

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROHGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student: pikka. Neelima.

Name of the College: Government degree college Narasannapeta.

Registration Number: 2022004052029.

Period of Internship: From: 12-12-2022 To: 31-3-2023

Name & Address of the Intern Organization : Revenue,
Narsannapeta mandal, Sriikakulam.

Dr. B. R. Ambedhkar **University**
YEAR 2022-2023.

An Internship Report on
REVENUE DEPARTMENT

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.SC (MPC)

Under the Faculty Guideship of

P. Srividya

(Name of the Faculty Guide)

Department of chemistry
Government degree college Narasannapeta

(Name of the College)

Submitted by:

pikka. Neelima.

(Name of the Student)

Reg.No: 2022004052029.

Department of chemistry
Government degree college Narasannapeta

(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.

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Student's Declaration

I, Pikka. Neelima a student of B.Sc (MPC)
Program, Reg. No. 2022004052029 of the Department of chemistry
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 31-3-2023 in Revenue department (Name of
the intern organization) under the Faculty Guideship of
P. Sriividhya (Name of the Faculty Guide), Department of
bee chemistry, Government degree college N. pelta
(Name of the College)

pikka. Neelima
(Signature and Date)

Certificate from Intern Organization

This is to certify that P. Neelima (Name of the intern)
Reg. No 2022004052029 of G.D.C Narasannapeta (Name of the
College) underwent internship in Revenue Department (Name of the
Intern Organization) from 12-12-2022 to 31-03-2023

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

 
Authorized Signatory with Date and Seal

Official Certification

This is to certify that Pikka Neelima (Name of the student) Reg. No. 2022004052029 has completed his/her Internship in Revenue department (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 IIIrd B.Sc (MPC) in the Department of Chemistry G.D.C Narasannapeta (Name of the College).

This is accepted for evaluation.

 (Signatory with Date and Seal)
Tahasil
Narasannapeta Mandalam
Srikakulam Dist.

Endorsements

Faculty Guide

P. Sridya
LECTURER
Govt. Degree College
NARASANNAPETA

Head of the Department

P. Sridya
LECTURER
Govt. Degree College
NARASANNAPETA

Principal


PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA

Acknowledgements

I would like to express my special thanks of gratitude to the university and our college and department for giving us a wonderful opportunity to do internship programme in Revenue department.

No creation in the world is solo. This project would not have been possible without the kind support and guidance of respected MRO sir and DT sir.

Throughout this internship programme we gained so much of knowledge regarding functionality of revenue department, we also acquired some real time practical skills regarding revenue department.

This would not have been possible without the support and guidance of all the members of the revenue department.

Contents

1. caste certificate
2. Ration card
3. Income certificate
4. EHS certificate
5. OBC certificate
6. Registration certificate
7. Nativity
8. position certificate
9. E-crop certificate
10. Home site
11. No property certificate
12. FMC certificate.

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.

We have opted for internship program in the revenue department. This organization performs various functions regarding revenue and certificate regarding issues the credibility of the organization is that it performs various actions that gives credit and verified status to various services by other department revenue officer in mandal function by the its center is obstruct revenue office administred by RDO. caste, Income birth, death etc various certificate are issued to the citizen in a ventied manner a fir filed in a station should be signed by MRO sign indeter to complete its requiriment Thus, the organization functiones are wide and very useful to the society we live in this department issues like EC, IB linking with Aadhaar etc services for cast

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

- A. To provide and assist people of the jurisdiction with various functions regarding revenue this organization has was established by this aim
- B. The vision of the department is to provide secure organize all the land record certificates etc.
- C. Necessary activities the department performs are vital in manner.
- D. Revenue department organization which is headed by the Revenue officer contains various sections
- E. The roles and responsible of the employees in this organization is to serve and organize people issues
- F. This is a non - purely service purposed widely creditble organization.
- G. future plans are providing new to expedite the terms and

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.

In the Intern programme in this organization we have acquired various skills ranging from the top to bottom functionaries of the department we have used smart phones PCs, hand notes in order to acquire and attain the information about its function activities.

Throughout this programme the caste income, birth, death OBC, FC certificate issuing and reorganizing of lands and matation process etc.

We indulged in deep conversations and discussions in acquiring fully understanding of the values objectives and functions of the organization we have also acquired

1. team collaboration
2. Strategic thinking
3. understanding ethics involved
4. furthering objectives gains of the organization.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Total process of acquiring a caste certificate	learned about the process of acquiring a caste certificate	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -2	process of issuing are income certificate	learned about conditions and guiding line	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -3	central issued obc certificate conditions and guidelines	learned about differend guidelines into obc	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -4	registering EWS certificates based on income to oc-claim	learned about EWS guidelines and regulations	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -5	issuing of family member certificate by vRO and MRO officers	learned about use and process of family certificate	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -6	validating and increasing a person's eligibility to quilibile for legal	learned about legal heir use and application	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

our first day at (our listen organization) revenue department. We were introduced to the basic purpose of the organization that they are for decentralise the important services.

We acquired the knowledge regarding issuing of (process) caste certificate which defines a citizen claim for reservation purpose.

We also know exposed to the process of income certificate, Birth certificate and we also come to know the central certificate OBC for other Backward classes recognition at centre level.

FWS certificate on issues by the revenue department to the OC-cloxy only that recognises power shades of the society to help them.

family member certificate and validation registration of a person eligibility to get eligible to legal heir certificate.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Birth certificate by panchayathi secretary in case of delay it is issued by VRO, MRO.	learned about birth certificate issuing process	Tahasildar Narasimhapeta Mandal Srikulam Dist.
Day -2	Death certificate by Secretary and VRO & MRO	issuing of death certificate	Tahasildar Narasimhapeta Mandal Srikulam Dist.
Day -3	About E-pass book issuing and perangan correction guidelines	Apply and acquire process of E-pass book.	Tahasildar Narasimhapeta Mandal Srikulam Dist.
Day -4	registration process of linking ABC certificate with Aadhar card	learned about linking of IB and Aadhar	Tahasildar Narasimhapeta Mandal Srikulam Dist.
Day -5	MRO's privilege to sign a for field by police men (process)	learned about process of MRO's sign in field	Tahasildar Narasimhapeta Mandal Srikulam Dist.
Day -6	registrars of income tax certificate and verification process and posing of tax.	learned about income tax verification	Tahasildar Narasimhapeta Mandal Srikulam Dist.

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report:

In our second week we learned about the birth certificate that the issuing of the certificate is in hands of panchayat secretary in case of late it is given by VRO, MRO attested signs.

death certificate for insurance pays bills are given by the department to the family members (for claim)

IE - passbook linking with Adhar and issuing process

Registration process of issuing IB - certificate and creating process of Adangal metaxod to reforming land record

MRO's, VRO's co-ordination in getting solution to grievances related to delay of process

MRO's privilege to sign a fir in order to give it - force

Registering of income-tax certificate and verification process and passing process

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	issuing of income tax certificate to veted tax payors	learned about issuing proress of income tax	Tahasildar Narasimha Mandalam Srikulam Dist.
Day -2	proffessional tax status verification and certificate conditio	learned about proffesional tax	Tahasildar Narasimha Mandalam Srikulam Dist.
Day -3	complaints filing pro-cess and getting acknowledgement	learned about filing of grievance	Tahasildar Narasimha Mandalam Srikulam Dist.
Day -4	property papers reg-istration advertiat-ion	learned about property papers	Tahasildar Narasimha Mandalam Srikulam Dist.
Day -5	EC on encumbrance certification for sites and process	learned about EC cards out Papers	Tahasildar Narasimha Mandalam Srikulam Dist.
Day -6	learned about mutation certificate and guidelines	About mutation requir-ments	Tahasildar Narasimha Mandalam Srikulam Dist.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

In our third week at internship organization programme we got familiar with income tax certificate process and verification of income tax payers

professional tax status verification and checking certain conditions for their status to pay tax.

complaints filing process and getting redressal to grievances passed in the activities

Property length Area etc, dimensions recognising and issuing of property certificate
Ec (a) detailed as Enambers certificate to non agricultural lands and its regulation by the guidelines of the Govt

learned about mutation certain and guidelines and valid heir certain

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	ISES Services-fee rembursement eligibility and income	ISES process and statuses	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.
Day - 2	ISES Services- house hold certificate process	ISES Services relate to house hold certificate	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.
Day - 3	land record of a holder profile updation process	various updates in land records of respective in	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.
Day - 4	water tax by the municipality and panchayath	learned about water tax issuing	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.
Day - 5	cancellation process of Ration card	learned about Surrendering Ration card	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.
Day - 6	Transforming of land registration process by following guideling	learned about Transforming of land by Gros	Tahasildar Narasimhaiah Mandalam Srikakulam Dist.

WEEKLY REPORT

WEEK - 4 (From Dt. 2/1/23. to Dt. 7/01/23.)

Objective of the Activity Done:

Detailed Report:

In our 4th week of internship programme we came to know the various integrated services of department. They are

1. TIFS Services regarding fee rembursement eligibility criteria and income certificate need in issuing it
2. TIFS Services regarding house hold certificate processes
3. land record updation details such as mobile no, Name Transfer history etc...
4. water tax by the municipality in town and panchayat in bigger village / gramam's wards, and corral of corporation in cities
5. Ration card issuing process and its renewal restore regain status
6. Ration card cancellation process
7. Transforming lands register maintenance process by following regulated guidelines and regulation of dies

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	updatation and change in Ration card	learned about Ration card uses and guidelines	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -2	Small and marginal farmers cards issuing and conditions for issuing	learned about recognition of status (of farmers)	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -3	allocation of lands to poor people and process of acquiring it	learned about house welfare scheme for poor people	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -4	issuing conditions of trading centres for crackers in deparali	valid recognition of licenses for trading crackers in deparali	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -5	permissions for digging of wells for agricultural process	learned about digging wells guidelines by process	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -6	issuing of NO property certificate to individuals	learned about no property certificate for citizen	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

5th week of our internship allowed us acquaintance with many valuable topics that are:-

1. Each and every step of updation and changes in Ration card
2. Small and marginal farmers card, indentifications for issuing welfare schemes for the safeguarded farmers
3. Allocation of lands to poor people based on their income tax certificate and land records for their property
4. Diwali crackers trading should be allowed by the revenue department and allocation of (certificates) or license to them by guidelines our member organization
5. permission for digging of wells for agricultural programme
6. Issuing of no property certificate for schemes eligibility of the no property holders

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Total process of acquiring a caste certificate	learned about the process of acquiring a caste certificate	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -2	process of issuing an income certificate	learned about condition and guidelines of income certificate	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -3	central issued OBC certificate condition and guideline	learned about different groups coming into OBC	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -4	registering EWR certificate Based on income to OC-class	learned about EWR guidelines and regulation	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -5	issuing of family member certificate by VRO and MRO officers	learned about are and process of family certificate	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.
Day -6	validating and verifying a person eligibility to guidelines for legal	learned about legal their way and a application	Tahasildar Narasimhapeta Mandalam Srikakulam Dist.

WEEKLY REPORT

WEEK - 6 (From Dt. 19/01/23 to Dt. 25/01/23)

Objective of the Activity Done:

Detailed Report:

Our first day at our intern organization Revenue department we were introduced to the far declaration the import services.

We acquired the knowledge regarding issuing of process caste certificate which fine (a citizen claim for reservation purpose).

We also know exposed to the process at income certificate, birth certificate and we also come to know the central certificate OBC for other backward classes recognition at central level EWS certificate are issued by the revenue department to the AC classes only that recogniser power shown at the society to help them.

Family member certificate and volization recognition of person eligibility to set eligible to legal certificate.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Birth certificate by pan chart secretary income of delay in issuing process in general VRO, MRO	learned about birth certificate issuing process	Tahasildar Narsinhpata Mandalam Dist.
Day -2	Death certificate by secretary and VRO & MRO	issuing at death certificate	Tahasildar Narsinhpata Mandalam Dist.
Day -3	about e-pan issuing and adangal connection guidelines	Apply and wire process of E-pan book	Tahasildar Narsinhpata Mandalam Dist.
Day -4	Registration process of linking IB certificate with adhar card	central above scheme of IB and adhar card	Tahasildar Narsinhpata Mandalam Dist.
Day -5	MRO, pri village to Signature filed by police me process	learned about process of men's Sign.inten	Tahasildar Narsinhpata Mandalam Dist.
Day -6	Registering of income tax certificate and verification process	learned about income tax verification.	Tahasildar Narsinhpata Mandalam Dist.

WEEKLY REPORT
WEEK - 7 (From Dt. 27/01/23 to Dt. 27/02/23.)

Objective of the Activity Done:

Detailed Report:

In our seventh week we learned about the Birth certificate that the issuing certificate in honour of Secretary in our at late is given by VRO's / MRO's attested sign's

Death certificate for mearwen billen are given by the department for fix family member claim E-par book linking with adhar and issuing process

Registration process issuing TB certificate and verification process advantages methods returning land records

MRO's / VRO's co-ordination is getting solution to related to delay of process

1. MRO's privillages to sign a fix in order to given it force.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ISSUING of income tax Certificate to verification of payers	Learned about issued process of income tax card	Tahasilidar Narasimhappa Mandam Srikulam Dist.
Day -2	Professional tax Status Verification and Certification Condition	Learned about fixing of given line	Tahasilidar Narasimhappa Mandam Srikulam Dist.
Day -3	Complainer filling process and getting acknowledgement.	Learned to about Personal tax	Tahasilidar Narasimhappa Mandam Srikulam Dist.
Day -4	Properties of Segitism and verification	Learned about Property Papers	Tahasilidar Narasimhappa Mandam Srikulam Dist.
Day -5	Economic certificate for situation and process	Learned about Economic card or Papers	Tahasilidar Narasimhappa Mandam Srikulam Dist.
Day -6	Learned about mutation of land via and guidelines	Learned about mutation of land via and guidelines	Tahasilidar Narasimhappa Mandam Srikulam Dist.

WEEKLY REPORT

WEEK - 8 (From Dt. 3/02/23 to Dt. 9/02/23.)

Objective of the Activity Done:

Detailed Report:

In a eighth of internship to organization
Programs are formilised in Come tax
Certification process and verification at
in Come tax Process.

Personal tax Slates and Cheking Certin
Condition for those slates to pay tax
Complains filing proers. and getting
Redressed to guidencess posed in the
activities.

Properties Length Area Atr.... Citizens
Recognising and issuing at Property
to Certificates....

Ec Cor) Detailed as En com Brame
Certificate to non agricultural Cunder
and its regulation By the guidicels
to
VRO'S.

ACTIVITY LOG FOR THE NINTETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ISFs Schemes Fee - Reminder pligistly Cert -eria and income Certificate need.	ISFs process and status	Tahasil Narasannapeta Srikakula
Day -2	ISFr Services lower hold Certificate process	ISFs Services Related to learn hold Certificate	Tahasil Narasannapeta Srikakula
Day -3	Land Record of a hold -er profil updation process	Volition updation land Records.	Taha Narasannape Srikakula
Day -4	water tax by the municipality and hanchayth.	learned about water tax issued.	Tahasil Narasannapeta Srikakula
Day -5	concealation process of Ration card.	learned about sealing Ration Card.	Tahasil Narasannapeta Srikakula
Day -6	Transformer of condri registration process by following guiding re/ration.	learned about trans-forming lander by e.o.	Tahasil Narasannapeta Srikakula

WEEKLY REPORT

WEEK - 9 (From Dt. 10/2/23. to Dt. 17/2/23.)

Objective of the Activity Done:

Detailed Report:

In our 9th week of internship programs we come to know the various services of department they are.

1. TSES services regarding free. Rememberment eligibility saving and income.

2. Need is issued it.

3. TSPR Services regarding however hold Certificate process

4. Land Record updation details sudhan mobile no, name, transfer history

5. Water tax by the municipality in farmers and farlayat is bigger village glomamix warder land census corporation in citier.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	update and changing in Ration card.	learned about ration card rules & guidelines.	Tahasildar Narasannapeta Man Srikakulam Dist
Day - 2	Small and marginal farmer cards issuing and conditions for	learned about recognition at status.	Tahasildar Narasannapeta Man Srikakulam Dist
Day - 3	All category of land to poor people/er and conditions process of achieving it	learned about houses welcome search for poor people.	Tahasildar Narasannapeta Man Srikakulam Dist
Day - 4	issuing condition of handing entry for letter of in department.	valid recognition of citizens for handing cracker.	Tahasildar Narasannapeta Man Srikakulam Dist
Day - 5	permissions for diggings of well for agriculture process.	learned about digging wells. guidelines by.	Tahasildar Narasannapeta Man Srikakulam Dist
Day - 6	issuing of No property certificate to individuals.	learned about No property Certificate citizen.	Tahasildar Narasannapeta Man Srikakulam Dist

WEEKLY REPORT

WEEK - 10 (From Dt. 20/02/23 to Dt. 25/02/23)

Objective of the Activity Done:

Detailed Report:

In our tenth week our internship allowed are acquaintance with many a valuable topic or that are.

- Each and every step of updation and changes in Ration card.
- Small and marginal farmers cards index certifications for insuring welfare schemes for the disadvantaged farmers.
- allocation of land to poor people based on their income certificate and land Records for their property.
- Diwali Crackers & for lifetime Eroding should be allowed all location of certificates release to them by guiding are done by organization.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Issuing of income tax certificate to verified to tax payers.	learned about issuing process of income tax.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.
Day -2	proper papers registration and verification.	learned about property papers.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.
Day -3	learned about mutation form and guidelines.	about mutation requirement.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.
Day -4	complaints filing process and getting acknowledgment.	learned about property tax.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.
Day -5	ECN Encumbrance Certificate for sister and process.	learned about property EC card (or) papers.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.
Day -6	provisional tax status verification card certificate conditional.	learned about provision tax.	Tahasildar Narasimhapeta Mandali Srikakulam Dist.

WEEKLY REPORT
WEEK - 11 (From Dt. 27/02/23 to Dt. 04/03/23..)

Objective of the Activity Done:

Detailed Report:

In our eleventh week of internship programme we got families with income tax certificate in process and verification of income tax payers.

professional tax status verification and checking certain conditions for their slabs to pay tax.

complaints filling process and getting redressed to guidelines passed in the activities.

learned about mutation certificate and guidelines and valid their to certificate about mutation requirement.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	<u>late Birth:</u> A late birth certificate registration in apply through meeseva	in the card of late Birth don't need to approach to government.	Tahasildar Narasimhappa Mandam Srikakulam Dist.
Day - 2	cancellation process of ration card	learned about surrendering ration card	Tahasildar Narasimhappa Mandam
Day - 3	All rice card service now government was diffised to issued new Rice card to eligible family	To know your new Rice card member using old ration card	Tahasildar Narasimhappa Mandam Srikakulam Dist.
Day - 4	land Record of holder - Profile updation - Process	various updation in land record of respective	Tahasildar Narasimhappa Mandam Srikakulam Dist.
Day - 5	Water-tax by the municipality and Panchayat	learned about surrendering Ration card	Tahasildar Narasimhappa Mandam Srikakulam Dist.
Day - 6	W.P.C last pay certificate it is used for employers	their certificate is until then transfer at every new.	Tahasildar Narasimhappa Mandam Srikakulam Dist.

WEEKLY REPORT

WEEK - 12 (From Dt. 06/03/23 to Dt. 11/03/23.)

Objective of the Activity Done:

Detailed Report:

In our twelfth week of our internship organization REVENUE department we have introduced to the basic purpose of the organization that they are.

we acquired they a knowledge regarding Insuring of Caste Certificate which defines citizens claim for Reservation purpose.

we also know exposed to the forces of income back woods classes recognition at Central level.

our Certificate are issued by the revenue department to the or-classes only that Recognizer proper shadow of the society to help them.

Family members Certificate and validation Registration of person eligibility to get legal her Certificate.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Death Certificate by the secretary and VRO's of M.R.O.	Issuing of death Certificate	Tahasildar Narasannapeta M. Srikakulam D.
Day - 2	Neo Privillage to sing -el for field by the police men.	learned about process of MRO's sign.	Tahasil Narasannapeta Srikakulam
Day - 3	nativity form for community nativity and date of birth Certificate	their Certificate being issued from caste, dated Birth of nativity.	Tahasildar Narasannapeta Srikakulam
Day - 4	E-1901 Electronic Certificate is a set of data and identification of holder.	Online Certificate issuance and verification.	Tahasil Narasannapeta Srikakulam
Day - 5	No - Property the person Ror using for no property.	Certificate can approve the need to hinder office use to nmo.	Tahasildar Narasannapeta Srikakulam
Day - 6	position certification position certification application form.	possession Certificate contain the detail of the possession etc.	Tahasil Narasannapeta Srikakulam

WEEKLY REPORT

WEEK - 13 (From Dt. 13/03/23 to Dt. 18/03/23)

Objective of the Activity Done:

Detailed Report:

In our thirteenth week in our internship organization from.

1) Duplicate pathdhar passbook service from book application from.

2) Tax Receipts old land pass book.

3) Registered documents.

4) Recent passport.

5) Signature.

6) Scanned copy of R.R Replaced path adhar EBC Certificate their is services is used to get the EBC certificate which can be used for scholarship in education and relation in employment under govt. Application for house boundaries from can be used to supply under details land details.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Money Lending Licence.	-the application to Approval the district subdive	T. Narasannapeta Mand Srikakulam Dist.
Day - 2	Application for land conversion.	Required for land conversion.	Tahasilde Narasannapeta M Srikakulam.
Day - 3	change of name certificate	even through that are various reasons to change your name.	Tahasilde Narasannapeta Srikakulam.
Day - 4	loan eligibility card.	-the service activities the citizen to get the loan eligibility card.	Tahasilde Narasannapeta M Srikakulam.
Day - 5	EB certificate ground - scal back word caste.	EB Certificate the individual family govt in.	Tahasilde Narasannapeta M Srikakulam.
Day - 6	Duplicate passport photo book.	application for duplicate PPB.	Tahasilde Narasannapeta Mand Srikakulam Dist.

WEEKLY REPORT

WEEK - 14 (From Dt. 20/03/23 to Dt. 26/03/23.)

Objective of the Activity Done:

Detailed Report:

Agricultural income certificate the claim to exemption on account of agriculture income is allowed only after verification to supporting document the agricultural income certificate issued by the government in cluder.

This service can be used by a citizen of telangana to apply for aaptha bandhu scheme people who die due to drowning also are covered under post modern report. application for certificate a copy of franchiseyat is given certificate copy is primary document that has an it understment on certificate that is it four copy to the primary document -ts.

WEEKLY REPORT

WEEK - 14 (From Dt. 20/03/23 to Dt. 26/03/23.)

Objective of the Activity Done:

Detailed Report:

Agricultural income certificate the claim to exemption an account of agriculture income is allowed only after to verification to supporting document the agricultural income certificate issued by the government is cluder.

This service can be used by a citizen of telangana to apply for aaptha bandhu scheme people who die due to drinking also are covered under past modern report.

application for certificate a copy of panchayat is given certificate copy is primary document that has an it underment on certificate that is it four copy of the primary document -ts.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Agricultural income Certificate the agricultural income Certificate issued by the Government in Andhra Pradesh. Apply for AP Path Bundho.	the education Engrupti on on account of agricultural in is also agricultural in is also only other limit each on support.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.
Day - 2	Apply for AP Path Bundho. this services come used by actitizen of telangana to apply for AP Path Bundho.	people who die due to drawing also Group ad under At Path Bundho school.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.
Day - 3	Certificate copy is to panha path herna application for Certificate copy is of panha panha is given certificate copy is of panha.	A certificate copy is copy of copy colony document that was on an endown.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.
Day - 4	Duplicate copy of certificate income to pan has to app gives the nearest need state of their need.	TO obtain duplicate income certificate Application was of the nearest need state Approaches the nearest need state.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.
Day - 5	Duplicate copy to resident After the verification plans application should meet the criteria.	part of older can become of the water electricity gas & phone.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.
Day - 6	Duplicate copy about the the regional Certificate are issued to the STBC and OC .. Caste.	this Certificate Being issued to caste state of Birth and residence.	Tahasildar Narasimhanapeta Manda Srikakulam Dist.

WEEKLY REPORT

WEEK - 15 (From Dt 27/03/23 to Dt 31/03/23)

Objective of the Activity Done:

Detailed Report:

1. Late Birth:- A late birth certificate in the caste at a late birth do not need to approach government officer directly it can be applied to register the birth even after one year.
2. Late death:- deaths that happened more than a year ago citizen can apply for death certificate through one not necessarily central.
3. Non-communication certificate:- The implementation of this certificate of post of jobs was allowed in central government and public sector for persons holding the certificate.
4. Both level officers:- Appointment of books levels agreed through its president our senior officers office heavy every recognized practices party through its president are secretary are other file boxes should and are aware.
- 5) all vice card receives to know your new vice card numbers using old ration card numbers application card online the office all website.

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.)

Revenue department organization is a setup in the indian constitution that every state has to be equipped with these institution for decentralises the necessary services and to share the work force. This organization by the government of india is to provide some welfare and important schemes to all the people under its range. The intern organization where I completed my internship schemes to be very credible and useful for the society. The employees of the institution are categorised in various sectors that each sector performs the functions of its own and are prominent in their own way. The organization also provide feasible interaction methods to provide a friendly internship with villagers by VROs (Village revenue officer). These VROs help villagers by providing them friendly services and basic but important schemes. These explained us same.

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

In every arena performing various jobs requires
ments skill sets that in this organization that I
have worked the people have direct interaction with
this organization, so in order to carry business on functions
in a non-problematic manner the acquaintance of practical
and theoretical knowledge should be abundant the
employers here are well trained by the state and
central government perform their function to the
full potential for achieving society goals. At initial
stage, we wondered what the organization performs
but after this intern programme we came to know
about the difficult task managing in a simple
way by these are astonishing we acquired the
knowledge regarding application, checking status
verification process through digital processes we have
acquired the skill to perform various functions in
the computers we now know about filling diffe-
rent forms and checking conditions for issuing
a certificate and the range (or) limit in village
of using certificate.

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 internship part of the programme, I have acquired more managerial skills as the organization include various services to the welfare of the people our team leader helped us set out the work efficiently we are allocated each task daily and performed them in team collaboration to. Some of the skills we acquired are:-

1. Discussion on welfare schemes in group discussion
2. Leadership quality in managing out allocated works
3. Decision-making in our works
4. problem solving to one of the promises skills which helped us a lot

5. planning our schedule to complete our syllabus in them and managing both college

6. Time management techniques are also very useful skills

7. communication with the employer of 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.,)

communication skills means the ability to interact with each other efficiently as the internship programme tasks include to the very communication skills necessary to at each step we have ideal with in the communication skills necessary anxiety to management understanding through them we have developed our accent as our seniors are also in a proficient and enable

The whole environment helped as in getting our communication skills developed we have word reports that helped us getting writing skills and we have arranged small sessions on the daily

on the daily less one we have learned
in the programmen our anxiety on giving
speech vanished and helped us getting
content in active our long got developed.

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

our team consists of 13 members to which is a great advantage the main advantages is that we can arrange our own small scenario and we got many works regarding discussions and specific topics

our team could you enhance your abilities in group discussion from the very much friendly one that we field free from the start to express our ideas to regarding planning days and the managing works and performing from the activities

our team lead is a member from team work and administered us for collage collaboration work

We have discussed various policies and to process that effected the records and are very vital

The employees hospitably to words us make us feel comfortable in doing our section at works efficiency. in time.

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

Internship organization is equipped with many electrical devices such as the computer, printers, scanners, laminations etc.....

The employees more efficiency as time complexing is reduced

competence are assigned to each and every employee in the intern organization which makes the feasibility at the work printer and xerox machine are used to give people their opted services sectors and range, terminate initial reports

valid certificate issuing is possible by the electrical devices

vote card applications, filling of into in voter
of portals in computer is the example
of the line of many advantages in the
technology development

Student Self Evaluation of the Short-Term Internship

Student Name: Pikka. Neelima

Registration No: 2022004052029

Term of Internship: From: 12/12/2022 To: 31/03/2023

Date of Evaluation: 19/7/2023

Organization Name & Address: Revenue department & Narasimhapeta

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: 31/03/2023

Pikka. Neelima.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: P. Neelima

Registration No: 2022004052029

Term of Internship: From: 12-12/2022 To: 31/03/2023

Date of Evaluation: 19/7/2023

Organization Name & Address: Revenue department & Narasannapet

Name & Address of the Supervisor with Mobile Number: A. Simhachalam [Mandal Revenue officer]

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: 31/03/2023

HL

Tahasildar
Signature of the Supervisor
Peta Mandala
Srikakulam Dist.



GPS Map
Camera Lite

C27V+78Q, Narasannapeta, Andhra Pradesh 532421, India

Latitude

18.4133086°

Longitude

84.0430603°

Local 11:49:18 AM

GMT 06:19:18 AM

Altitude -40.9 meters

Friday, 16-12-2022



GPS Map
Camera Lite

C27V+78Q, Narasannapeta, Andhra Pradesh 532421, India

Latitude

18.4175247°

Longitude

84.0459179°

Local 11:34:31 AM

GMT 06:04:31 AM

Altitude -37.9 meters

Friday, 16-12-2022







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: Pikka. Neelima
Programme of Study: long term Internship [degree - semester-V]
Year of Study: 2022-2023
Group: IIIrd B.Sc (MPC)
Register No/H.T. No: 2022004052029
Name of the College: Government degree college Narasannapeta
University: Dr. B. R. Ambedhkar University

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

Date: 31/03/2023

P. Sividy
Signature of the Faculty Guide
LECTURER
Govt. Degree College
NARASANNAPETA

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: pikka. Neelima
Programme of Study: degree - semester - V
Year of Study: 2022 - 2023
Group: IIIrd B.Sc (MPC)
Register No/H.T. No: 2022004052029
Name of the College: Government Degree College Narasannapeta
University: Dr. B.R Ambedhkar 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	48
	TOTAL	150	138
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	178

Signature of the Faculty Guide

P. Sridhys
~~LECTURER~~
 Govt. Degree College
 NARASANNAPETA

Signature of the Internal Expert

P. Sridhys
~~LECTURER~~
 Govt. Degree College
 NARASANNAPETA

Signature of the External Expert

[Signature]
 19/9/23

Signature of the Principal with Seal

[Signature]
 PRINCIPAL
 GOVT. DEGREE COLLEGE
 NARASANNAPETA



INTERNSHIP



GOAL



SKILLS



KNOWLEDGE



MENTORING



PRACTICE



OPPORTUNITY



TRAINING



THANK YOU



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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

DEPARTMENT OF BOTANY
GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM (Dist.)