

# Model Program Book



## SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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

Name of the Student: DAMODARA . MONIKA

Name of the College: Government Degree college (WOMEN),  
Sikrapur taluk.

Registration Number: 2122401003210

Period of Internship: From: 15/08/23 To: 30/09/23

Name & Address of the Intern Organization MKO office,  
Near RTC Complex,  
Sikrapur taluk.

DR. B. R. AMBEDKAR

University

YEAR



## An Internship Report on

MRO office, Srīkukulam.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of  
B.Sc, MPE

Under the Faculty Guideship of

V.V. Ravikumar

(Name of the Faculty Guide)

Department of

Govt. Degree college (men), Srīkukulam.

(Name of the College)

Submitted by:

Damodara. Monika

(Name of the Student)

Reg.No: 2122001053010

Department of

B.Sc (Mathematics)

(Name of the College)

Government Degree college (men),  
Srīkukulam.

Page No:

## **Instructions to Students**

**Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>**

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - Data and Information you are expected to collect about the organization and/or industry.
  - Job Skills you are expected to acquire.
  - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.



## Student's Declaration

I, Damodara . Monika a student of Internship  
Program, Reg. No. 2122001053010 of the Department of GDC (Men) SKM.  
College do hereby declare that I have completed the mandatory internship  
from 18/08/2023 to 30/09/2023 in Revenue Department (Name of  
the intern organization) under the Faculty Guideship of  
V.V. Ravikumar (Name of the Faculty Guide), Department of  
Mathematics, Govt. Degree College (Men), SKM.  
(Name of the College)

D. Monika  
(Signature and Date)

## Official Certification

This is to certify that Damodara. Monika (Name of the student) Reg. No. 2121001053010 has completed his/her Internship in MRO office (Name of the Intern Organization) on Revenue Department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (Mathematics) in the Department of Govt Degree clg (men) (Name of the College).  
S.P.M.

This is accepted for evaluation.

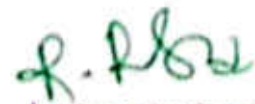
(Signatory with Date and Seal)

### Endorsements

Faculty Guide



Head of the Department

  
Lecturer in charge  
Dept. of Mathematics  
Govt. Degree College (Men)  
SRIKAKULAM

Principal



Page No:

**Certificate from Intern Organization**

This is to certify that D. Monika..... (Name of the intern) Reg. No. 2122001053010 of G.P.C. for Men (Name of the College) underwent internship in Revenue Department (Name of the Intern Organization) from 02/09/2023 to 30/09/2023.

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





## ACKNOWLEDGEMENTS

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

First and foremost I would like to thank our mentor Sri. V.V. Ravikumar Gaur for his valuable assistance towards me to complete these 2 months Internship.

I extend my Gratitude to the Honorable Tahsildar Sir, Srikakulam for his love and feedback and support. I also extends my love and gratitude to the various persons in the office for their valuable Guidance. Special thanks to the typist sir and some other places VRO's for their guidance and love and support. By all the above respected people I achieved many skills & developed by my-self.

Thankyou to Everyone.

## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

The Internship Programme aims to provide our students the opportunity to consolidate through practical experience.

I had done internship in Revenue Dept from 18/08/2023 to 30/09/2023. In this organisation I had worked under Honourable Tahsildar Sir on the overview of the Intern period I had worked and learned under many people's guidance by their valuable time. I had learned many things. The following things happened to me in these two months period.

- I had gained valuable work experience
- I had gained Confidence from the organisation.
- I am able to explore my Career path.
- By working in this department my skills were developed and refined.

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

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

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

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

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









### CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

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

I, the intern should reach the Tahsildar office by 10:00 AM. We have to go to staff that are assigned to us and help them in their performance with discipline. I had used Computers and learned about the DLR and passbook five layer entry and clerical mistakes correction and Azmoish from over suspected staff. I also learned about the voter-Id Registration and also a few forms and many more things had been learnt. I had worked in a healthy atmosphere. one of the best time was spent in this place by me.

**ACTIVITY LOG FOR THE FIRST WEEK**

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I had learned about the Conventional Boundary stones on the fields & map downloading.	learned how to see the land map & Names of the bounding stones	
Day - 2	I had learned about the conventional symbols on the land map from surveyor.	I had learned about the symbols.	
Day - 3	I had learned about survey number & learned what is Draft land Register from Ramu sir.	I learned how to see DLR	
Day - 4	I had learned how to find mistakes in the print module from Ramu sir & Navya madam.	I learned about print module in POLRG login.	
Day - 5	I had learned about cross-checking in DLR & print module from Ramu sir & Navya mam.	I learned how to identify the corrections.	
Day - 6	I had learned about identifying errors and marking in our material.	I had marked the errors in the DLR Book of patrunivalasa.	



## WEEKLY REPORT

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







Objective of the Activity Done:

Detailed Report:

I had learned foremostly what is a land map and how to download it from the mee-bhoomi website following to the map he asked me to observe the square and triangle stones on the map and conventional symbols and the measurements. I had deserved it and understand it. In addition to it he says about the new land survey. Later I learned about the DLR and five layer entry from patanjivalasa VRO Ramasrao sir. In his and Nayya madam's assistance I had learned how to login to the POLR 5 pg. In these work, week progress our typist Asun sir took the attendance and allocated us to them. The interaction with MRO sir also happened through the week.



**ACTIVITY LOG FOR THE SECOND WEEK**

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	This day I was learned about revenue Azmoish by Ganesh prasad sir	I learned about Azmoish	
Day - 2	I had done the revenue azmoish for the ponnam village	I learned how to give revenue Azmoish to fields.	
Day - 3	I had done the revenue azmoish for the ponnam village.	I learned how to give azmoish for Govt lands.	
Day - 4	I had done the revenue azmoish to ponnam village.	I learned how to give azmoish for Railway lands	
Day - 5	I had learned about how to see the status of the azmoish	Azmoish status page was learned.	
Day - 6	This day learn about FOR - AB with photo in webland site.	Pattadhar details with photo taking is learned	

## WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

I had learned about Revenue Aamish by ponnam vRO Gyanesh prasad sir. He taught me how to ~~to~~ login for revenue aamish and how to fill it for the various owners like government and private lands. He also says about the land types selection and water source selection etc. I would like to thank him for his valuable guidance through the week. In this week, we also interacted with mRO sir.

**ACTIVITY LOG FOR THE THIRD WEEK**

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I learned about photo Scanning from motusbandari VRO Seetharam sir	photo resizing was learned.	
Day - 2	I learned about 5 layer entry in the <del>PO</del> POLR G page	5 layer data entry is learned.	
Day - 3	I learned how to see the status of the photo updation	Taking status & exporting into excel format is learned	
Day - 4	I learned how to enter DLR & DLR download	I learned how the DLR was downloaded & uploaded	
Day - 5	I identified the mistakes in the 5 layer data of motusbandari	Wrongly entered mistakes were identified by me in this day	
Day - 6	I arranged the files in order at mro office.	The filling was learned.	



## WEEKLY REPORT







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

Objective of the Activity Done:

Detailed Report:

In this week I learned about PDR 6 webland login from Nofusbandar village VRO D. seetharam sir. He taught me how to open and how to do photo resize. He taught me about 5 layers data entry. He taught me many more things that I was learned very quickly from him I was learned many things. Not only these technical knowledge and I learned how to behave with others and citizens and elders and superiors. He become like a super teacher to me every option in the PDR module was explained to me. I would like to thank ~~to~~ him for his precious guidance.

**ACTIVITY LOG FOR THE FOURTH WEEK**

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

## WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

In the first day of the week, I helped the Chintada VRO sir in 5 layer entry. The next days in the week was dedicated to the MLC Election process.

We were all arranged them in order and make them online and downloaded the previously online applications in the application was complicated but we completed this with the useful tips from Arun sir and prakash sir. Those tips were used as in sorting and separation of the files was become easy to us.



**ACTIVITY LOG FOR THE FIFTH WEEK**

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	pattadhar pass book details were written on records of Gudem village	learned how to see the pattadhar pass book	
Day - 2	pattadhar passbook details were written.	learned how to organise the records	
Day - 3	Arranged the pattadhar passbooks of Gudem in the guidance of Leela madam.	learned the file handling methods by these work	
Day - 4	Went to Kakinada Aditya college on voter's drive	learned about voter help line app and registration	
Day - 5	Went to GDC (Men) Srikakulam for voter enrolment drive.	Made many registrations for students.	
Day - 6	Went to GDC (MEN) Srikakulam (new block) for enrolment drive	The voter registrations were done in large number.	

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Pattadhar Passbooks are printed and come to available for VRO's of the respected Revenue villages. We started and noted the data from Gudem VRO Leela madam. We also went to a few colleges on voters enrollment drive to register the new voter id cards for the college students on the call of our respected MRO Sir, and District collector Sir.



## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

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



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

I had learned a lot in the past two months in this intern organisation. First of all I got an clear picturization about the office environment. I learned how to apply for a .pdf file and how to upload files and how to resize files etc. By learning some of the works here I was evaluated I had been got a great knowledge. I had enhanced my typing speed by working in the organization. I learned some more shortcuts in the Computers through their valuable guidance of the office staff

**Describe the managerial skills you have acquired** (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

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



**Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)**

Before I join in this organisation I had only one skill and that is listening skill. I always used to feel shy to talk of some places. But this Internship had made a great level changes in me. I will talk any where because of this organisation. I also learned how to greet or treat anyone. In this organisation, I had learned how to make an works by praising others. The disciplinary protocols and healthier conversation are able to deliver from one after this two months period.



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

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

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

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

**Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No:	Damodara. Monika, 2122001053010
Term of Internship: From	09/25/2022 To 30/1/2023
Date of Evaluation:	
Organization Name& Address:	Tahsilkar office, srutakulam
Name & Address of the Supervisor with Mobile Number:	K. Agunkumar, MRO office 9866396400

**Please rate your performance in the following areas:**

**Rating Scale:** Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

*D. Monika*  
Signature of the Student



### Evaluation by the Supervisor of the Intern Organisation

Student Name & Registration No: Damedasia. ~~Sari~~ Monika

Term of Internship: From 26/9/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: MRO office, Srikakulam

Name & Address of the Supervisor K. Agunkumar, MRO office  
with Mobile Number: 9866396400.

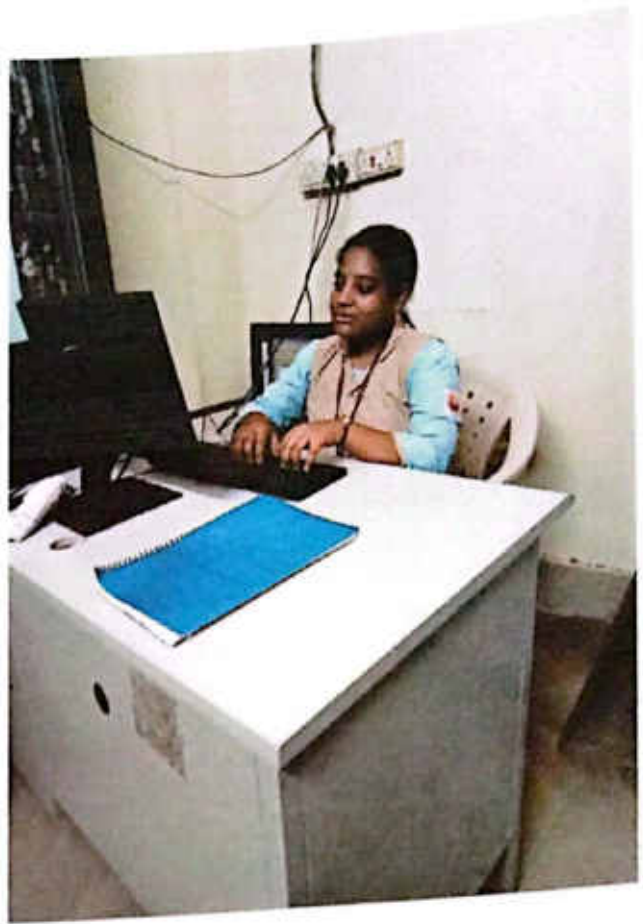
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5 ✓
2) Written communication	1	2	3	4 ✓	5
3) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4	5 ✓
5) Attitude	1	2	3	4	5 ✓
6) Dependability	1	2	3	4 ✓	5
7) Ability to learn	1	2	3	4	5 ✓
8) Planning and organization	1	2	3	4	5 ✓
9) Professionalism	1	2	3	4	5 ✓
10) Creativity	1	2	3	4	5 ✓
11) Quality of work	1	2	3	4	5 ✓
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4 ✓	5
14) Adaptability to organization's culture/policies	1	2	3	4	5 ✓
15) OVERALL PERFORMANCE	1	2	3	4	5 ✓





## EVALUATION

This Evaluation form is to be completed by the Supervisor at the end of the semester. The purpose of these Evaluation is to assess the overall performance of the Intern part and to provide guidance to the Intern terms of potential and workplace deadlines.

The Intern's Evaluation should their on time with company, how valuable they good things to touch on are process in the internship on boarding, off-boarding etc., as well as mentorship and the work they were assigned.

Page No:



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

### Objectives:

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

### Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.

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

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**MARKS STATEMENT**  
**(To be used by the Examiners)**



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Damodara - Monika  
Programme of Study: MRO office, Revenue Dept  
Year of Study: 2023  
Group: B.Sc (MPE)  
Register No/H.T. No: 2122001053010  
Name of the College: Government Degree college, Men (SKLM)  
University: Dr. B. R. Ambedkar University.

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

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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

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

[www.apsche.ap.gov.in](http://www.apsche.ap.gov.in)