

**GOVERNMENT DEGREE COLLEGE
NARASANNAPETA**

DEPARTMENT OF HISTORY

PROGRAM BOOK FOR SHORT TERM INTERNSHIP

Submitted in the partial fulfillment for B.A (H.E.P) Internship

(Batch 2021-2022)



Submitted by

(BUDDA BALARAJU)

(Reg No :2022004036007)

B.A (H.E.P) 4TH Semester

Under the Mentorship of

P.CH.VENKATESWARARAO

Lecturer in History

Government Degree College, Narasannapeta

Srikakulam District-532421

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAMME BOOK FOR SHORT- TERM INTERNSHIP 2021-2022

**SACHIVALAYAM DEPARTMENT
Rythu Bharosa Kendram (RBKs)
Narasannapeta, Srikakulam Dist.**

NAME OF THE STUDENT: B. BALARAJU

NAME OF THE COLLEGE: GOVT. DEGREE COLLEGE, NARASANNAPETA

REGISTER NUMBER: 2022004036007

COURSE: UG, BA (HEP)

PERIOD OF INTERNSHIP: 30-09-2022 TO 30-11-2022

NAME & ADDRESS OF THE INTERN ORGANIZATION: Sachivalayam Department,
Rythu Bharosa Kendram (RBKs), Narasannapeta.

DEPARTMENT OF HISTORY

GOVERNMENT DEGREE COLLEGE NARASANNAPETA

SRIKAKULAM (DIST)

Dr. B.R AMBEDKAR UNIVERSITY, SRIKAKULAM

AN INTERNSHIP REPORT ON SACHIVALAYAM DEPARTMENT

Rythu Bharosa Kendram (RBKs)

NARASANNAPETA, SRIKAKULAM (DIST)

NAME OF THE COLLEGE: GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT: DEPARTMENT OF HISTORY

NAME OF THE FACULTY GUIDE: P.CH.VENKATESWARARAO, Lecturer in History

DURATION ON THE INTERNSHIP: 30-09-2022 to 30-11-2022

NAME OF THE STUDENT: B BALARAJU

PROGRAMME OF STUDY: BA (HEP)

YEAR OF STUDY: 2021-2022

REGISTER NUMBER: 20220040360007

DATE OF SUBMISSION: 09-12-2022

Program Book for Short-Term Internship

Name of the Student: Budda. Balasaju

Name of the College: Government Degree College Narasannapeta.
(004)

Registration Number: 2022004036007

Period of Internship: From: 03/10/2022 To: 30/11/2022

Name & Address of the Intern Organization Sachivalayam Department
(Boxigivalasa)

Instructions to Students

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

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

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

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Government Degree College Narasannapeta
(004)

Department: ~~Government~~ Sachivalayam Department

Name of the Faculty Guide: P.Ch. Venkateswar Rao.

Duration of the Internship: From 03/10/22 To 30/11/2022

Name of the Student: Budda. Balasaju

Programme of Study B.A.[H.E.P]

Year of Study: 2021 - 2022

Register Number: 2022004036007

Date of Submission: 09-12-2022

Certificate from Intern Organization

This is to certify that B. Balaji (Name of the intern) Reg. No. 2022004036007 of Govt. Degree College Narasannapeta (Name of the College) underwent internship in Sachivalayam (Name of the Intern Organization) from 03/10/22 to 30/11/22.

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

K. Anjali 05/12/2022
Authorized Signatory with Date and Seal



Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Budda. Balaramu / 2022004036007

Term of Internship: From 09/10/2022 To 30/11/2022

Date of Evaluation: 09/12/2022

Organization Name & Address: గ్రూప్ వర్క్ సచివాలయం బొరిగివలస

Name & Address of the Supervisor: - K. అవినాష్
with Mobile Number: 8309708889

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

B. Balaramu

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Budda. Balakrishna / 2022004036007

Term of Internship: From 03/10/2022 To 30/11/2022

Date of Evaluation: 09/12/2022

Organization Name & Address: గ్రామ వర్క్ సచివాలయం, చాళిగిరిపల్లె

Name & Address of the Supervisor :- K. Anish
with Mobile Number: 9309708889

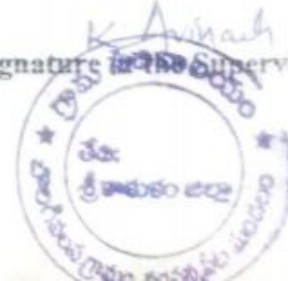
Please rate the student's performance in the following areas:

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Signature of the Supervisor



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

Objectives:

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

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. BALAJU

Programme of Study: B.A [H.E.P]

Year of Study: 2021-2022

Group: B.A [H.E.P]

Register No/H.T. No: 2022004036007

Name of the College: Government degree college Narasannapeta

University: DR. B.R. AMBEDKAR UNIVERSITY - SRIKAKULAM

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date: 09/12/22

P. Ch. Venkateswarlu
Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal
PRINCIPAL
Govt. Degree College
NARASANNAPETA



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.40493833333333°

Longitude
84.04309666666666°

Local 11:33:33 AM
GMT 06:03:33 AM

Altitude 8.16 meters
Friday, 14.10.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404888333333336°

Longitude
84.043096666666668°

Local 11:54:20 AM
GMT 06:24:20 AM

Altitude 8.16 meters
Friday, 14.10.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404886666666666°

Longitude
84.043110000000001°

Local 11:54:16 AM
GMT 06:24:16 AM

Altitude 8.16 meters
Friday, 14.10.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404938333333333°

Longitude
84.043096666666668°

Local 12:34:31 PM
GMT 07:04:31 AM

Altitude 8.16 meters
Friday, 09.12.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404936666666668°

Longitude
84.043140000000001°

Local 11:31:06 AM
GMT 06:01:06 AM

Altitude 8.16 meters
Tuesday, 01.11.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404885°

Longitude
84.0432654°

Local 11:48:18 AM
GMT 06:18:18 AM

Altitude 8.16 meters
Wednesday, 26.10.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404985°

Longitude
84.043185°

Local 10:56:11 AM
GMT 05:26:11 AM

Altitude 8.16 meters
Tuesday, 25.10.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404985°

Longitude
84.04305333333332°

Local 11:04:27 AM
GMT 05:34:27 AM

Altitude 8.16 meters
Monday, 14.11.2022



C23V+W73, Borigipeta, Narasannapeta, Andhra Pradesh
532421, India

Latitude
18.404909999999997°

Longitude
84.043140000000001°

Local 11:43:06 AM
GMT 06:13:06 AM

Altitude 8.16 meters
Tuesday, 18.10.2022