Objective of the Activity Done:

Detailed Report:

As they already explained the process of the land survey and the data entry work of the village name called Pothayavase.

We all have continued the work that was assigned before a week and that going on still now of cause of the work area of land in that village.

In the this department land survey and data entry are typically carried out by trained professionals such as land surveyors and revenue officers.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
26-12-2021 Day - 1	Pothayavasa village land survey data entry	Land survey data entry	ME
27-12-2021 Day - 2	Pothayavasa village land survey data entry	Land survey data entry	ME
28-12-2021 Day - 3	Pothayavasa village land survey data entry	Land survey data entry	ME
29-12-2021 Day - 4	Pothayavasa village land survey data entry	Land survey data entry	ME
30-12-2021 Day - 5	Pothayavasa village land survey data entry	land survey data entry	ME
31-12-2021 Day - 6	Pothayavasa village land survey data entry	Land survey data entry.	ME

WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/12/22)

Objective of the Activity Done:

Detailed Report:

As I said that village more land the process of the land survey and the Data entry process is ~~still going~~ ^{carried} to the third week of my internship program.

As all we are united and come together to complete the survey and data entry of these land as soon as possible to finish it. and your office staff also helped very much to complete the work with us.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
02-01-2023 Day -1	Pothayavalsa village land survey and data entry	Land survey Data entry	Me
03-01-2023 Day -2	Pothayavalsa village land survey and data entry	Land survey Data entry	Me
04-01-2023 Day -3	Pothayavalsa village land survey and data entry	Land survey Data entry	Me
05-01-2023 Day -4	Absent	—	Me
06-01-2023 Day -5	Absent	—	Me
07-01-2024 Day -6	Absent	—	Me

WEEKLY REPORT

WEEK - 4 (From Dt. 2/01/23 to Dt. 7/01/23)

Objective of the Activity Done:

Detailed Report:

The Internship system provide access to land records and enable citizens to obtain information on land ownership boundaries and other related information.

The activity involved in Land Survey and data entry very simple method we just need to understand there methods and their work to work on it. So it will be simply can be done at that time.

The process take more to complete the survey and data entry for one village.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
09-01-2023 Day - 1	Pothayavalsa village land survey data entry	Land survey Data entry	Me
10-01-2023 Day - 2	Pothayavalsa village land survey data entry	Land survey Data entry	Me
11-01-2023 Day - 3	Pothayavalsa village land survey data entry	Land survey Data entry	Me
12-01-2023 Day - 4	Pothayavalsa village land survey data entry	Land survey Data entry	Me
13-01-2023 Day - 5	Pothayavalsa village land survey data entry.	Land survey Data entry	Me
14-01-2023 Day - 6	Bhogi holiday	-	Me

WEEKLY REPORT

WEEK - 5 (From Dt...9/01/23... to Dt...14/01/23)

Objective of the Activity Done:

Detailed Report:

This is the last day of for the village called Pothayavasei survey and Data entry.

The main task of the land survey this is involve physically measuring and mapping the boundaries and physical features of a piece of land.

This is done using various tools such as surveying instruments, GPS technology, and aerial photography. The survey data is then used to create a detailed map of the land to establish its boundaries and location.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
16-01-2023 Day - 1	Karuna holiday	—	He
17-01-2023 Day - 2	Absent	—	He
18-01-2023 Day - 3	Absent	—	He
19-01-2023 Day - 4	Lopenta village land survey and data entry	Land survey Data entry	He
20-01-2023 Day - 5	Lopenta village land survey and data entry	Land survey Data entry	He
21-01-2023 Day - 6	Lopenta village land survey and data entry	Land survey Data entry	He

WEEKLY REPORT

WEEK - 6 (From Dt. 16/1/23 to Dt. 21/1/23)

Objective of the Activity Done:

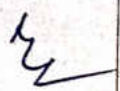
Detailed Report:

This week it was with the new village name called Iopenda for the work of as we know land survey and the land data entry.

This week it's been so easy to us to complete for the work cause as we seen we have done the same work in the previous weeks.

as the land survey and data entry are important functions within the revenue department as they ensure accurate records of land, ownership and property boundaries, which in turn enable the department to carry out it's core functions such as collecting taxes.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
23-01-2023 Day - 1	Lopenta village land survey data entry	Land survey Data entry	
24-01-2023 Day - 2	Lopenta village land survey data entry	Land survey Data entry	
25-01-2023 Day - 3	Lopenta village land survey data entry	Land survey Data entry	
26-01-2023 Day - 4	Republic day holiday	—	
27-01-2023 Day - 5	Lopenta village land survey data entry	Land survey Data entry	
28-01-2023 Day - 6	Lopenta village land survey data entry	Land survey Data entry	

WEEKLY REPORT

WEEK - 7 (From Dt...23/1/23 to Dt...28/1/23)

Objective of the Activity Done:

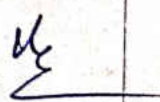
Detailed Report:

This week also continues some of the village based open land survey and data entry work is going of that village.

Land survey involves the use of various technologies and techniques to accurately determine property of boundaries and land ownership.

The data collected during the survey is then used to update and maintain accurate records of land ownership and boundaries in databases or information systems.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
30-01-2023 Day - 1	lopenta village land survey data entry	Land survey Data entry	
31-01-2023 Day - 2	lopenta village land survey data entry	Land survey Data entry	
1-02-2023 Day - 3	lopenta village land survey data entry	Land survey Data entry	
2-02-2023 Day - 4	lopenta village land survey data entry	Land survey Data entry	
3-02-2023 Day - 5	lopenta village land survey data entry	Land survey Data entry	
4-02-2023 Day - 6	Absent	—	

WEEKLY REPORT

WEEK - 8 (From Dt. 30/1/23 to Dt. 4/2/23)

Objective of the Activity Done:

Detailed Report:

As of now this week also the same village work is going on and this time more farther than the old village called Pothayavasa.

This week we having more data entry work than before weeks. Where Data entry on the other hand, involves the inputting and maintenance of accurate data related to land ownership boundaries, and transactions in databases of GIS information systems. This may include verifying and updating legal documents related to land transactions such as deeds, titles, leases, and ensuring that all relevant information is accurately recorded.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
6-02-2023 Day -1	Lopenta village land survey and data entry	Land survey Data entry	
7-02-2023 Day -2	Lopenta village land survey and data entry	Land survey Data entry	
8-02-2023 Day -3	Lopenta village land survey and data entry	Land survey Data entry	
9-02-2023 Day -4	Lopenta village land survey and data entry.	Land survey Data entry	
10-02-2023 Day -5	Absent	-	
11-02-2023 Day -6	Second Saturday	-	

WEEKLY REPORT

WEEK - 9 (From Dt. 6/2/23 to Dt. 11/2/23)

Objective of the Activity Done:

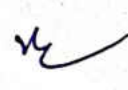
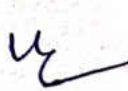
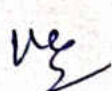
Detailed Report:

Both land survey and data entry require specialized knowledge and expertise and may involve collaboration with other government agencies or departments.

The revenue department may also conduct training or outreach programs to educate the public or other government employees about land survey and mapping.

This may include verifying and updating legal documents related to land transactions such as deeds, titles, or leases, and ensuring that all relevant.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
13-02-2023 Day - 1	lopenta village land survey and Data entry	Land survey Data entry	
14-02-2023 Day - 2	lopenta village land survey and Data entry	Land survey Data entry	
15-02-2023 Day - 3	lopenta village land survey and Data entry.	Land survey Data entry	
16-02-2023 Day - 4	write lopenta village land notices.	writing land notices	
17-02-2023 Day - 5	write lopenta village land notices	writing land notices	
18-02-2023 Day - 6	Haha Shivaratri holiday	-	

WEEKLY REPORT

WEEK - 10 (From Dt...13/2/23 to Dt...18/2/23)

Objective of the Activity Done:

Detailed Report:

This week we also ~~give~~ given some new work with the land survey and duty entry and also notices writing.

Notice writing is an important function within the revenue department as it involves communicating with taxpayers and other stakeholders about various matters related to taxes and land ownership.

The differences some key points of notice writings are

→ Purpose

→ Format

→ Content

→ Legal requirements

→ Follow-up

ACTIVITY LOG FOR

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
20-02-2023 Day -1	wrote lopanta village land notices	writing land notices	
21-02-2023 Day -2	wrote lopanta village land notices	writing land notices	
22-02-2023 Day -3	wrote lopanta village land notices	writing land notices	
23-02-2023 Day -4	wrote lopanta village land notices	writing land notices	
24-02-2023 Day -5	wrote lopanta village land notices	writing land notices	
25-02-2023 Day -6	wrote lopanta village land notices	writing land notices	

WEEKLY REPORT

WEEK - 11 (From Dt. 20/2/23 to Dt. 25/2/23)

Objective of the Activity Done:

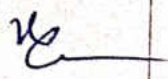
Detailed Report:

This week is fully with the notice writing about their lang requirements in the paper to the revenue department.

They have many legal requirements for certified mail or specific language that must be included. It is important that the revenue department is aware of these legal requirements and follows them accordingly.

This week we had a much complicated work for cause this ~~was~~ is first week for us to complete this, and completed the notices writing work with in this.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
27-02-2023 Day - 1	Budathavale village Land survey and Data entry	Land survey Data entry	
28-02-2023 Day - 2	Budathavale village Land survey and Data entry	Land survey Data entry	
1-03-2023 Day - 3	Budathavale village Land survey and Data entry	Land survey Data entry	
2-03-2023 Day - 4	Budathavale village Land survey and Data entry.	Land survey Data entry	
3-03-2023 Day - 5	Budathavale village Land survey and Data entry	Land survey Data entry	
4-03-2023 Day - 6	Budathavale village Land survey data entry	Land survey Data entry	

WEEKLY REPORT

WEEK - 12 (From Dt. ^{27/2/23} to Dt. ^{4/3/23})

Objective of the Activity Done:

Detailed Report:

This week again we are given new village name and the budathavals and the same process is happening here land survey and data entry work that we did previously done before.

Both data entry and land survey require good working conditions that gives the good output of the work and bring the completing the work.

The process of surveying and entering the data in the logs.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
06-03-2023 Day -1	Budathavalsa village land survey and data entry	land survey data entry	
07-03-2023 Day -2	Budathavalsa village land survey and data entry	land survey data entry	
08-03-2023 Day -3	Holi holiday	—	
09-03-2023 Day -4	Budathavalsa village land survey and data entry	land survey data entry	
10-03-2023 Day -5	Absent	—	
12-03-2023 Day -6	Second Saturday holiday	—	

WEEKLY REPORT

WEEK - 13 (From Dt 6/03/23 to Dt 12/3/23)

Objective of the Activity Done:

Detailed Report:

This week also we are doing the same work of land survey and the data entry of the village but that also.

These are very easy after we have been doing this for many weeks they become easy to complete with the that work.

but this time they given the useful tips from your mentor those tips are used us in sorting & separation of the tiles so as become easy to us to that work.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
13-03-2023 Day - 1	Budathavasa village Land survey and data entry	Land Survey data entry	ke
14-03-2023 Day - 2	Budathavasa village Land survey and data entry	Land survey data entry	ke
15-03-2023 Day - 3	Budathavasa village Land survey and data entry	Land survey data entry	ke
16-03-2023 Day - 4	Budathavasa village Land survey and data entry	Land Survey data entry	ke
17-03-2023 Day - 5	Budathavasa village Land survey and data entry	Land survey data entry	ke
18-03-2023 Day - 6	Budathavasa village Land survey and data entry	Land Survey data entry	ke

WEEKLY REPORT

WEEK - 14 (From Dt. 13/05/23 to Dt. 18/05/23)

Objective of the Activity Done:

Detailed Report:

Land survey and data entry are two important functions in the revenue department that help to maintain accurate records of land ownership, boundaries and values of taxation purposes.

This week with the same village budhthavore and completing of the works of the land survey and data entry.

As we know both the data entry and land survey are important works.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1			
Day - 2			
Day - 3			
Day - 4			
Day - 5			
Day - 6			

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

[illegible]

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 and healthy environment of MRO office in past four months the interaction towards me is mostly used by me. The supplied water and toilet that maintained very neatly 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. They are all works with more discipline. They through us they know the gentle with the people.

The healthy relationship are maintaining across them. They work as a team. They co-ordinates in each of their works. By the result the organization staff got 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 four months in this intern department. Part of all I got an ~~clear~~ clear participation about the office environment. I learned how to apply for a work on land survey and entering the data entry works for many weeks.

By learning some of the works by technically they also provided me the ~~bas~~ computer knowledge.

I had ~~enriched~~ enhanced my typing speed by working in their dept. I learned some more shortcuts in the computer 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 organization 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 were copying or typing something or etc. we are co-ordinators to complete a work in less time. by co-ordinating each other we had learned how to organization. I was not able to talk with superior. after I had learned many things from them and now able to face and take many decisions owing 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 ~~low~~ skill and that's listening skill and learning the new things. I always used to feel shy to talk at some places. But this intern make to feel comfortable to talk in those places. I also learned this various behaviour of the people here. I learned how to deal with the people how to be disciplined. how to greet and greet the people with the respect. 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 an one after this ~~to~~ four month's intern

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

Before that I want to say the main things of these requirements.

- Active listening
- Effective communication
- Collaborative approach
- Preparation
- Flexibility
- Conflict resolution
- Encourage accountability.

By incorporating these into your approach to group discussions and leading a team activity you can enhance your abilities and contribute to team's success.

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 A.P government had upgraded many things ~~there~~ some of them are.

- E-Mutation
- Bhudhar
- Dharani
- Mobile applications
- GIS mapping

These technological developments are likely to have a significant impact on the revenue department's training programs, as they enable greater efficiency, transparency, and accessibility of revenue related services. Training programs are likely to focus on equipping revenue officials with the necessary skills and knowledge to use these technologies effectively and provide high-quality services to citizens.

Student Self Evaluation of the Short-Term Internship

Student Name: Rithvik bobbadi

Registration No: 202200164005

Term of Internship: From: 12/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Tadaviladar office Lavuru mandal

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

Date:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	Rithwik bobbadi	Registration No:	202200MY6005
Term of Internship:	From: 12/12/2022	To:	18/03/2023
Date of Evaluation:			
Organization Name & Address:	Tahsil Dhar office		
Name & Address of the Supervisor with Mobile Number	Tahsil Dhar office lawaru mandal		

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:

Signature of the Supervisor

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Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external 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 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- 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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

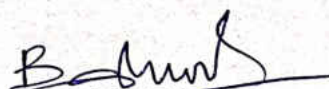
Name of the College:

University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	10
	GRAND TOTAL	50	50

Date:

18/7/23


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	75
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	140
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	190

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert



18/07/20

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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