

# 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:** 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. Ambedkar **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 Navasannapeta

*(Name of the College)*

Submitted by:

pikka. Neelima.

*(Name of the Student)*

**Reg.No:** 2022004052029.

Department of chemistry  
Government degree college Navasannapeta

*(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. Sairividhya (Name of the Faculty Guide), Department of  
basic 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 19-12-2022 to 31-03-2023

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

 **Tahasildar**  
**Narasannapeta Mandalam**  
**Channarayana Dist.**  
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 III<sup>rd</sup> 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)  
Thasildar  
Narasannapeta Mandalam  
Srikakulam Dist.

## Endorsements

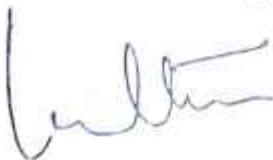
Faculty Guide

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. Registrational certificate
7. Nativity
8. position certificate
9. E-crop certificate
10. ~~House~~ site
11. No property certificate
12. EMC 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 administered by RDO. caste, Income birth, death etc various certificate are issued to the citizen in a verified manner a file filed in a station should be signed by MRO sign indeter to complete its requirement Thus, the organization functions 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 credible organization.
- G. - future plans are providing new to expedite the terms and <sup>Page No</sup> <sub>5000</sub>

### 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.

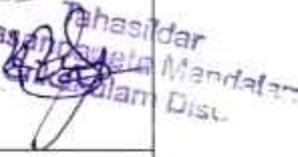
In the intern programme in this organization we have acquired various skills ranging from the top to bottom functionaries of the department we have used smart phones, PCs, hand notes etc. to acquire and attain the information about its function activities.

Throughout this programme the caste income, birth, death, OBC, FC certificate issuing and reorganizing of lands and mutation 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 and 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 | <br>Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist.   |
| Day -2     | process of issues are income certificate                                | learned about conditions and guiding fade                  | <br>Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist.   |
| Day -3     | central issued obc certificate conditions and guidelines                | learned about differend lines into obc                     | <br>Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist.  |
| Day -4     | registring FWS certificates based on income to oc-claim                 | learned about EWS guidelines and regulations               | <br>Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -5     | issuing of family member certificate by vRO and MRO officers            | learned about use and process of family certificate        | <br>Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -6     | validatis and increasing a person's eligibility to quiligible for legal | learned about legal heir use and application               | <br>Tahasildar<br>Narasimha Mandalam<br>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 - class 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<br>Narasimhapeta Mandal<br>Suryakulam Dist. |
| Day -2     | Death certificate by Secretary and VRO & MRO  | issuing of death certificate                    | Tahasildar<br>Narasimhapeta Mandal<br>Suryakulam Dist. |
| Day -3     | About E-pass book issuing and perangan correction guidelines                          | Apply and acquire process of E-pass book.       | Tahasildar<br>Narasimhapeta Mandal<br>Suryakulam Dist. |
| Day -4     | registration process of linking ABC certificate with Aadhar card                      | learned about linking of AB and Aadhar          | Tahasildar<br>Narasimhapeta Mandal<br>Suryakulam 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<br>Narasimhapeta Mandal<br>Suryakulam Dist. |
| Day -6     | registrings of income tax certificate and verification process and posing of tax.     | learned about income tax verification           | Tahasildar<br>Narasimhapeta Mandal<br>Suryakulam 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 issues IB - certificate and creating process of Adangal method 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<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -2     | proffessional tax status verification and certificate conditio | learned about proffesional tax              | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -3     | complaints filing pro-cess and getting acknowledgement         | learned about filing of grievances          | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -4     | property papers reg-istration advertiat-ion                    | learned about property papers               | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -5     | EC on encumberarre certification for sites and process         | learned about EC cards out Papers           | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -6     | learned about mutan certificate and gui-delines                | About mutan-tion require-ments              | Tahasildar<br>Narasimha Mandalam<br>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 slabs 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 Go's

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 remabronement eibility and income               | ISES process and statuses                                 | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |
| Day -2     | ISES Services- house hold certificate process                     | ISES Services relate to house hold certificate            | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |
| Day -3     | land record of a holder profile updation process                  | various updates in land records of respective in di wihus | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |
| Day -4     | water tax by the municipality and panchayath                      | learned about water tax isswing                           | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |
| Day -5     | cancellation process of Ration card                               | learned about Surrendering Ration card                    | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |
| Day -6     | Transforming of lands registration process by following guideling | learned about Transforming of lands by Gros               | Tahasildar<br>Narasimha Mandaram<br>Srikakulam Dist. |

## WEEKLY REPORT

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

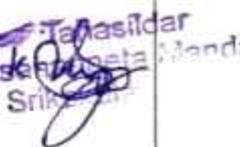
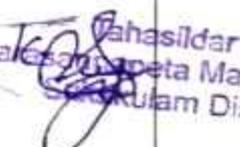
Objective of the Activity Done:

Detailed Report:

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

1. TEEs Services regarding fee remembrance eligibility criteria and income certificate need in issuing it
2. TSES 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     | update and change in ration card                                    | learned about ration card uses and guidelines                 | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist.   |
| Day -2     | Small and marginal farmers cards issuing and conditions for issuing | learned about recognition of status (of farmers)              | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist.   |
| Day -3     | allocation of lands to poor people and process of acquiring it      | learned about house welfare scheme for poor people            | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist.  |
| Day -4     | issuing conditions of trading centres for cracker in deparali       | valid recognition of licenses for trading cracker in deparali | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist. |
| Day -5     | permissions for digging of wells for agricultural process           | learned about digging wells guidelines by process             | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist. |
| Day -6     | issuing of no property certificate to individuals                   | learned about no property certificate for citizen             | <br>Tahasildar<br>Narasimha Reddy<br>Mandalam<br>Srikakulam Dist. |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

5<sup>th</sup> 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<br>Narasimhapeta Mandalam<br>Srikakulam Dist. |
| Day -2     | process of issuing an income certificate                              | learned about condition and guidelines of income certificate | Tahasildar<br>Narasimhapeta Mandalam<br>Srikakulam Dist. |
| Day -3     | central issued obc certificate condition and guideline                | learned about different groups coming into obc               | Tahasildar<br>Narasimhapeta Mandalam<br>Srikakulam Dist. |
| Day -4     | registering EWR certificate based on income to oc-class               | learned about EWR guidelines and regulation                  | Tahasildar<br>Narasimhapeta Mandalam<br>Srikakulam Dist. |
| Day -5     | issuing of family member certificate by VRO and MRO officers          | learned about aware and process of family certificate        | Tahasildar<br>Narasimhapeta Mandalam<br>Srikakulam Dist. |
| Day -6     | validating and verifying a person eligibility to guidelines for legal | learned about legal their way and a application              | Tahasildar<br>Narasimhapeta Mandalam<br>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 shaden 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 of issuance VRO, MRO | learned about birth certificate issuing process | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -2     | Death certificate by secretary and VRO & MRO                                  | issuing at death certificate                    | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -3     | about e-pan issuing and adangal connection guidelines                         | Apply and aware with process of E-pan book      | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -4     | Registration process of linking IB certificate with adhar card                | central above science of IB and adhar card      | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -5     | MRO, privilege to Signature filed by police me process                        | learned about process of men's Sign.inter       | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |
| Day -6     | Registering of income tax certificate and verification process                | learned about income tax verification.          | Tahasildar<br>Narasimha Mandalam<br>Srikulam Dist. |

## WEEKLY REPORT

WEEK - 7 (From Dt. 27/01/23 to Dt. 2/02/23.)

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 state is given by VRO's / MRO's attested sign's

Death certificate for mearuvan billen are given by the department for fix family member claim E-pan 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 dealy 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 | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |
| Day -2     | Professional tax Status Verification and Certification Condition | Learned about fixing of given line              | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |
| Day -3     | Complainer filling process and getting acknowledgement.          | Learned about Prasanna-fan                      | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |
| Day -4     | Properties possession and verification                           | Learned about Property PAPERS                   | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |
| Day -5     | Economic certificate for situation and process                   | Learned about EC card or PAPERS                 | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |
| Day -6     | Learned about mutation via and guidelines                        | Learned about mutation requirements             | Tahasildar<br>Narasimha Mandaram<br>Srikulam Dist. |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

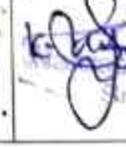
In a fifth of internship to organization  
Programs are formulated in Come tax  
Certification process and verification at  
in Come tax process.

Personal tax Slates and Checking Certain  
Condition for those slates to pay tax  
Complains filing process and getting  
Redressed to guidances posed in the  
activities.

Properties Length Area A/c... Citizens  
Recognising and issuing of Property  
to Certificates...

Ec (or) Detailed as En Com Brane  
Certificate to non agricultural Cunder  
and its regulation By the guidelines  
to  
VRO'S.

## ACTIVITY LOG FOR THE NINETH WEEK

| Day & Date | Brief description of the daily activity                                       | Learning Outcome                                | Person In-Charge Signature   |
|------------|---|---|--|
| Day -1     | ISFs Schemes Fee - Reminder pligistry with -eria and income Certificate need. | ISFs process and status                         | <br>Tahasil<br>Narasannapeta<br>Srikakula   |
| Day -2     | ISFr Services lower hold Certificate process                                  | ISFs Services Related to learn hold Certificate | <br>Tahasil<br>Narasannapeta<br>Srikakula   |
| Day -3     | Land Record of a hold -er profit updation process                             | Voting updation Land Records.                   | <br>Taha<br>Narasannape<br>Srikakula       |
| Day -4     | water tax by the municipality and panchayth.                                  | Learned about water tax issued.                 | <br>Tahasil<br>Narasannapeta<br>Srikakula |
| Day -5     | concealation process of Ration card.  | learned about sealing Ration Card.              | <br>Tahasil<br>Narasannapeta<br>Srikakula |
| Day -6     | Transformer of condri registration process by following guiding upertio.      | learned about trans-forming lander by e.o.      | <br>Tahasil<br>Narasannapeta<br>Srikakula |

## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

2. Need is issued it.

3. TSPR services regarding house hold Certificate process

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

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

## 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 uses & guidelines.         | <br>Tahasildar<br>Narasannapeta Man<br>Srikakulam Dist   |
| Day - 2    | Small and marginal farmers cards issuing and conditions for                  | learned about recognition at status.                 | <br>Tahasildar<br>Narasannapeta Man<br>Srikakulam Dist   |
| Day - 3    | All category of land to poor people/ev and conditions process of allowing it | learned about houses welcome search for poor people. | <br>Tahasildar<br>Narasannapeta Man<br>Srikakulam Dist  |
| Day - 4    | issuing condition of handing entry for letter of in department.              | valid recognition of census for handing cracker.     | <br>Tahasildar<br>Narasannapeta Man<br>Srikakulam Dist |
| Day - 5    | permissions for diggings of well for agricultural process.                   | learned about digging wells. guidelines by.          | <br>Tahasildar<br>Narasannapeta Man<br>Srikakulam Dist |
| Day - 6    | issuing of No property certificate to individuals.                           | learned about No property Certificate citizen.       | <br>Tahasildar<br>Narasannapeta Man<br>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 me 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 & firecrackers should be allowed all occasion of certificates issuance 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<br>Nageshnapeta Mandakavi<br>Srikakulam Dist.   |
| Day -2     | proper papers registration and verification.                       | learned about property papers.               |  Tahasildar<br>Nageshnapeta Mandakavi<br>Srikakulam Dist.   |
| Day -3     | learned about mutation form and guidelines.                        | about mutation requirements.                 |  Tahasildar<br>Nageshnapeta Mandakavi<br>Srikakulam Dist. |
| Day -4     | complaints filing process and getting acknowledgment.              | learned about property tax.                  |  Tahasildar<br>Nageshnapeta Mandakavi<br>Srikakulam Dist. |
| Day -5     | ECEN Encumbrance Certificate for sister and process.               | learned about property EC card (or) papers.  |  Tahasildar<br>Nageshnapeta Mandakavi<br>Srikakulam Dist. |
| Day -6     | Pre-tenorial tax status verification card certificate conditional. | learned about Pre-tenorial tax.              |  Tahasildar<br>Nageshnapeta Mandakavi<br>Srikakulam Dist. |

## WEEKLY REPORT

WEEK - 11 (From Dt. 27/02/23 to Dt. 4/03/23..)

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 criteria 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     | late Birth:-<br>A late birth certificate registration in apply through meeseva               | in the card of late Birth don't need to approach to government. | Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -2     | cancellation process of ration card  | learned about surrendering Ration card                          | Tahasildar<br>Narasimha Mandalam                     |
| 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<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -4     | land Record of holder<br>- Profile updation<br>- Grocer                                      | various updation in land record of respective                   | Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -5     | Water tax by the municipality and panchayat  | learned about surbinding Ration card                            | Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |
| Day -6     | w.p.c last pay certificate it is used for employers  | their certificate issuntial for transfer at any new.            | Tahasildar<br>Narasimha Mandalam<br>Srikakulam Dist. |

## WEEKLY REPORT

WEEK - 12 (From Dt. 6/03/23 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.

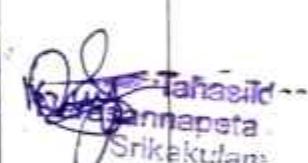
we acquired they a knowledge regarding issuing of caste certificate which defines citizens claim for Reservation purpose.

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-class 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 VROs of M.R.O.                        | Issuing of death certificate  |  Tahasildar Narasimhanappa M. Srikakulam E. |
| Day -2     | Neo privilege to sing -el for field by the police men.                       | learned about process of MROs sign.                                 |  Tahasildar Narasimhanappa Srikakulam       |
| Day -3     | nativity form for community nativity and date of birth certificate           | their certificate being issued from caste, dated Birth of nativity. |  Tahasildar Narasimhanappa Srikakulam      |
| Day -4     | E-191et Electronic certificate is a set of data and identification of holder | online certificate issuance and verification.                       |  Tahasildar Narasimhanappa Srikakulam     |
| Day -5     | No- property the person ROR using for no property.                           | certificate can approach the nearest to holder office up to nmo.    |  Tahasildar Narasimhanappa Srikakulam     |
| Day -6     | position certification position certification application form.              | possession certificate contain the detail of the possession etc.    |  Tahasildar Narasimhanappa 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 fanbook service fan book application form.

2) Tax Receipts old land fan book.

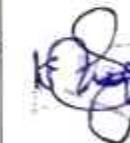
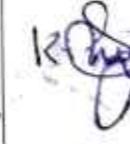
3) Registered documents.

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 form can be used to empty 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 smoking licence.                       | -the application to Approval the district subdive                     | <br>Tahasildar<br>Narasannapeta Mand<br>Srikakulam Dist.   |
| Day -2     | Application for land conversion.             | Required for land conversion.   | <br>Tahasildar<br>Narasannapeta M<br>Srikakulam.           |
| Day -3     | change of name certificate                   | Even through that are various reasons to change your name.            | <br>Tahasildar<br>Narasannapeta<br>Srikakulam             |
| Day -4     | loan eligibility card.                       | -the service activities the citizen to get the loan eligibility card. | <br>Tahasildar<br>Narasannapeta M<br>Srikakulam          |
| Day -5     | EB certificate ground -scal back word carte. | CBC Certificate the individual family galy in.                        | <br>Tahasildar<br>Narasannapeta Mand<br>Srikakulam Dist. |
| Day -6     | Duplicate passport photo book.               | application for duplicate PPB.  | <br>Tahasildar<br>Narasannapeta Mand<br>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 certification 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 alpha bandhu scheme people who die due to drowning also are covered under past modern report.

application for certificate a copies of franchiseat 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 clear.

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 of 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 India.               | - the education En. Srupti on on account of agricultural in is also used only other limit each on. |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam D.</p>      |
| Day - 2    | Apathan Bandhu Apathan this services come used by actizen of telangana to apply for Apathan Bandhu.                  | people who die due to drawing also Govt ad under Apath Bandhu school.                              |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam Dist.</p>   |
| Day - 3    | Certificate Capi is to fancha path herna application for certificate capi is of punch saravane is given certificate. | A certificate copy is copy of copy colony document that was on an endown.                          |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam Dist.</p>   |
| Day - 4    | Duplicate copy of certificate income to pan has to apply gives the nearest need state of their need.                 | TO obtain duplicate income certificate Application was of the student.                             |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam Dist.</p> |
| Day - 5    | Duplicate copy to resident After the verification plans application should receipt the customer.                     | part of older can become of the water electricity gas telephone.                                   |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam Dist.</p> |
| Day - 6    | Duplicate copy about the regional certificate are issued to the STBC and OC .. Caste.                                | this certificate Being issued to caste state of Birth and residence.                               |  <p>Tahasildar<br/>Natasannapeta<br/>Srikakulam Dist.</p> |

## 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 case of 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 institutions for decentralising 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 internal organization where I completed my internship scheme is 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 provides feasible interaction methods to provide a friendly internship with villagers by VROs (Village Revenue Officers). 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  
state, 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 filing 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 promiss-ions 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 their 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 xeron machine are used to give people their opted services sectors and orange, terminate initial reports

valid certificate issuing is possible by the electrical devices

vote card applications, filling of into in votes  
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 & Narasannapeta

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: 2022.004052029

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

Date of Evaluation: 19/7/2023

Organization Name & Address: Revenue department & Navasannapel-

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

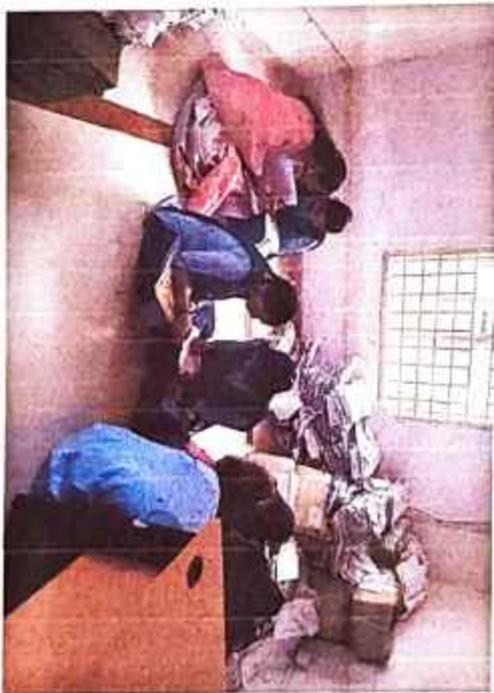
84.0459179°

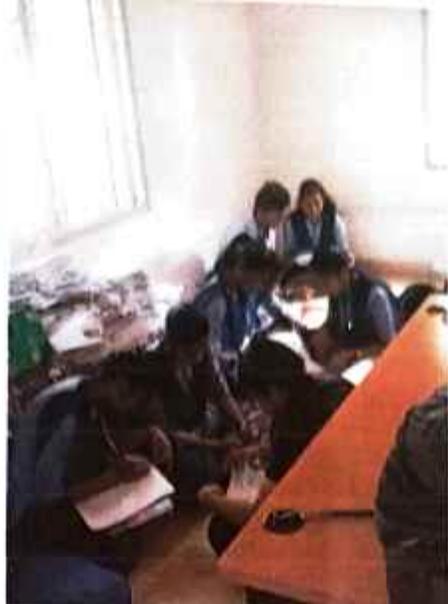
Local 11:34:31 AM

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: III<sup>rd</sup> 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: III<sup>rd</sup> 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

M. S. S. S.  
19/9/23

Signature of the Principal with Seal

  
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, Seeladr Towers, Sri Ram Nagar, 6th Battahon Road

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