

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: *Laveti Dhamalaxmi*

Name of the College: *Government Degree college (m) srirakulam*

Registration Number: *2022001440023*

Period of Internship: *From 13/12/2022 to 12/4/2023*

Name & Address of the Intern Organization: *Registrar office, srirakulam.*

Dr. B. R. Ambedkar University

2020 - 23

An Internship Report on

Semester (four month) Internship Program.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Arts (I.G.E.)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
Government Degree College for men

(Name of the College)

Submitted by:

Laveti Chandelam?

(Name of the Student)

Reg.No: 2022001440023

Department of Registration office (land)

Government Degree college men Srikulam.

(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, Laveti Dhonalaxmi, a student of Registration and stamps, soikakulam.
Program, Reg. No. 2022001440023 of the Department of Government degree college (m) soikakulam.
College do hereby declare that I have completed the mandatory internship
from 13/12/2022 to 12/04/2023 in Registration and stamps (Name of
the intern organization) under the Faculty Guideship of
Geography. (Name of the Faculty Guide), Department of
Government Degree college men soikakulam.
(Name of the College)

L. Dhonalaxmi
(Signature and Date)

Official Certification

This is to certify that Laveti Chandalaxemi (Name of the student) Reg. No. 2022001440023 has completed his/her Internship in Registration and stamps department in Srikakulam. (Name of the Intern Organization) on Joint sub Registration and stamps in Srikakulam. (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Govt Degree college men Srikakulam in the Department of _____ (Name of the College).

This is accepted for evaluation.

Endorsements

Faculty Guide

Head of the Department

Principal



Certificate from Intern Organization

This is to certify that Laveti Dhanalaxmi (Name of the intern)
Reg. No 2022001440023 of Gout Degree college men ^{Sri Kalahasti} (Name of the
College) underwent internship in Revenue Department (Name of the
Intern Organization) from 13/12/2022 to 12/04/2023.

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

K. S. K. P.
Authorised Signatory of the Intern Organization Seal
SRIKAKULAM (O.B.)



Acknowledgements

this internship report is the result of an end of a way of four months internship in the Registrar office and stamps department, ssicakulam. It could not have been possible without the participation assistance of numerous brave and courageous people of along the way thus, I have to thank them all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity contagious interest in the internship.

I am indebted to my college teachers and the Principal for their vision, encouragement and enduring contagious interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I started shared my dark days and together we sort out academic and social problems.

special thanks must be given to the Joint sub Registrar and several junior assistants and several other government office and other staff members in the Registrar office and stamps department, ssicakulam, for their feedback love and support with which I achieved skills and developments.

last and most importantly, I would like to all those who made this report possible and become a reality with their kind assistance.

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the registered document and storing of daily revenue statement. I had also assisted with endorsements printing section. I had gained practical experience in taking photographs and capturing finger prints.

through my internship, I achieved several learning objectives including gained practical experience of working in a government office setting, learning about the roles and responsibilities of the Registrar office and the stamps department, developing effective communication and interpersonal skills, gaining knowledge and practical experience in registering the document, marriage, stamps, understanding the importance of records keeping and documentation in Government organization.

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 Registration and stamps Department is
age old department functioning way back from
the year 1864.

Learning objectives :-

- i) Acknowledgement of document.
- ii) How to do endorsement printing
- iii) photo section.
- iv) check slip entry.
- v) EKYC (Electronic know your customer)
- vi) search Emburance
- vii) stamps section.
- viii) How to do stamps writing
marriage section
How to do cash receipt entry

The Registry office and stamps department in sota-kulam provided me with opportunity to gained practical experience and enhance my knowledge. During my four month internship, I worked closely with junior assistants, other staff members and the Joint sub-Registrars officers of the Registry office and the stamps department.

During the first two months of internship, I worked with the Registrar office and gained practical experience in government office administration. I was given a brief knowledge about documents and the corresponding registration process for various types of document. This experience helped me to develop my communication skills and provided me with the better understanding of how government office function.

During the second half of my internship, I worked with stamps department and gained practical experience in registration and distribution of stamps. I also had experience in EKYC registration. I have and searching encumbrance and challans. I have also learned about second keeping and scanning.

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 Registration and stamp department is an age old department functioning way back from the year 1864.

1. Registration Act 1908, governs the registration of documents relating to properties both immovable and movable

organizational structure :-

Secretariat level → state level → zonal level → District → sub-District level.

The registration and stamps department is an age old department functioning way back from 1864. The object of the department is to give publicity to the registered documents. The department is collecting revenue to the state exchequer by way of stamp duty, transfer duty and registration fees.

Organizational structure :-

secretariat level → state level → zonal level district level
sub district level.

The Registrar office in Srikakulam is the principal office in Srikakulam that a citizen has to visit for filing property registration or sale. District Registrar heads the office. Joint sub-Registrars in office accept the necessary documents and issues the stamp duty.

Role of sub-Registrar office in property registration :-

- ⇒ the sub-registrar is entrusted with the job of registering the sale deed and accepting the documents.
- ⇒ the sub-registrar is assigned with a job to generate maximum revenue for the state government concerned through stamp duty and Registration charges.
- ⇒ The Registrar office is under the obligation to sell and purchase the documents presented to the government official for their authenticity.
- ⇒ to register the documents presented to him after checking with the parties who present them.
- ⇒ the office of the registrar of assurances also issues the registration receipt post submission of documents.

Policy of the Registrar office towards me (intern) :-

The officers at the Registrar office provided me guidance and gave feedback on my work which helped me improve my skills and to gain exposure in different aspects of government office administration.

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.

The Registration and stamp department is old department functioning way back from the year 1864.

we learnt in the register office Acknowledgement of document, How to do endorsement printing, photo section, check slip entry, EKYC, search Emburance. we performed these things on system. and we learnt a good communication skills.

During my four month internship at the Registrar Office and the stamps Department in Sirakulam. I was involved in various activities and responsibilities that helped me gain practical experience and enhance my skills and knowledge in government office administration and registration of document.

working conditions :- the working conditions at the Registrar office and the stamps Department were professional, and the staff members were helpful and supportive. the office and department were equipped with all the necessary facilities including computers, printers, scanners and other office equipment. the working hours were from 10:30 Am to 5 pm, Monday to Friday.

Weekly work schedule :- During the first two months of my internship, I worked with the Registrar office and was involved in various activities related to government office administration. My weekly work schedule includes deriving acknowledgedgements of documents, observing the registration of documents under the supervision of junior assistants in the sub-Registrar's office, preparing reports, attending meetings, working with different sections of the Registrar office.

Equipment used :- During my internship in the Registrar office and the stamps department, I used various equipment, including computers, printers, scanners, barcode scanners, cameras and finger point scanners etc...

Tasks Performed :- During my internship at the Registrar office and the stamps department, I was involved in deriving the acknowledgedgements, printing the endorsements, scanning the registered documents, taking photographs, and fingerprints of clients. I was also involved in filling the details of stamp indent in the official website. I was responsible for participating in ElogC Registrations, marriage Registrations, and several other activities.

Skills Acquired :- Through my internship, I acquired various skills including effective communication and interpersonal skills, problem solving and analytical skills, time management and organizational skills and technical skills related.

In conclusion, my internship at the Registrar office and the stamps department in Srirangapatnam provided me with a valuable opportunity to gain practical experience, enhance my skills and knowledge, and contribute to the functioning of a government organization.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13/12/2022	observing the check slip entry of document	Gained knowledge about document.	
Day -2 14/12/2022	observing the check slip entry of document.	Gained knowledge about document	
Day -3 15/12/2022	Introduction of document	Introduction of document	
Day -4 16/12/2022	Introduction of document	Introduction of document	
Day -5 17/12/2022	today learn about types of documents.	types of documents.	
Day -6 18/12/2022	knowing some extra points about documents.	Gained some key points about documents.	

WEEKLY REPORT

WEEK - 1 (From Dt. 13/12/2022 to Dt. 18/12/2022)

Objective of the Activity Done: Introduction about document.

Detailed Report: In this week, learn about various documents and its types, and also purpose of documents. Various documents such as sale deed, mortgage, gift deed, settlement, will, Gift settlement, mortgage types. These are used in different different sections like, in the purpose of loans they mortgage documents deeds, purpose of Assets deeds sale deed document, purpose of Donation Gift settlement documents are used.

second one is acknowledgment of the document that means how to declare Acknowledgment no. of documents. the number help to no. of document help on the particular year. Go to Registration bar on the top. Go to acknowledgment section receipt. select "form" the document is a box. enter the execution date, Prouside name - Prouside name - stamp cost - no. of sheets in the document. enter the either the document is given or not. then we get acknowledgment number.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20/12/2022	observing the check slip entry	Introduction of sale deed document	
Day -2 21/12/2022	observe the document of sale deed.	Gained knowledge about sale deed document.	
Day -3 22/12/2022	observing the process scheduling	Introduction about scheduling.	
Day -4 23/12/2022	observing the process of scheduling	Process of scheduling	
Day -5 26/12/2022	observe the process of details execution	Learned process of details execution.	
Day -6 27/12/2022	observing the process of entry details	process of entry details.	

WEEKLY REPORT

WEEK - 2 (From Dt. 20/12/22 to Dt. 27/12/22)

Objective of the Activity Done:	streamlining acknowledgement & sale deeds.
Detailed Report:	<u>common steps to all types of documents</u> :-
*	Go to Registration menu on the top of the Home page.
*	click on Acknowledgement of Draft the to Receipt. Then go to "Form" option.
*	then derive a Acknowledgement number,
*	Go to "ADMIN" menu.
	then click on Acknowledgement and select Draft Receipt update / cancel.
*	then derive on dialogue box "Acknowledgement not cancel."
*	After that Go To Registration.
	then select document Receipt (online entry) for sale deed, mortgage for sale agreement cum GPA (General Power of Attorney).
	.
	Admin No :- 01 - 11
	sale - sale Agreement cum GPA.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 26/12/2022	observing the process check slip entry for sale deed document.	Gained knowledge about	
Day -2 29/12/2022	observe the process of how to entry the details of Doner/ donee	Process of entering details.	
Day -3 30/12/2022	observe the process check slip entry for settlement.	Gained knowledge about settlement.	
Day -4 31/12/2022	observe how to entry details of mortgage, mortgage.	Process of entering details.	
Day -5 2/1/2023	observe how to enter Rule 3 details	Gained knowledge about Annexure.	
Day -6 3/1/2023	observe documents and Book 1, Book 3 in system.	Gained knowledge about Book 3.	

WEEKLY REPORT

WEEK - 3 (From Dt. 28/12/22 to Dt. 3/1/23...)

Objective of the Activity Done:	Gift settlement and Release document
Detailed Report:	Gift settlement, Trust deed, Release, will, Exchange, Partition
* verify if the crys is completed (or) not.	
* After that enter required details such as stamp purchase, Excutant, Names of sta parties PAN card or numbers, Aadhar Card numbers, Boundaries etc ...	
* then derive an dialogue box.	
to enter check slip entry details.	
* to correct check slip details.	
Go to Registration menu select Add / Edit / delete (or) All Document	
Then derive an CS number.	
* tick the mark content box	
* ① Press capture, crop the photo.	
- ② Crop the thumb.	
* the a dialogue box is shown successfull	
* Go to TRD clients on the top of screen.	
* open EICXC App.	

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 4/1/2023	observing the process of entering details of will document.	Gained knowledge about will document	
Day -2 5/1/2023	observing the process of will document drafting	Gained knowledge about will document	
Day -3 6/1/2023	How to enter details of releasee, releasee	Gained knowledge about releasee doc.	
Day -4 7/1/2023	observe how to enter details of releasee, releasee	Gained knowledge about Release doc	
Day -5 8/1/2023	observe the check slip entry for trust document	Gained knowledge about trust doc.	
Day -6 10/1/2023	observe the check slip entry for trust document	Gained knowledge about trust doc.	

WEEKLY REPORT

WEEK - 4 (From Dt. 4/1/23..... to Dt. 10/1/23....)

Objective of the Activity Done: mortgage and Release Documents

Detailed Report: mortgage (loan from bank/other organization)

An mortgage document, two categories are there:

MR (Mortgagor) - ME (Mortgagee)

There are different types of mortgage documents:

① mortgage with possession - Admin No: 02 - 01

② mortgage without possession - Admin No: 02 - 02

③ mortgage by a small farmer on agricultural land from PSBs - Admin No: 02 - 06.

④ Memorandum of deposit of title deeds - Admin No: 02 - 05
for document entry for mortgage documents;

Go to Registration menu → Document Receipt (Online entry)
mortgage ← Book 1 ←

Release (cancellation of mortgage loan agreement)

for Release documents, two categories are there:

RR (Releaser) - RE (Releasee)

for Release Receipt, Admin No: 05 - 05

for document entry of a Release Receipt Documents, Go to Registration menu

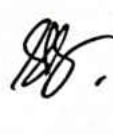
↓

Document Receipt (post manual entry)

↓

Release.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 11/1/2023	They have told about Acknowledgement number.	Brief Introduction of Acknowledgement No.	
Day -2 17/1/2023	Today observed the process of Acknowledgement number deriving	Process of Acknowledgement number.	
Day -3 18/1/2023	They have told observed Acknowledgement number role in part of document	Some more points about Acknowledgement number.	
Day -4 19/1/2023	Today observe the process of Acknowledgement number.	Process of Acknowledgement number.	
Day -5 20/1/2023	Do the practical of Acknowledgement number.	Gained knowledge about Acknowledgement number	
Day -6 21/1/2023	Do the practical of Acknowledgement number	Gained knowledge about Acknowledgement number.	

WEEKLY REPORT

WEEK - 5 (From Dt. 21/1/23 to Dt. 21/1/23)

Objective of the Activity Done: GPA & check slip entry of a document

Detailed Report:

General Power of Attorney (GPA)

An GPA is two categories are there:

(PL) Principal - Attorney (AY)

For GPA ,

Admin NO : 09 - 04 (for non-family members)

Admin NO : 09 - 05 (for family members)

for cancellation of GPA ,

go to Registration menu → Document Receipt (post-manual entry) . cancellation

Rectification :- Admin NO :- 08 - 01

check slip entry (CS entry)

to view a list of options in a table model, press Ctrl+L

At the time of schedule entry ,

Local Body :- 3 - Other municipality

4 - minor Gram Panchayat

5 - major Gram Panchayat

7 - Grade I/other municipality

Land use :-

① Residential

② Dry land

③ vacant land

④ wet land

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 23/1/2023	They have told about marriage certificate.	Introduction about marriage certificate.	N.V. Nagi TA
Day -2 24/1/2023	Today observe the process of marriage certificate.	Process of marriage certificate.	N.V. Nagi TA
Day -3 25/1/2023	Learned some more points about marriage certificate.	Some more points about marriage certificate.	N.V. Nagi TA
Day -4 27/1/2023	They have told about marriage certificate.	Gained knowledge about marriage certificate.	N.V. Nagi TA
Day -5 28/1/2023	observe the process of marriage certificate.	Process of marriage certificate.	N.V. Nagi TA
Day -6 30/1/2023	They have told about some more information about marriage certificate.	Gained knowledge about marriage certificate.	N.V. Nagi TA

WEEKLY REPORT

WEEK - 6 (From Dt. 23/1/23 to Dt. 30/1/23...)

Objective of the Activity Done: some details about check slip entry

Detailed Report:

- ⇒ If the value of land is above 5 lacs, then Form No. 2 are necessary, other wise it will be filled as form 60.
 - ⇒ Rule - III statement / market value statement is present for all types of properties.
 - ⇒ For Houses, Annexure - IA is present.
 - ⇒ For Agricultural lands, Form XM (RoR) is present.
 - ⇒ If there are two survey numbers; T.S. NO & R.S. NO. (Town survey number & Revenue survey number), then T.S. NO. should be considered.
 - ⇒ If the property is a vacant site in a municipality then nearest door NO. is required.
 - ⇒ If there are no boundaries for an agricultural land then all boundaries can be taken as "fence".
 - ⇒ 1-B form, representative form and planning map of layout / site / building should be considered in No. of sheets.
 - ⇒ For a flat, some extent should be there.
 - ⇒ For a site, extent can be "0".
 - ⇒ For correction of check slip entry
- Go to Registration → click on "Add / Edit / delete for documents."

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 31/1/2023	They have told about E.C (81) search encumbrance.	Introduction about search encumbrance.	
Day -2 1/2/2023	Today observe the process of search encumbrance.	Process of E.C	
Day -3 2/2/2023	Learn some key about search encumbrance.	Some more points about search encumbrance	
Day -4 3/2/2023	Observe the process of search encumbrance.	Process of search encumbrance.	
Day -5 4/2/2023	Do the practical of search encumbrance.	Gained knowledge about search encumbrance.	
Day -6 6/2/2023	Do the practical of search encumbrance.	Gained knowledge about E.C	

WEEKLY REPORT

WEEK - 7 (From Dt. 31/1/23 to Dt. 6/2/23)

Objective of the Activity Done: Cash Receipt Entry for a document

Detailed Report:

for cash receipt entry.

Go to cash menu → click on Receipt.

Enter the check slip number.

Then enter the person's name who paid challan.
Enter chargeable value.

Then enter property type.

Put the cursor near of CFMS column and
press Ctrl + L.

Then scan the barcode on challan and press
"enter".

If it has a deficit stamp duty, then enter the
value near stamp duty box.

If it has a TD (Transfer Duty) then bifurcate
the stamp duty and transfer duty and enter the
denominations near the corresponding places.

Enter the local body and then save

repeat the same process for all types of
charges in the challan for a document.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 7/2/2023	Do the practical of endorsement and pointing.	Process of pointing.	
Day -2 8/2/2023	Do the practical of photosection.	Process of photo section.	
Day -3 9/2/2023	Do the practical of stamps and writing.	Process of stamps and writing.	
Day -4 10/2/2023	Do the practical of check slip entry.	Process of check slip entry.	
Day -5 13/2/2023	Do the practical of stamps.	Knowledge about stamps.	
Day -6 14/2/2023	Do the practical of the ERyc.	Process of ERyc.	

WEEKLY REPORT

WEEK - 8 (From Dt: 7/2/23 to Dt: 14/2/23)

Objective of the Activity Done: photos section

Detailed Report:

Go to "Imaging" menu and then click on "Photo fp" option.

Then Enter check slip number and bond number then the details of party list and witness list will be displayed. Click on Continue.

click on capture for every one in the party list.

Take photos and finger prints for the persons in the party list based on the type of document.

After take photo for everyone please click on "save" for finger print capturing. click on Initialize, then capture and then close option for witness list.

Two witnesses are needed for every document. For each one, name, age and relation and address details should be entered carefully for this purpose. I have used the digital equipments like webcamera and Angerprint scanner efficiently.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 15/2/2023	no known about Endorsements printing	learned about endorsements printing	
Day - 2 16/2/2023	known about some more details about endorsement printing	known the role of endorsement printing in the registration of a document	
Day - 3 17/2/2023	observed the process of endorsement printing	observed and learned the process of endorsement printing on document	
Day - 4 20/2/2023	practical of endorsement printing	Gained practical experience in printing the endorsement	
Day - 5 21/2/2023	practical of endorsement printing	Gained practical knowledge of endorsement printing	
Day - 6 22/2/2023	practical of endorsement printing	Gained practical experience in endorsement printing	

WEEKLY REPORT

WEEK - 9 (From Dt. 15/2/23 to Dt. 22/2/23)

Objective of the Activity Done: Endorsements . printing .

Detailed Report:

In this week, I had learned briefly about Endorsement printing after assigning the regular document number for a document, this process it to be done. No. of sheets that is entered in the acknowledgements that no. of sheets in the documents should be placed in the printer. Then photos and fingerprints of document holders and those of witnesses and revenue charges for the document and other details will be printed on the back side of the document.

⇒ Go to Registration .

⇒ Then click on Endorsements printing .

⇒ Enter the check slip number .

⇒ Check whether the document is regularised or not .

⇒ Enter the sub - registry name .

⇒ Click on print .

⇒ Then details will be printed .

This is the process in endorsements printing .

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 23/2/2023	Knowing about verification of EKYC.	learned how to verify that EKYC is done or not	
Day -2 24/2/2023	Practical on verifying EKYC.	Gained practical experience in verifying Aadhar details	
Day -3 25/2/2023	observed the process of scanning the registered documents	learned the process of scanning the registered document	
Day -4 26/2/2023	practical on scanning the registered documents	Gained practical experience in scanning the registered document	
Day -5 28/2/2023	observing the process of Assigning the Document number.	learned the process of Assigning the document number.	
Day -6 1/3/2023	practical on the process of assigning the document number.	Gained practical knowledge of assigning the regular document number.	

WEEKLY REPORT

WEEK - 10 (From Dt. 23/2/23 to Dt. 1/3/23..)

Objective of the Activity Done: scanning and Assigning the Doc. No.

Detailed Report:

To verify EKYC;

Go to Registration menu and then select "verify Aadhar" option.

Enter Aadhar number of the client and click on "verify"

If EKYC is done then the details of the client will be done.

Scanning :-

It is the last process in the registration of a document. After the registration, the document is to be stored in the form of softcopy. So, the document is scanned.

⇒ Go to "Imaging" menu.

⇒ click on "scanning" option.

Select the document to be scanned and enter the no. of sheets.

Put the sheets of document in the scanner.

The page which has photo and finger prints is to be scanned other side also.

Assigning the doc. no means assigning doc. no to CS. no.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 2/3/2023	listened to a class on stamps	known about stamps	
Day -2 3/3/2023	known some details about various types of stamps	Grof knowledge about different types of stamps	
Day -3 4/3/2023	known the process of filling the indent for stamps.	learned the process of filling the details in an indent for stamps	
Day -4 6/3/2023	observed the process of registration of stamps on cash	known the process of registering the stamps on cash	
Day -5 7/3/2023	practical on registering the stamps on cash	Gained practical experience in registering stamps on cash	
Day -6 9/3/2023	practical on stamps section	Gained practical knowledge in stamps section.	

WEEKLY REPORT

WEEK - 11 (From Dt. 2/3/23 to Dt. 9/3/23...)

Objective of the Activity Done: stamps section.

Detailed Report:

Some key points about stamp:

(i) Non - Judicial stamps.

₹ 10, ₹ 20, ₹ 50, ₹ 100.

These are used in the purpose of agriculture.

(ii) Special Adhesive labels.

₹ 50, ₹ 10, ₹ 20, ₹ 50, ₹ 100.

These are used in the purpose of loans.

(iii) Revenue stamps.

₹ 1.

These are also called as promissory notes.

(iv) Notary stamps.

₹ 5.

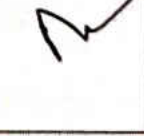
These are used in certificates such as marriage certificate.

(v) Court fee stamps

(₹ 1, ₹ 2, ₹ 10, ₹ 5, ₹ 20.)

These are also known as Judicial stamps.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 10/3/2023	practical on registering the stamps on cash	Gained practical experience in registering stamp bonds on cash.	
Day -2 13/3/2023	practical on registering the stamp on cash	learned the process of giving stamps on cash.	
Day -3 14/3/2023	known the process of registering the stamps on challana	learned the process of registering the stamps on challana	
Day -4 15/3/2023	practical on process of registering the stamp on challana.	Gained practical experience in registering the stamps on challana.	
Day -5 11/3/2023	filled the stamp bonds, with details of stamp purchasers.	Gained practical knowledge on filling the stamp bonds	
Day -6 12/3/2023	learned the process of verifying report and emp-staff of stamps in the official website.	known the process of verifying the registered stamps	

WEEKLY REPORT

WEEK - 12 (From Dt. 10/3/23 to Dt. 17/3/23..)

Objective of the Activity Done: stamps section.

Detailed Report:

stamps registering on cash :-

Go to stamps menu → sale → serial number stamps

Distribution ← forms ← citizen.

fill the details of party like name, relation, and address. If the stamps are for any firms then enter the details of that firm in the box named "stamps for" otherwise it will be left as "self". fill the other details like type of stamps, denomination, bundle no, no. of stamps, etc.. and then click on save.

Registering stamps on challan :-

Go to stamps menu → sale → non-serial number stamps

Distribution ← forms ← citizen

Repeat the process of filling the details as above enter challan no, date and bifurcate the amount as the denominations of special the labels, and then click on "save".

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 18/3/2023	learned some details about EKYC.	Got to know about EKYC.	
Day -2 20/3/2023	learned the need of EKYC in the registration of document	Got to know the role of EKYC in registering a document	
Day -3 21/3/2023	observed the process of EKYC registration	know the process of EKYC registration.	
Day -4 23/3/2023	observed the process of EKYC registration.	learned the process of EKYC registration	
Day -5 24/3/2023	Did the practical on EKYC	Gained practical knowledge on EKYC	
Day -6 25/3/2023	Did the practical on EKYC	Gained practical experience in EKYC registration	

WEEKLY REPORT

WEEK - 13 (From Dt. 18/3/23 to Dt. 25/3/23)

Objective of the Activity Done: Ekyc.

Detailed Report:

Ekyc (Electronic know your customer)

⇒ open Ekyc app or Ekyc bar on the top of the screen.

⇒ Go to "BD clients" menu on the top of the screen.

⇒ then a dialogue box will be displayed.

⇒ enter UID number.

⇒ Tick the mark on consent box.

⇒ Press "Capture" to capture the thumbprint of the person.

⇒ then a "success" message will be displayed on the screen.

thus, Ekyc registration process will be completed.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 27/3/2023	knowing some details about EC or search encumbrance	learned some details about EC.	
Day -2 28/3/2023	learned some key points about search encumbrance.	known some more points about EC	
Day -3 29/3/2023	observed the process of search encumbrance	known the process search encumbrance	
Day -4 31/3/2023	observed the process of search encumbrance	known the overall process of search encumbrance	
Day -5 1/4/2023	Practical on the process of search encumbrance	Gained practical knowledge about search encumbrance.	
Day -6 3/4/2023	practical on the process of search encumbrance.	Gained practical knowledge about search encumbrance	

WEEKLY REPORT
WEEK - 14 (From Dt. 27/3/23 to Dt. 3/4/23)

Objective of the Activity Done: EC / search . Encumbrance .

Detailed Report:

this EC helps us to know whether there are any loans, debits etc on the property which is sold.

→ steps to do search EC.

⇒ Go to Assistance menu and then search for EC and then go to distribution and then select forms option.

⇒ then a dialogue box will be displayed.

⇒ then search criteria, we have to select a document and then enter the required details.

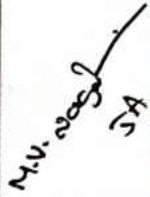
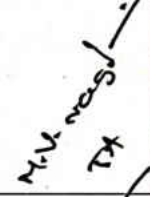
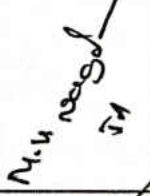
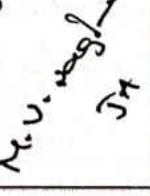
⇒ some links will be displayed on the left side of the screen.

⇒ using search option enter document number select links (in yellow is red colour)

⇒ then click on submit option.

⇒ continue with ctrl + D.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 4/4/2023	listened to some details about marriage registration	known about marriage registration	
Day - 2 5/4/2023	known about the required documents for marriage registration	known the requirements for a marriage registration.	
Day - 3 6/4/2023	learned some key point about conditions for marriage registration.	known the brief details of a marriage registration	
Day - 4 10/4/2023	observed the process of marriage registration.	observed the process of registering a marriage	
Day - 5 11/4/2023	observed the process of marriage registration certificate.	observed the process of deriving a marriage certificate	
Day - 6 12/4/2023	observed the total process of marriage registration.	known the process of marriage registration	

WEEKLY REPORT

WEEK - 15 (From Dt. 4/4/23 to Dt. 12/4/23)

Objective of the Activity Done: Registration of a marriage.

Detailed Report:

Required Documents :

1. wedding photos.
2. photo of groom and bride along with the parents.
3. marriage certificate issued by function hall is venue.
4. identity proof couple.
5. Date of birth certificate or SSC certificate for age.
6. 3 witnesses identities required. 1 one from each family and third member can be any relative and their identity copies.

All documents should be attested by a Gazetted officer.

Eligibility :- The bridegroom and the bride must have completed 21 years and 18 years of age respectively.

Fees :- Rs. 100/- in case of the Hindu marriage Act and Rs. 150/- in case of the Special marriage Act is to be deposited with the cashier of the district and the receipt to be attached with the application form.

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.)

During my internship at the Registrar office and stamps department in ssikakulam, I experienced a professional work environment that was conducive to learning and growth. The office and department were equipped with all the necessary facilities, including computers, printers, scanners, and other office equipment. The work environment was clean, organized, and spacious, with adequate lighting and ventilation. The staff members were friendly, welcoming, and supportive. They were always willing to help and answer any questions that I had. The supervisors and senior officials provided me with guidance and feedback on my work, which helped me improve myself to participate in various activities and events organized by the office and

department, which helped me gain exposure to different aspects of government office administration.

The work environment was also characterized by a strong emphasis on professionalism, ethics and integrity. The staff members were committed to upholding the values and principles of the organization and worked diligently to ensure that their work was of the highest quality. They demonstrated a strong sense of accountability and responsibility in their work and were always willing to take ownership of ~~their~~ their tasks and responsibilities.

Overall, the work environment that I experienced during my internship was positive, supportive, and professional. It provided me with a valuable opportunity to gain practical experience, enhance my skills and knowledge, and contribute to the functioning of a government organization.

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

During my internship at the Register office and stamps department in srirangapatna, I acquired several real-time technical skills related to government office administration and registration of documents.

These skills include :-

Data collection and management :- I learned how to collect and manage data using various tools and software; such as Excel spreadsheets, and geographic information system (GIS)

Barcode scanner operation :- I gained hands-on experience in operating barcode scanner to the time of cash receipt entry through e-challan etc

Computer Hardware operation :- I gained some hand-on experience in operating printers and scanner at the time of Endorsements, pointing and scanner of regularised and registered document.

Daily Revenue Record management :- I gained experience in maintaining and updating revenue duties collected in the form of stamps, registration fees, transfer duties etc....

Communication skills :- I improved my communication skills by interacting with various stakeholders, such as land owners, land sellers, bank managers, mortgagors, government officials, and other staff members. I learned how to communicate technical information effectively and clearly.

Technical Report writing :- I gained experience in writing technical reports on distribution of stamps, documents registration, challan records, and other activities which involved data analysis and interpretation.

Overall, these technical skills that I acquired during my internship will be beneficial for my future academic and professional pursuits in the field of government office administration and documents registering. They have equipped me with the necessary technical knowledge and practical skills to succeed in these fields.

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.

We learnt many things in short term internship (Register office Land).

- * Good team working.
- * Improvement in my behaviour.
- * Good communication with people.
- * Flexible work timing.
- * Decision making in any situation.
- * I gained leadership qualities
- * Improvement in work performance
- * Productive use of time
- * Importance of time
- * clarity of job works

During my internship at the Registrar office and stamps department in Srikakulam, I not only acquired technical skills but also developed various managerial skill.

These skills include :-

Planning and Organizing :- I learned how to plan and organize my work effectively to meet deadlines and achieve targets. I also observed how my supervisors and senior officials planned and organized their work to manage their teams and achieve organizational goals.

Leadership :- I gained experience in leading small teams of staff members during document registration and other activities. I learned

Problem-solving :- I developed problem-solving skills by dealing with real-time challenges and obstacles during documents registration and other activities.

Communication and Interpersonal skills :- I improved my communication and interpersonal skills by interacting with various land owners, mortgagors (land), bank officials, government officials, and other staff members.

Time management and Prioritization :- I learned how to manage my time effectively and prioritize tasks based on their importance and urgency.

Overall, these managerial skills that I acquired during my internship will be beneficial for my future academic and professional pursuits in the field of government office administration and registration of land documents. They have equipped me with the necessary knowledge and skills to lead teams, solve problems, and make informed decisions.

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.,)

* Learn a lot of things apart from skills, which helps in communication network.

* I like writing daily issues and I want to explore my self in public

Improving communication skills is an ongoing process, and there are several ways that I can further enhance my communication skills. Some of the steps I can take are:

Practice Active Listening :- Active listening is an important aspect of effective communication. To improve my communication skills, I can practice active listening by paying attention to the speaker, asking relevant questions, and clarifying doubts.

Practice Speaking Confidently :- Confidence is key when it comes to effective communication. I can work on building my confidence by practicing speaking in front of a mirror, recording my speaking, and seeking feedback from others.

Improve non-verbal communication :- Non-verbal communication, such as facial expressions, and body language, plays a crucial role in communication. To improve my non-verbal communication.

Use clear and concise language :- clarity and conciseness are crucial for effective communication. I can work on using simple language, avoiding jargon, and using clear and concise sentences.

Read and write more :- Reading and writing are excellent ways to improve communication skills. By reading books, articles, and other materials, I can improve my vocabulary and writing skills. I can improve also practice writing E-mails, reports, and other documents to improve my writing communication skills.

Seek feedback :- Feedback is critical for improving communication skills. I can seek feedback from my supervisors, colleagues, and friends to identify areas for improvement and work on them.

Overall, by practicing active listening, speaking confidently, improving non-verbal communication, using clear and concise language, reading and writing more, and seeking feedback, I can continue to improve my communication skills and become a better communication.

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

Enhancing one's abilities in group discussions, participation in teams, contribution as a team member and leading a team/activity requires practice, dedication, and a willingness to learn there are some ways that I can enhance my abilities in these areas.

Group Discussion :- To enhance my abilities in group discussion, I can focus on improving my active listening skills, participating actively by contributing ideas, asking relevant questions, and seeking clarification whenever necessary.

Additionally, I can work on building rapport with other team members, respecting others' opinions, and remaining open to constructive feedback.

Participation in Teams :- To enhance my participation in teams, I can start by taking the initiative to participate in team activities, volunteering for tasks, and demonstrating a positive attitude towards team goals. I can also work on building trust and respect with other team members by being reliable, communicative and open to collaboration.

Contribution as a team member :- To enhance my contribution as a team member, I can focus on developing skills that align with the team's goals and objectives.

I can also work on improving my ability to communicate effectively with team members, delegate tasks, and offer constructive feedback. Additionally, I can learn to take ownership of my tasks, manage my time effectively, and deliver results, in a timely and efficient manner.

Leading a Team/Activity :- To enhance my leadership abilities, I can start by developing a clear understanding of the team's goals, objectives, and challenges. I can work on building my ability to communicate effectively with team members, inspire and motivate them towards common goals, delegate tasks effectively, and resolve conflicts constructively. Additionally, I can learn to manage risks, make informed decisions, and deliver results that align with the team's objectives.

Overall, enhancing my abilities in group discussions, participation in teams, contribution as a team member, and leading a team/activity requires a combination of soft skills and technical skills. By focusing on developing my soft skills such as problem-solving, I can become a more effective team member and leader.

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

During my internship at the registry office and stamps Department, I observed several technological developments that are relevant to the subject area of my training.

These include:

cloud computing :- The Registry office uses cloud computing technology to store and manage large volumes of data. cloud computing has several advantages such as scalability, cost-effectiveness and accessibility. This technology has enabled the Registry office to store and manage a vast amount of data efficiently.

Online Applications :- The Registry office uses an official website for the purpose of registration of land documents, distribution of stamps, marriage registration, divorce registrations, etc. registrations etc... this application has made the registration of various documents more easy and effective.

Digital Instrument :- The Registrar office and stamps department is equipped with several digital instruments like computers, mouse, keyboards, printers and scanners. Besides these, there are also several other instruments like fingerprint scanner, barcode scanner, camera for photo capturing, etc... These all devices help in the process of registration of documents.

Overall, I observed that technological developments have greatly improved the efficiency and accuracy of documents registration and stamps giving activities. The use of cloud computing, online applications, digital instruments and several other technologies has transformed the way the Registrar office and stamps department operate.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Laxmi Chandelam</u>	Registration No: <u>2022001440023</u>
Term of Internship: From: <u>13/12/2022</u> To: <u>12/04/2023</u>	
Date of Evaluation: <u>Joint sub Register office ; Registration and stamps</u> <u>Department Srirangapatna</u>	
Organization Name & Address:	

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: 29-03-2023

L. Chandelam
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Evaluation by the Supervisor of the Intern Organization

Student Name: Lovet: Dhonalaxmi	Registration No: 2022001440023
Term of Internship: From: 13/12/2022 To: 12/04/2023	
Date of Evaluation: Joint sub-Registrar office ; Registration and stamps Department in Srikakulam.	
Organization Name & Address:	
Name & Address of the Supervisor : Ravi Kumar Kavalu ; Joint sub Registrar - 1 Srikakulam, 7093921350 .	

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

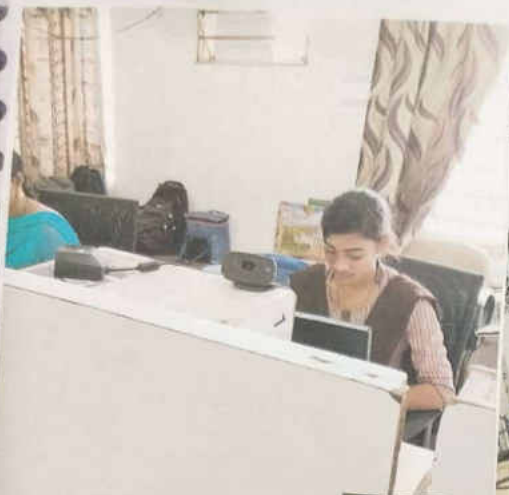
Rating Scale: 1 is lowest and 5 is highest rank

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: 29/03/2023

Page No

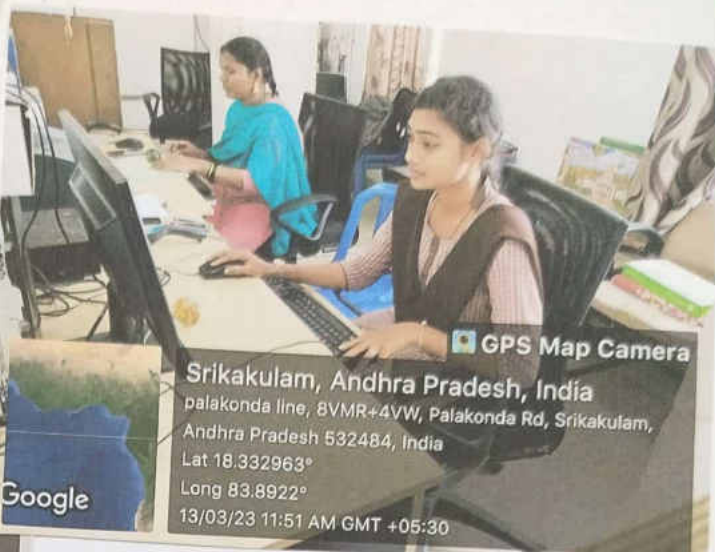




GPS Map Camera

Srikakulam, Andhra Pradesh, India
palakonda line, 8VMR+4VW, Palakonda Rd,
Srikakulam, Andhra Pradesh 532484, India
Lat 18.332963°
Long 83.8922°
13/03/23 11:54 AM GMT +05:30

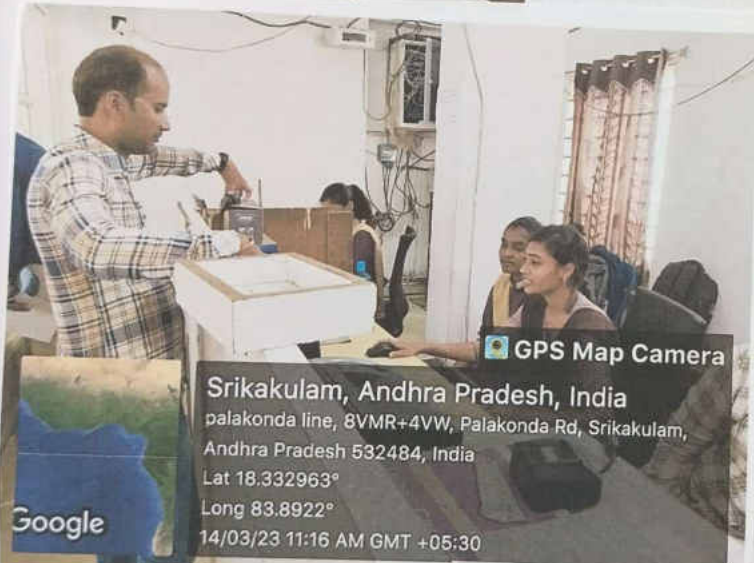
Google



GPS Map Camera

Srikakulam, Andhra Pradesh, India
palakonda line, 8VMR+4VW, Palakonda Rd, Srikakulam,
Andhra Pradesh 532484, India
Lat 18.332963°
Long 83.8922°
13/03/23 11:51 AM GMT +05:30

Google



GPS Map Camera

Srikakulam, Andhra Pradesh, India
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Andhra Pradesh 532484, India
Lat 18.332963°
Long 83.8922°
14/03/23 11:16 AM GMT +05:30

Google



GPS Map Camera

Srikakulam, Andhra Pradesh, India
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Andhra Pradesh 532484, India
Lat 18.332963°
Long 83.8922°
14/03/23 11:22 AM GMT +05:30

Google

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: Laveti Dhonalaxmi .

Programme of Study:

Year of Study: 2023 .

Group: B.A (I.G.E) .

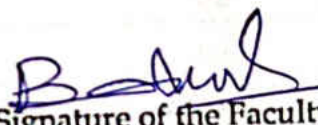
Register No/H.T. No: 2022001440023 .

Name of the College: Government Degree College (men) , ssicakulam .

University: Dr. B.R Ambedkar university .

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	25
3.	Oral Presentation	10	10
	GRAND TOTAL	50	45

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Loveti Dhanelaxemi P.

Programme of Study:

Year of Study: 2023.

Group: B.A (T.G.E).

Register No/H.T. No: 2022001440023.

Name of the College: Government Degree College (men), Srikakulam.

University: Dr. B.R Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	45
	TOTAL	150	135
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	180

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

K. Raghavame
18/7/23

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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