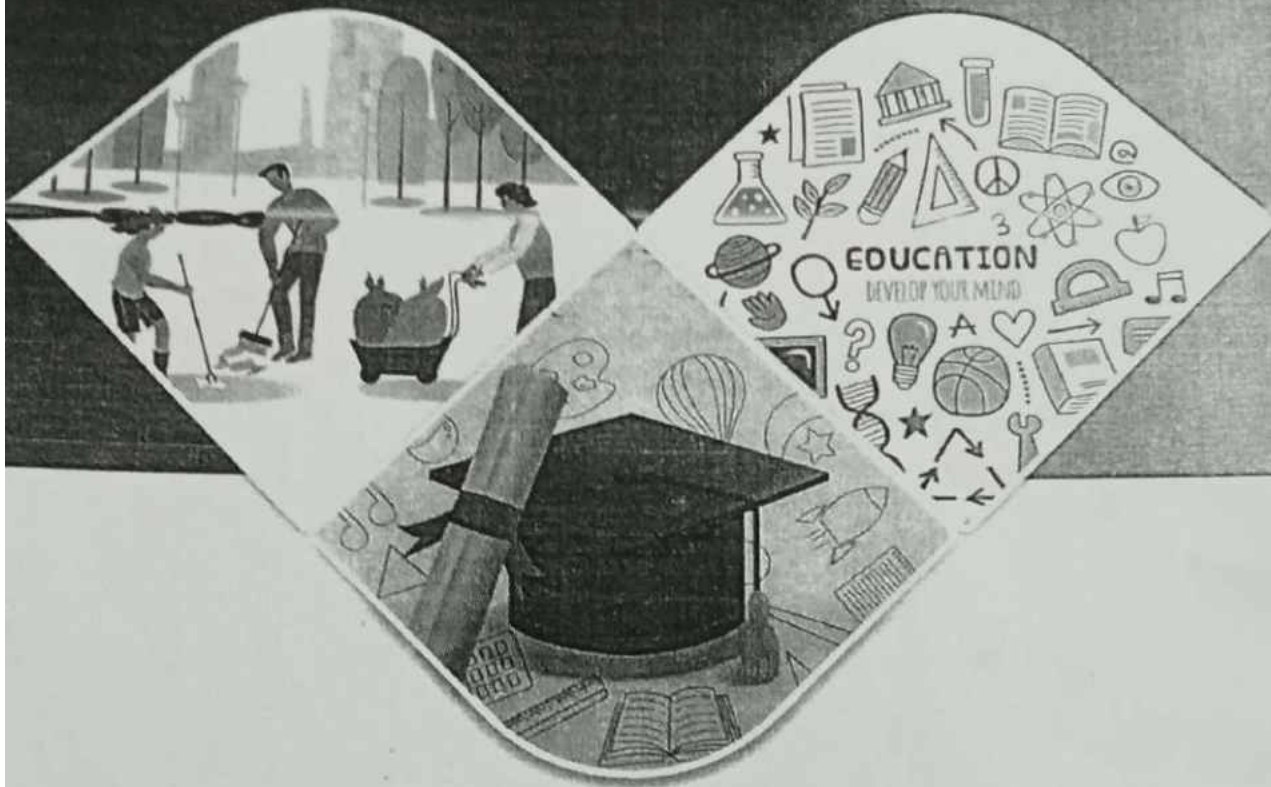


Model Program Book



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: R. V. N. Nigam

Name of the College: Govt. Degree College for Men

Registration Number: 2022000250026

Period of Internship: From: 13/03/2022 To: 18/03/2022

Name & Address of the Intern Organization

Training Dept. of Internship

University
YEAR

An Internship Report on

Treasury department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BSC (Maths, physics, computer science) (MPES)

Under the Faculty Guideship of

San. R. Ravi Kumar

(Name of the Faculty Guide)

Department of

Government degree college [men]

(Name of the College)

Submitted by:

Kota. Vindhya

(Name of the Student)

Reg.No: 2022001050026

Department of Government

degree college [men]

(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, K. Vindhya a student of Internship
Program, Reg. No. 2022001050026 of the Department of GDC (man)
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/03/2023 in treasury department (Name of
the intern organization) under the Faculty Guideship of
R. Ravi Kumar (Name of the Faculty Guide), Department of
Physics, Government degree college [man]
(Name of the College)

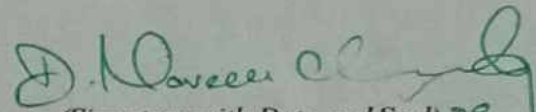
K. Vindhya
(Signature and Date)



Official Certification

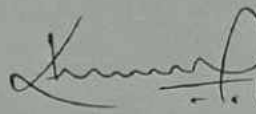
This is to certify that Kota Vindhya (Name of the student) Reg. No 2022001050026 has completed his/her Internship in Treasury office, Sri Kakulam (Name of the Intern Organization) on Treasury department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPCs) in the Department of Govt Degree college (men) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal) 28

Endorsements

Faculty Guide


18/04/2023

Sub Treasury Officer
Divisional Sub Treasury
SRIKAKULAM

Head of the Department

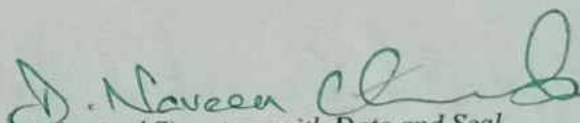
Principal



Certificate from Intern Organization

This is to certify that Kota Vindhya (Name of the intern)
Reg. No 2022.001050026 of Govt. Degree College (men) (Name of the
College) underwent internship in Treasury office, Srikakulam (Name of the
Intern Organization) from 12-Dec-2022 to 18-Mar-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

Sub Treasury Officer
Divisional Sub Treasury
SRIKAKULAM

Acknowledgements

The treasury department internship report is the result of an end of a way of four months. It would not have been possible without the participation assistance of numerous brave and courageous people 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 to keep my step ahead.

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

Our sincere thanks to our director,
and principle, Government degree college (men),
Srikakulam, for providing us an opportunity to take up this internship.

Contents

Works in treasury department:-

- * To Enter the amount in PPO book.
- * To Enter the value in commutation book.
- * To Enter the value in Gratuity book.
- * To Enter the CV & RG values of pension in system.
- * To do the whole process of BLM.
- * To approve & reject the EKYC.

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.

I worked in the internship in the department of Treasury. I visited the place in Treasury office, Srikakulam. I choose Treasury department to know the current status of the Treasury department.

The introduction is very friendly and very valuable through this internship, I got to know there are some other decided areas which has to be improved. I interacted with some Employees and learned some things about treasury. I got to know that they are very quick to respond to their pensioners.

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.

I worked in the treasury department. I worked in treasury office, Srikakulam plays an important role in every sector. I participated in every work they have given to me. My interaction with employees is very friendly and more valuable. I spent nearly 8 hours with employees.

I played a few roles in the Treasury office. I got to learn all the things about the department of treasury.

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.

I worked in Sriakulam, Treasury office in the department of treasury. I worked in the Treasury office and I learnt some lessons from the Employees. I used the office computer and worked in some sectors.

I performed some tasks with the Employees, they Encouraged me throughout the Internship. I performed day-to-day tasks with the Employees. I learned more knowledge from the Employees.

The internship takes me to learn more knowledge about pension related things in the Treasury department.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	As it is my first day. I have conduct introduced myself to the Employees.	It was a great day as a student intern.	
Day - 2	One of subtreasury officer allotted me to one of the section.	I got friendly with the working Employees.	
Day - 3	The subtreasury officer of the allotted section started giving lessons to me.	I have come to know about what Treasury office means.	
Day - 4	The subtreasury officer taught me what takes place in the office.	I have learned about what treasury office does.	
Day - 5	The subtreasury officer taught me how many sections are there.	I have learned about the work they do.	
Day - 6	The subtreasury officer taught me what is the work they need to do.	I have learned about the work they need to do.	

WEEKLY REPORT

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

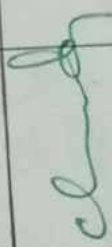

Objective of the Activity Done:

Detailed Report:

As it is my first day I have introduced myself to each officer in sub treasury office.

I've been allotted to one of the sections in treasury department. They started giving me lessons of treasury. They taught me how many sections are there in the department.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	After a week, the sub treasury officer allotted me to another section.	I've got to know about the section they allotted.	
Day - 2	I've been assigned to one of the officer, they started giving me lesson about section.	I learnt about the section they allotted to me.	
Day - 3	The sub treasury officer taught me about what they need to do.	I learned about what the officers need to know.	Jansen
Day - 4	The sub treasury officer taught me about what everyone will do.	I learned about what work everyone will do.	
Day - 5	The sub treasury officer taught me about what is the work of each officer.	I learned about what each officer will work.	
Day - 6	The sub treasury officer taught me about the timings and work-off days.	I learned about when are the working days.	

WEEKLY REPORT


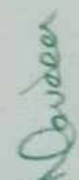

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, they have allotted me to another section of the department. They taught me about what they will do in that particular section. They taught me about how they will work and what they will work on.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been allotted to one of the section and assigned to one of the officer.	I learned about how they will assign the interns.	
Day - 2	I have done the PPO work.	I have learned about how to fill each column.	
Day - 3	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 4	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 5	I have done the PPO work.	I learned about how to do the assigned work.	
Day - 6	I have done the PPO work.	I learned about how to do the assigned work.	

WEEKLY REPORT

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



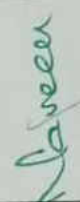

Objective of the Activity Done:

Detailed Report:

In this week, I have been allotted to another section. They have assigned me the PPO book work.

We have to check the bills and read the amount and enter the bills in PPO book.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been allotted to another section and assigned to one of the officers	I learned about how they assign the interns.	
Day - 2	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (Papers)	
Day - 3	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (Papers)	
Day - 4	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (Papers).	
Day - 5	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (Papers).	
Day - 6	I have organised the papers and rechecked the mistakes of amount.	I learned about how to organise things (Papers)	

WEEKLY REPORT

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

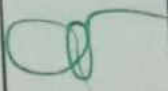



Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to re-check the paper bills in PPO book.

We have to re-check the value in the paper bills and correct the mistakes in PPO book.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day - 2	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day - 3	I re-checked all the written paper work.	I have learned about how to re-check the work.	
Day - 4	Pongal holidays	—	
Day - 5	Pongal holidays	—	
Day - 6	Pongal holidays	—	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to re-check the written paper bills in PPO book. I should re-check the values in the amount and organise the paper bills in the correct order.

WEEKLY REPORT



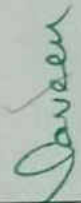

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to re-check the written paper bills in PPO book. I should re-check the values in the amount and organise the paper bills in the correct order.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal holidays	—	
Day - 2	Pongal holidays	—	
Day - 3	Pongal holidays.	—	
Day - 4	I have been sent to the sub treasury office of srirakulam.	It was great experience in another office.	
Day - 5	After the introduction they showed us the office.	It was a good experience	
Day - 6	They showed us what they will work-on.	I learned about the work they do.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, after the holidays, they sent two of the interns to the sub treasury office and I'm one of them.

I have introduced myself in the sub treasury office, they taught me about what work they do there.

WEEKLY REPORT

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

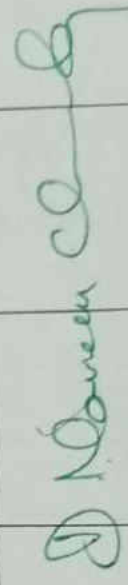
Objective of the Activity Done:

Detailed Report:

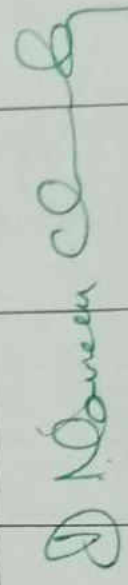
In this week, after the holidays, they sent two of the interns to the sub treasury office and I'm one of them.

I have introduce myself in the sub treasury office, they teach me about what work they do there.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	One of the officer assigned me to write commutation bills.	I have learned how to write commutation bills.	
Day - 2	one of the officer assigned me to write commutation bills.	I have learned how to write commutation bills.	
Day - 3	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 4	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 5	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 6	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	One of the officer assigned me to write commutation bills.	I have learned how to write commutation bills.	
Day - 2	one of the officer assigned me to write commutation bills.	I have learned how to write commutation bills.	
Day - 3	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 4	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 5	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	
Day - 6	I have been assigned to write commutation bills.	I have learned how to write commutation bills.	

WEEKLY REPORT

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





Objective of the Activity Done:

Detailed Report:





In this week, they assigned me to write commutation bills in Commutation Book.

I have to check the bills and write the amount of value in the commutation book.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 2	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 3	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 4	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 5	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 6	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 2	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 3	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 4	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 5	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	
Day - 6	I have been assigned to write Grativity bills.	I have learned how to write RG bills.	

WEEKLY REPORT

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

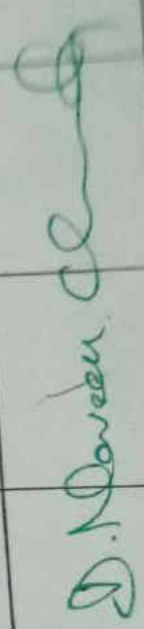
Objective of the Activity Done:

Detailed Report:

In this week, they assigned me to write gratuity bills in Gratuity book.

I have to check the bills and write the amount of value in the Gratuity book.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Parent to check signature
Day - 1	I have been assigned to enter the written cv bills in system.	I learned how to enter the bills in system.	
Day - 2	I have Entered the written cv bills in system.	I learned how to enter cv bills in system.	
Day - 3	I have Entered the written cv bills in system.	I learned how to enter cv bills in system.	
Day - 4	I have Entered the written cv bills in system.	I learned how to enter cv bills in system.	
Day - 5	I have Entered the written cv bills in system.	I learned how to enter cv bills in system.	
Day - 6	I have Entered the written cv bills in system.	I learned how to enter cv bills in system.	

WEEKLY REPORT

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

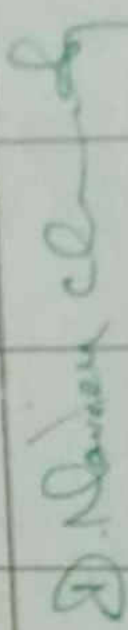
Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to enter the amount in the system.

I have to check the written cv bills and search the name of the individual and enter in system.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to enter the written RG bills in system.	I learned about how to enter RG bills in system.	
Day - 2	I have entered the written RG bills in system.	I learned about how to enter RG bills in system.	
Day - 3	I have entered the written RG bills in system.	I learned how to enter RG bills in system.	
Day - 4	I have entered the written RG bills in system.	I learned how to enter bills in system.	
Day - 5	I have entered the written RG bills in system.	I learned how to enter bills in system.	
Day - 6	I have entered the written RG bills in system.	I learned how to enter bills in system.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to enter the amount in the system.

I have to check the written RG bills and search the name of the individual and enter in the system.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to separate the bills of an individual in the system.	I learned how to separate details of an individual.	D. Naveen
Day - 2	I have separated the bills of an individual in the system.	I learned how to separate details of an individual.	
Day - 3	I have separated the bills of an individual in the system.	I learned how to separate details of an individual.	
Day - 4	I have separated the bills of an individual in the system.	I learned how to separate details of an individual.	
Day - 5	I have separated the bills of an individual in the system.	I learned how to separate details of an individual.	
Day - 6	I have separated the bills of an individual in the system.	I learned how to separate details of an individual.	

WEEKLY REPORT

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





Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to separate the bills of an individual in the system.

I have to check the bills in the CV and RG papers and enter the value in the system;

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We are assigned to do the life certificate process for pensioners.	I've learned how to do life certificate process.	
Day - 2	I've done life certificate process for pensioners.	I learned how to do LC process.	
Day - 3	I've done life certificate process for pensioners.	I learned how to do LC process.	
Day - 4	I've done life certificate process for pensioners.	I learned how to do LC process.	
Day - 5	I've done life certificate process for pensioners.	I learned how to do LC process.	
Day - 6	I've done life certificate process for pensioners.	I learned how to do LC process.	

WEEKLY REPORT

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





Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to do the life certificate for pensioners.

I have to ask their Aadhaar number and should scan their face and enter the OTP to complete the process.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I've been assigned to check the aadhaar no. and inform the details for pensioners.	I learned to check aad no.	
Day - 2	I checked the Aad no and informed the pensioners.	I learned to check aad no.	
Day - 3	I checked		
Day - 4	I checked the Aad no and informed the pensioners.	I learned to check aad no.	
Day - 5	I checked the Aad no and informed the pensioners.	I learned to check aad no.	
Day - 6			

WEEKLY REPORT

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





Objective of the Activity Done:

Detailed Report:

I have been assigned to give the details of pensioners by aadhaar number.

I have to ask the aadhaar number of the pensioner and give them the details they want.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I've been assigned to do BLM in system.	I learned how to do BLM	
Day - 2	I have done BLM process in system.	I learned how to do BLM	
Day - 3	I have done BLM in system.	I learned how to BLM.	
Day - 4	I have done BLM in system.	I learned how to do BLM.	
Day - 5	I have done BLM in system.	I learned how to do BLM.	
Day - 6	I have done BLM in system.	I learned how to do BLM.	

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)





Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to do the BLM process.

I have to open the BLM site and fill the amount of CR and RG in the system.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I have been assigned to do EKYC approval.	I learned how to do approval of EKYC.	
Day - 2	I have been assigned to do approval of Ekyc.	I learned how to do approval of EKYC.	
Day - 3	I have been assigned to do approval of Ekyc.	I learned how to do approval of EKYC.	
Day - 4	I have done the approval of EKYC	I learned how to do approval of EKYC.	
Day - 5	I have done the approval of EKYC.	I learned how to do approval of EKYC.	
Day - 6	I have done the approval of EKYC.	I learned how to do approval of EKYC.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In this week, I have been assigned to do EKYC process.

I have to check the CFMS ID and details of the pensioner and should approve if it has correct details.

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.)

Intern's work Environment is one of the aspects of Intern's quality addressed in this report. The people of the Srirakulam Treasury office were a good interactive staff. We were given a desk for our work and with basic things. My role is to listen and learn the work from the Employee and do the work they have allotted me. Our timings are from 10:00 AM to 05:00 PM.

All the officers are very polite and humble to me. They made me socialize them very easily. The other intern's also very co-operative in work. We as the interns as a team were very Active and focused in the work. We were also given space for our process which made our internship very useful for us.

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

There are some technical skills I have acquired from this Internship.

I have known about how to put my knowledge and skills into practice such that as receiving guidance about work made me do the work without mistakes, I learned how to communicate and built relationships with the people I worked. I learned that every department or organisation has its own culture.

Asking and reading feedback is very Important. It is Essential to take note of both the positive and negative points for future. I learned that sometimes asking for feedback is difficult to hear, but it will have a different impact on your future career and success.

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.

There are some managerial skills I have acquired from this Internship.

I have come to know about how to put my knowledge and skills into practice such as receiving guidance about work made me do the work without mistakes, I learned how to communicate and built relationships with the people I worked. I learned that Every department or organisation has its own culture.

Asking and reading feedbacks is very important. It is Essential to take note of ~~the~~ both the positive and negative points for future. I learned that sometimes asking /receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.

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.;

We have improved our communication skills in this internship at subtreasury office, Sivakulam.

As we have been interacting with each other, officer, we have improved our oral communications, written communications as we are assigned to the sections. On the first day, we may feel tense, but now we are confident while communication as we are converting, understanding.

We also improved our speech skills from prepared level to extempore level. We have developed from a student to an intern. We have also developed few working skills in our way.

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

Teamwork is one of the best taught after skills in the workplace. We, the interns of treasury office of Sriekulam formed as a team to enhance and improve our work in an efficient way.

Firstly as we have no familiarity with each other, gradually it took time and we have also become a supportive team.

Working as team members made me know about how to work as a group. Our role in the team: in my way to work interact, co-operate and manage them as a unity in Every activity. It gave me experience and knowledge about work.

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 sub treasury office of Srikakulam uses more systems to work. Every Employee should do the biometric or FRS to check for the attendance.

There are systems and they even replace the new system with the old system after a request letter. Now the present system of treasury office is very enhanced, upgraded and enriched in every standards. We have also used the technological devices for our tasks related to internship.

Student Self Evaluation of the Short-Term Internship

Student Name: *K. Vindhiya*

Registration No: 2022001056026

Term of Internship:

From: *Dec-12-2022*

To: *18-Mar-2023*

Date of Evaluation:

Organization Name & Address: *Treasury department, Srikakulam*

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4 ✓	5
2	Written communication	1	2	3	4	5 ✓
3	Proactiveness	1	2	3	4 ✓	5 ✓
4	Interaction ability with community	1	2	3	4 ✓	5
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan and organization	1	2	3	4 ✓	5
9	Professionalism	1	2	3	4 ✓	5
10	Creativity	1	2	3	4	5 ✓
11	Quality of work done	1	2	3	4 ✓	5
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4	5 ✓
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

Signature:

K. Vindhiya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Student Name: *Kota Vindhya*

Registration No: *2022001050026*

Term of Internship:

From: *12-DEC-2022*

To: *18-MAY-2022*

Date of Evaluation:

Organization Name & Address: *Treasury office, Srikakulam*

Name & Address of the Supervisor *D. Naveen chand, sub treasury,*
with Mobile Number *Srikakulam dist.*

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

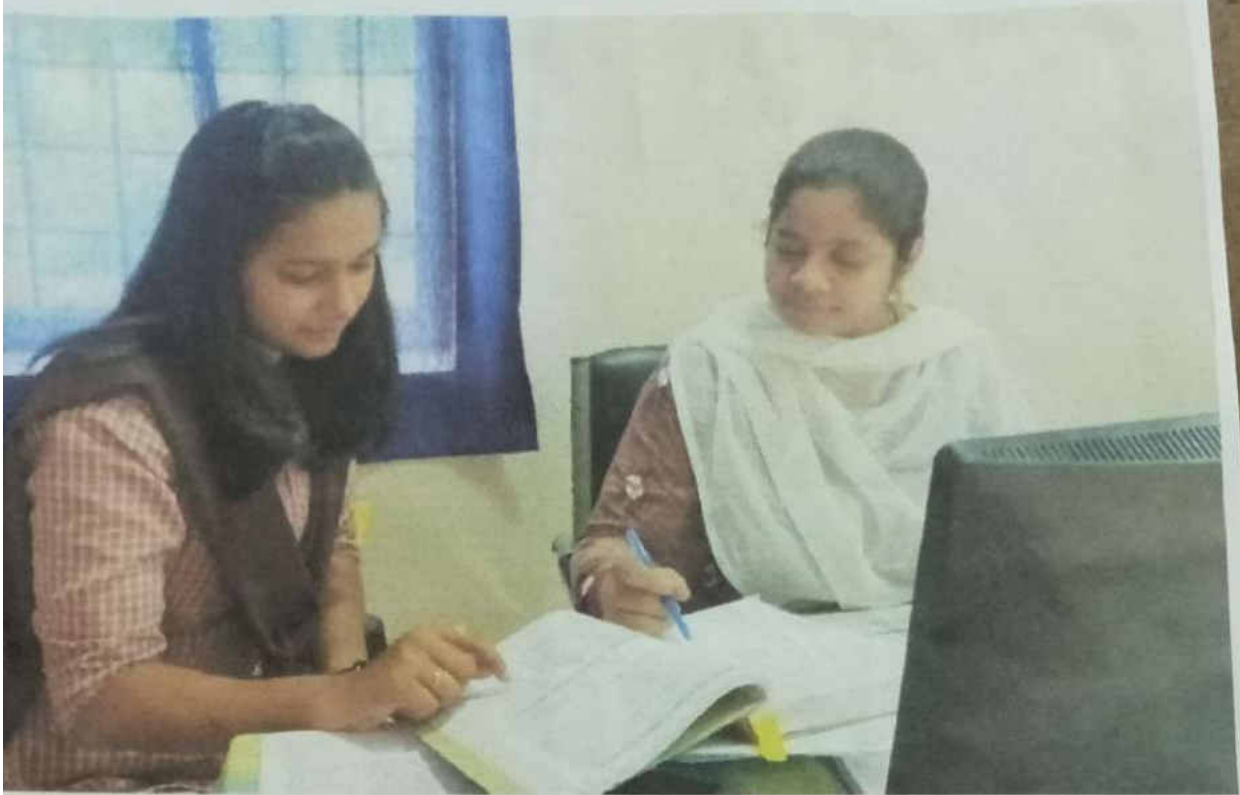
Date:

D. Naveen Chand
Signature of the Supervisor

Page No

Sub Treasury Office
Divisional Sub Treasury
SRIKAKULAM

PHOTOS & VIDEO LINKS



EVALUATION

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.

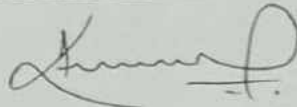
MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Vindhya
Programme of Study: Long term internship
Year of Study: 3rd year
Group: MPCs(B.Sc.)
Register No/H.T. No: 2022001050026
Name of the College: Government degree college [Men]
University: B.A. Ambedkar university

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:


18/04/2022
Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Vindhiya
Programme of Study: Long term Internship
Year of Study: 3rd year
Group: MPCs (BSC)
Register No/HT. No: 2022001050026
Name of the College: Government degree college (men)
University: Br. Ambedkar university

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(a Standing Body of the Government of Andhra Pradesh)

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