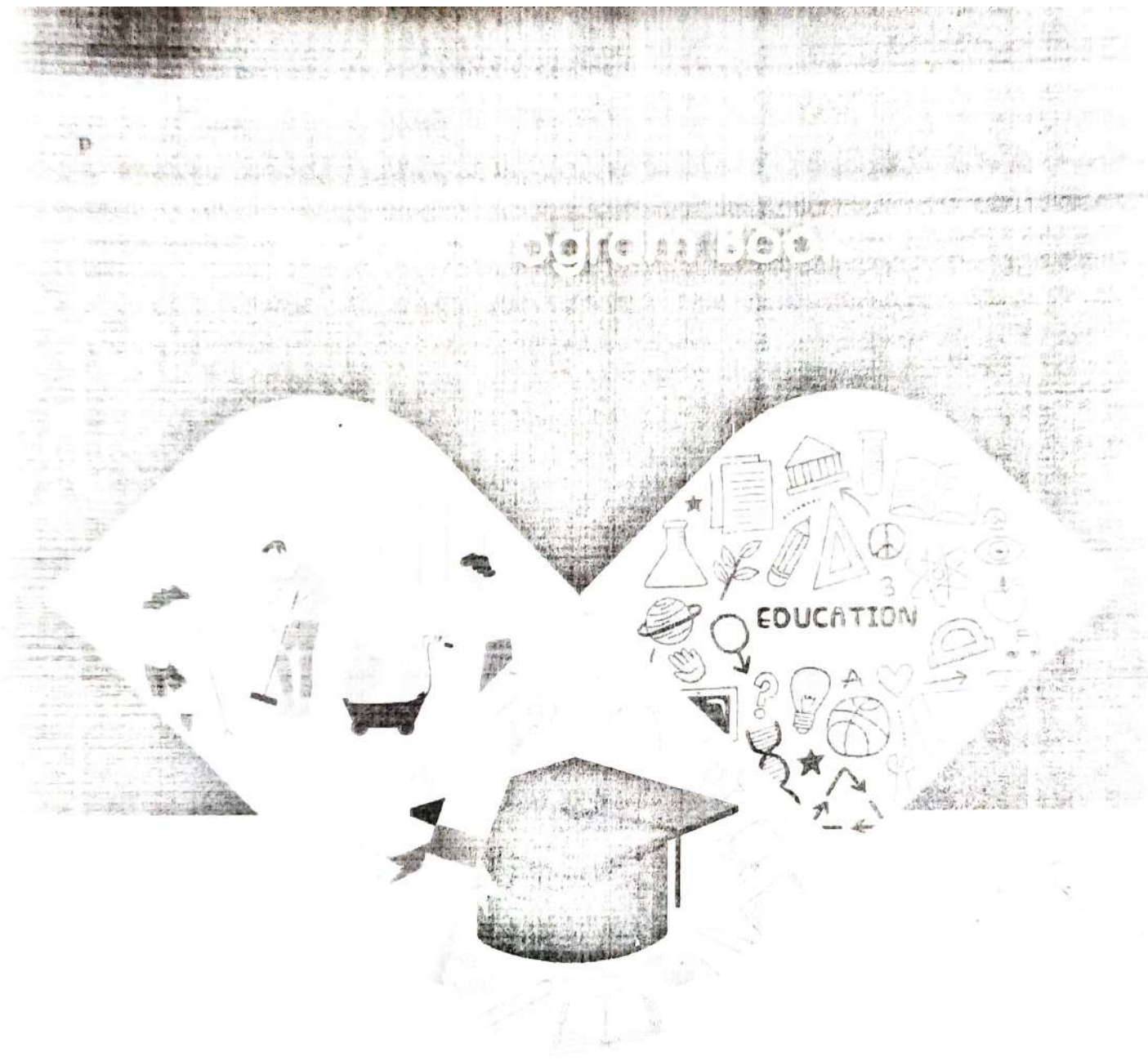




SEMESTER INTERNSHIP

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:

Pandit P. Pallavi

Name of the College:

Government degree college

Registration Number:

2122004060748

Period of Internship:

From: 21/2/24 To: 15/5/24

Name & Address of the Intern Organization

Revenue Department

Ambedkar

University

YEAR

An Internship Report on

Revenue Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the
degree of commerce B.com (General)

Under the Faculty Guideship of

Gr. Ravi Kumar

(Name of the Faculty Guide)

Department of

Telugu Department

(Name of the College)

Submitted by:

Paidibatti Pallavi

(Name of the Student)

Reg.No: 21220040607018

Department of 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.

.....<<@>>.....

Student's Declaration

I, Paidiseti Pallavi a student of Revenue department, narasimpet
Program, Reg. No. 2122004067018 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 21/2/24 to 15/5/24 in Revenue department (Name of
the intern organization) under the Faculty Guideship of Gr. Ravi Isenkor
Telegu (Name of the Faculty Guide), Department
of Revenue, Government degree college
(Name of the College)

P. Pallavi
(Signature and Date)

Official Certification

This is to certify that Paidiseti Pallavi (Name of the student) Reg. No. 2122004067019 has completed his/her Internship

in

Revenue department (Name of the Intern Organization) on _____ (Title of the Internship) under my

supervision as a part of partial fulfillment of the requirement

for the

Degree of Commerce in the Department of

Govt. degree college (Name of the College).

This is accepted for evaluation.

PL 16/5/24
(Signatory with Date and Seal)
Tahasildar
Narasannapeta Mandalam
Srikakulam Dist.

Endorsements

[Signature]
Faculty Guide U. Ravi Kumar

Head of the Department Telugu Department

[Signature]
Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

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Certificate from Intern Organization

This is to certify that Pandisetti. Pallavi (Name of the intern)
Reg. No 2122004067018 of Govt. Degree college (Name of the
College) underwent internship in Revenue (Name of the
Intern Organization) from 21/2/2024 to 15/5/24

The overall performance of the intern during his/her internship is found
to be

Satisfactory (Satisfactory/Not Satisfactory).

Pl 16/5/24
Authorized Signatory with Date and Seal
Tahasildar
Nambannapeta Mandalam
Srikakulam Dist.

Acknowledgements

I would like to express my special thanks to
gentitude to the university and our college and departm-
ent for giving us a wonder full opportunity to do an internship
program in revenue department.

No action in the world is solo this project would
not have been possible with out the kind support and
guidence at respected MRO Sir and Dt Sir.

Throught this Internship program we gained
so much of knowledge regarding function leters of revenue
department we also equored same real time practical
series regarding revenue department.

This would not have been possible with out
The support and guidence of all the member of the
revenue department.

Contents

- 1) caste certificate
- 2) ration card
- 3) Income certificate
- 4) E.H.S certificate
- 5) OBC certificate
- 6) Residential certificate
- 7) Nativity
- 8) position certificate
- 9) E-corp certificate
- 10) House sites
- 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 programme in the revenue department this organisation performs various functions regarding revenue and certificate regarding issue the conductivity of the organisation is that is performs various services by other department revenue department is administered by the model revenue officer in model administration by RDO caste, Income birth death etc etc various certificate as issued to the citizens in a defined manner as filled in station should be signed by MRO who in order should complete requirement this the organisation functionaries are more and very useful to the organisation functionaries are their department issue like ec, 1B linking with andhar ect. service for free at low cost.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	caste certificate document - ent. defined for obtaining caste certificate.	A caste certificate is a document proof that an individual belongs to.	Y
Day - 2	Ration card :- Ration card eligibility below poverty line and a family with	The main aim of the ration card is to provide relief to the poor - lived with	Y
Day - 3	Income certificate :- A systematic presentation of the true income and deduction to government.	used to ascertain many function and scheme that are offered by the govt.	Y
Day - 4	E.H. Certificate :- Economically weaker section families whose annual income should	EWS certificate is a document used to avail facilities by reservation.	Y
Day - 5	OBC certificate :- The OBC certificate used to be communication which are defensible.	The benefits provided by the govt. to the OBC.	Y
Day - 6	Residential certificate :- essential legal document that certificate proves that	It is a proof document of residence to citizen in city.	Y

WEEKLY REPORT

WEEK - 1 (From Dt. 12th Feb to Dt. 15th Feb.)

Objective of the Activity Done:

Detailed Report:

Revenue officer who is not below the rank of Tahsilthar and the sub division to officer of the area where the candidate and where the family is residency document required for caste application from identity proof copy of the birth certificate adhar card photos photographs copy of income certificate ration card are 4 types 1 members adding in once card 1 member deletion and in once card new once card sleeping once and limited document requirement to copy for ration card application from identity proof hence prepared government dated residence proof electricity bill telephone bill 10th receipt bond pass book rent assignment photo graphs to the head of the family income certificate.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Nativity : From community to nativity and dad out birth certificate.	then certificate is being issued for caste date of birth and nativity	Y
Day - 2	possession certificate : possession certificate application from.	possession certificate confirms the date of the possession - minor date of the report.	Y
Day - 3	E-crop : electronic certificate at data enabling ident.	online certificate insurance and verification process.	Y
Day - 4	House sites : Their service into apply for online registration of free St Company.	YSR housing scheme - e. Names been send in order to provide buyers to CNRM.	Y
Day - 5	No property certificate : The person requesting for co property.	certificate can approach the registrar by transfer of office.	Y
Day - 6	EMC certificate : A family membership certificate is a document.	EME is offering persons of self - made claimed deported family.	Y

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day - 1	Date Birth :- A date both certificate registration apply through nearest ex-temment.	In the case of date of birth and need, approach go not.	Y
Day - 2	Date death :- Date registration of death apply for death certificate through nearest.	death that happen more than a year ago citizen can apply for death.	Y
Day - 3	Non - removal :- Non army layer certification also known as other batch work allows.	The completion of the certificate a part of yables was allowed.	Y
Day - 4	All since card services non commitment has decided of issues new since card to all eligible.	To know date number using at station card number neborze.	Y
Day - 5	Both level official appointment of both level agent through is - resident as security.	Every consideration partly through is president as secretary as a.	Y
Day - 6	2PC is used for employer.	This certificate is essential for prompt of on empty.	Y

WEEKLY REPORT

WEEK - 3 (From Dt. 28th Feb to Dt. 1st Mar.)

Objective of the Activity Done:

Detailed Report:

- 1) Late birth is a late birth certificate in the case of a late birth do not need to approach government officers directly it can be applied to registers the birth even after one year.
- 2) Late death than happened more than a years ago citizen can apply for death certificate through one not measure center.
- 3) Non-remuniced certificate the supplementary of his certificate of part to jobs was allowed in central government and public sector persons holding the certificate.
- 4) All vice card services to know your new vice card number using old nation card number card online the office website.
- 5) Both level different appointment of both level through its president.

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 verification to verified tax payers.	learned about issuing of income tax.	<u>Y</u>
Day - 2	professional tax status verification and certification.	learned about professional tax.	<u>Y</u>
Day - 3	complaint billing process and getting at new agent.	learned about billing of grievances.	<u>Y</u>
Day - 4	properties paper registration and verification.	learned about property paper.	<u>Y</u>
Day - 5	EC on EN amberson certificate for size process.	learned about card of paper.	<u>Y</u>
Day - 6	learned about mutation work and guidance.	about mutation requirement.	<u>Y</u>

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 govt	The claim of exemption against agricultural income is allowed	U
Day - 2	Apathanda applied on this service can be used by q/s for application for bond.	people who are allowed also covered under act.	U
Day - 3	certificate copy of purchase application for certificate copy of purchase	A certified copy is a copy of photo document.	U
Day - 4	Duplicate - copy of certificate income to obtain has to appear the nearest.	The after duplicate income certificate application has to.	U
Day - 5	Duplicate copy of residence after verification application should.	proof of color can be one of the weather.	U
Day - 6	Duplicate copy of related the is for certificate we issued	This certificate being issued for date of birth	U

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 Organisation is outstep in the Indian constitution that every state has be equipped with there institutions for celebration the necessary service and to store the work for this Organisation by the government of India is to provide some welfare and important scheme do all in the people under its Range the organization

where complete internship aims to better credit and useful for the society the employee at the instatations are categorized in a various sector that each sector performs.

Their own way the organization also provide feasible interaction method to provide a friendly with remote vilage by the use help villages by providing them basic but important service.

Student Self Evaluation of the Short-Term Internship

Student Name: Pardisetti Pallavi Registration No: 212204061018
Term of Internship: From: 21/02/2024 To: 15/05/2024
Date of Evaluation:
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	<u>2</u>	3	4	5
2	Written communication	<u>1</u>	2	3	4	5
3	Proactiveness	1	<u>2</u>	3	4	5
4	Interaction ability with community	1	2	<u>3</u>	4	5
5	Positive Attitude	1	<u>2</u>	3	4	5
6	Self-confidence	<u>1</u>	2	3	4	5
7	Ability to learn	1	<u>2</u>	3	4	5
8	Work Plan and organization	1	<u>2</u>	3	4	5
9	Professionalism	<u>1</u>	2	3	4	5
10	Creativity	1	<u>2</u>	3	4	5
11	Quality of work done	<u>1</u>	2	3	4	5
12	Time Management	1	2	<u>3</u>	4	5
13	Understanding the Community	1	<u>2</u>	3	4	5
14	Achievement of Desired Outcomes	<u>1</u>	2	3	4	5
15	OVERALL PERFORMANCE	1	<u>2</u>	3	4	5

Date:

P. Pallavi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Templestreet, near, Old Bus Stand Rd, Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.41749°

Longitude
84.04574666666667°

Local 11:26:21 AM
GMT 05:56:21 AM

Altitude 35 meters
Monday, 04.03.2024

GPS Map
Camera Lito



Templestreet, near, Old Bus Stand Rd, Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.41765333333333°

Longitude
84.04593500000001°

Local 03:45:40 PM
GMT 10:15:40 AM

Altitude 35 meters
Tuesday, 27.02.2024

GPS Map
Camera Lito



Templestreet, near, Old Bus Stand Rd, Narasannapeta, Andhra Pradesh 532421, India

Latitude
18.41764°

Longitude
84.04592499999998°

Local 03:45:16 PM
GMT 10:15:16 AM

Altitude 35 meters
Tuesday, 27.02.2024

GPS Map
Camera Lito



Narasannapeta, Andhra Pradesh, India
C29W+3C8, Narasannapeta, Andhra Pradesh 532421, India

Lat 18.417335°
Long 84.04578°

21/02/24 12:08 PM GMT +05:30

Google

GPS Map Camera



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Rajkeshi. Pellani*
Programme of Study: *Revenue*
Year of Study: *Final year*
Group: *B.com (General)*
Register No/H.T. No: *2122004067018*
Name of the College: *Government degree college*
University: *Ambedkar*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	10
	GRAND TOTAL	50	50

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Padiseti. Pallavi*
Programme of Study: *Revenue*
Year of Study: *Final year*
Group: *B.com (General)*
Register No/H.T. No: *2122004067018*
Name of the College: *Government degree college*
University: *Ambedkar*

SLNo	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	45
	TOTAL	150	135
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	185


Signature of the Faculty Guide


Signature of the Internal Expert


Signature of the External Expert


Signature of the Principal with Seal


PRINCIPAL
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