

Government Degree College- Naidupet Tirupathi Dist

Andrapradesh-524126 Reaccredited by NAAC with Grade 'B', Affiliated to Vikrama Simahpuri University

This is to certify that Government Degree College Naidupet has submitted the application approval letters of the students from the Head, for undertaking the internship along with the completion certificate/letter and report of the internship of the following students of 3rd year Students Short Term Internship of Year of

- 1. T. Chenchamma
- 2. Y. Harshavardhan

Admission 2020 as per DVV guidelines.

- 3. B. Yohan
- 4. E. Suneetha
- 5. K. Mounika
- 6. K. Abhilash
- 7. M. Ankaiah
- 8. M. Suneel
- 9. P. Raghu
- 10.K. Kasthuraiah

NAINUPET, Trupati Dt.

Boyl Degree Colley



15.



Government Degree College- Naidupet Tirupathi Dist.

Andrapradesh-524126 Reaccredited by NAAC with Grade 'B', Affiliated to Vikrama Simahpuri University

1.3.2 Percentage of students undertaking project work/field work/internships

The following table contains the DVV data,

SN	Name of the Particular	Page No.
1	Approval letters from Head	1-1
2	Application letters from students to undertake internships	2-11
3	Internship report of T Chenchamma	12-62
4	Internship report of Y Harshavaradhan	63-111
5	Internship report of B Yohan	112-152
6	Internship report of E. Suneetha	153-196
7	Internship report of K. Mounika	197-247
8	Internship report of K. Abhilash	248-298
9	Internship report of M. Ankaiah	299-335
10	Internship report of M. Suneel	336-381
11	Internship report of P. Raghu	382-425
12	Internship report of K. Kasthuraiah	426-462

Government Degree College, Naidupet

Permission to undertake Short Term Internship

Date: 20/09/2022

As per the proceedings of the Commissioner of Collegiate Education, Andhra Pradesh No.Rc.No.3/CCE-Acad.Cell-Policies/AC-6/2022 dated16-05-2022.

The following students of final year BA (HEP) and BCom(CA) are permitted to undergo short term internship of two months.

T Chenchamma, III BA

Y Harsha Vardhan, III BA

Baata Yohona, III BA

Erugu Suneetha, III BA

Kalluru Mounika, III BA

Kamatham Abhilash, III BA

Mallika Ankaiah, III BA

Mekala Suneel, III BA

Pandhi Raghu, III BA

K Kasthuraiah, III BCom

PRINCIPAL
Govt. Degree College
LIDET, Tirupati Dt.

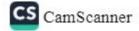




Date: 19/09/2022

То		
The Principal		
Govt Degree College		
Naidupet		
Respected Sir		
1_K. KaSthugaiaw of III B.C to permit me to undergo short term internship at D R from 21/09/2022 to 31/10/2022		you

Yours faithfully K. Kashuraidh





Date: 19/09/2022

7,

Yours faithfully B. Yohan



Date: 19/09/2022

То	
The Principal	
Govt Degree College	
Naidupet	
Respected Sir	
IM. Ankariah of [IN BA (HED) su	bmit that, I request you
to permit me to undergo short term internship at DR DA _ VELO	DU Nonialypur
from 21/09/2022 to 31/10/2022	
	ν

Yours faithfully

le Ro

Application letter for undertaking Short Term Internship

Date: 19/09/2022

Го
The Principal
Govt Degree College
Naidupet
Respected Sir
1
K. Abikehof III BA (HEP) submit that, I request you
permit me to undergo short term internship at DR DA YELVOU Novidup
from 21/09/2022 to 31/10/2022

Yours faithfully K.Abhilash



Date: 19/09/2022

Yours faithfully

M. Sureel

	То
	The Principal
	Govt Degree College
	Naidupet
	Respected Sir
	M. Sunce of II Ba (HEP) submit that, I request you
t	o permit me to undergo short term internship at <u>DRDA_VELUDU</u> Naudup4
_	from 21/09/2022 to 31/10/2022



Date: 19/09/2022

То	
The Principal	
Govt Degree College	
Naidupet	
Respected Sir	
1 P. Ragho of II Ba (HEP) submit that, I request	you
to permit me to undergo short term internship at DRDA_VELUDU Nevidu	pet
from 21/09/2022 to 31/10/2022	

Yours faithfully P. Raghu 10 por

Application letter for undertaking Short Term Internship

Date: 19/09/2022

То	
The Principal	
Govt Degree College	
Naidupet	
	*
Respected Sir	
4	
it-chenchamma of	FIIBA (HEP) submit that, I request you
to permit me to undergo short term intern	ship at DRDA_VELUOU_Novidypet
from 21/09/2022 to 31/10/202	2

Yours faithfully
Tchenchamma



Date: 19/09/2022

The Principal

Govt Degree College

Naidupet

Respected Sir

IK Mounika of III BA (HED) submit that, I request you

to permit me to undergo short term internship at DRDA_Velvdv. Novdepet

---- from 21/09/2022 to 31/10/2022

Yours faithfully

K. Mounika



Date: 19/09/2022

То
The Principal
Govt Degree College
Naidupet
Respected Sir
I.E. SUNCEIFIG of II BA (HED) submit that, I request you
to permit me to undergo short term internship at DRDA_Velude_Navduped
from 21/09/2022 to 31/10/2022

Yours faithfully E. SunceTha



Date: 19/09/2022

То	
The Principal	
Govt Degree College	
Naidupet	
Respected Sir	
14. Harsha Vardhan of III BA (HEP) submit that	, I request you
to permit me to undergo short term internship at DRDA_Velodu No	aidupel
from 21/09/2022 to 31/10/2022	

Yours faithfully Y. Halisha Waldhan

Model Program Book



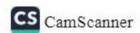
INTERNSHIP (On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



(SING FORM, S.Y. STOR (B) (SECOND) NO.

これは(の)に食みまりがいいいいからいいないないないに

(Onstice / Vicine)

Semiaro Mira Smilane

T. Chenchamma

(Serrero) il lira(66) liaga:

Govt. degree · college · Naidupeta

Requirementalismbas

2011/2018

Paragraph and manager

36-09-22 15-11-2022

Name Statilities of the internal organization

DRDA

Vikrama SimhaPuri Umreversity

An Internship Report on

DISTRICT RURAL DEVELOPMENT AGENCY

(Title of the Internship)

B.A (HEP)	
Under the Faculty Guidesh	ip of
CH. NAGAMALLESWAR	Ι
(Name of the Faculty Guide	?)
Department of Ed	CONOMICS
GOVT DEGREE COLLEGE . NE	PIDUPETA
(Name of the College)	*
Submitted by:	
T.CHENCHAMMA	
(Name of the Student)	
Reg.No: 201112018	
Department of E	conomics
GIONT DEGIRGE COLLEGIE NI	GIDUPETE

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.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- You are expected to learn about the organization, policies, precedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - b. 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.
- 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.



Certificate from Intern Organization

This is to certify that _	T. Chench	aanma	(Nam	e of the in	tern)
Reg. No 301113018	of Ginvi	degree college	Northoet	(Name of	the
College) underwent inte	ernship in	DRNA	A	(Name o	f the
Intern Organization) fro					
_					
The overall performance	e of the intern duri	ng his/her ir	iternship i	s found to	be
Satisfactory (S	atisfactory/NotSat	isfactory).			

Authorized Signatory with Date and Seal 2022

Assistent Project Manager VELUDU - D.R.D.A Naidupet Mandal SPS Nellore (Dt.)

Student's Declaration

I, T. Chenchamona a student of ORDA B.A (HEP)
Program, Reg. No. 20112018 of the Department of ECOCOMIC &
College do hereby declare that I have completed the mandatory internship
from <u>21-09-22</u> to <u>31-10-22</u> in <u>DRDA</u> (Name of
the intern organization) under the Faculty Guideship of
Ch. Nagamalleswari (Name of the Faculty Guide), Department of
Economics Gout degree college Naiduneta
(Name of the College)
7 5

Official Certification

This is to certify that	it_T.ch	enchama	na	(V	lame of
the student) Reg. No	. <u>2011/201</u>	A has c	ompleted	his/her Interns	ship in
DRDA	(Name	of the	Intern	Organization)	on
DRDA (S	elf help group	(Title of	the Int	ernsliip) unde	r my
supervision as a p					
				e Departmen	
Govt degree college,					
U U					
This is accepted for	evaluation.				
).	1
			(Signator)	with Date and Se	al
· chenchamma				VELUDU-DRDA	agr
Endorsements			l	Naidupet Mandal SPS Nellore (Dt.)	
				(52)	
ch. Muli	,		20		
Faculty Guide					

Head of the Department

Principal
PRINCIPAL LIVE
Govt. Degree Coilege
NAIDUPET, Tirupati Dt.

ACKNOWLEDGEMENTS

I would like to thank all these persons who have contributed towards the Successfull completion of the project work. I am glad to say that working on this project has been both illuminating and Enjoyable for me.

Thanks to my von madam saritha in pudar for talking post in used in decision and gudiances and arranged all facilities to make life easien. I choose this moment to Acknowledge her contribution greatfully. I thank her for Encouragement quidance and valuble suggestions.

(11)

Contents

1. Introduction: - Short term Internship (DRDA)
onsitel offline.

1). An Internship Report on

1:) program Book for Short tem Internship

in Instructions to Students

in student declaration.

v) official certificates.

a. Certificate from Intern organization

3. ACKNOWLEDGEMENTS (Acknowledgements)

q. chapter 1: Executive Summary.

To Chapter 2: over view of the organization.

6. chapter 3: Internship part.

7. Activity Log Book for 1st week to 6th week.

8. weekly report 1st week to 6th week.

9. chapter 5: out come description

10 . Student Self Evaluation of the short term Internship.

11. Evaluation by the supervisor of the Interm

12. photos and video knks

13. Evaluation: Intern Evaluation for short term
Page No: Intership (virtual)

14. marks statement: Internal Assignment Statements.

O

CHAPTER 1: EXECUTIVE SUMMARY

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

This is the internship Report based on the a month's short term interanship programme that I had successfully completed in DRDA (district raral development agency) yer conder the project director DRDA. yer kranthi patham collectorate compound, s.p.s. R (a) Tirupathi (Dist.) from to as Requirement of my B.A (HEP) programme on developed department of Conomic, in V.S. conversity.

this Reported Includes how an performance Social welfore, work distribution in an ORDA, training and development of rural areas how I Intract with people and given information britisty about the DRDA. I Informed the Schems and loans of DRDA to the people.





I have worked in district rural development Agency under the Nellove zillA SAMAKHYA with almost all the wings of vo Cvillage - organiser) like learning rural development I training I teaching how to write entries in the books. How to learning the Booking keeping.

First four weeks of my Internship programme on DRDA under the voa (Village organisation agent) I have worked with the full support of Recruiment wing and the next a weeks I worked with the training wing them the next two weeks I got attached with group members and Intrade the people.

I have worked with differt types of Recrument procedure of DRDA under the VOA village organization agent controlled the 45 groups Each group contains 10 to 12 members.

Learning objectives:-

- * learning about the DRDA (zilla samakhya)
- * HOW to write the books
- * How to enter the Journau.
- * How to enter expenditure and protite entries
- * HOW to note / calculate the balance sheet entires

outcomes achieved: -

- * I can emprove the communication skills
- * How to sale (or) Intract the peoples
- * I can learning the disciplan to how to be in New persons.
- * I can maintained the groups.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

No and a second

- 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. Introduction of the organization :-

the DRDA is the principal organ at the district level to manage and overselve implementation of different anti-poverty programme of the ministery of rural development. It is supporting and facilities DRDA implemented central / state in 1 - April - 1999.

Illa implemented in 2008. organization which plats a very effective role as a cotation the development process.

B. vission, Mission, and values of the organization:—
The objectives of the Scheme
is to Stregthen and professionale the DRDA
So that they can effectively enhance the
quality of implementation.

policy of the organization, in relation to the Implementation of policies to intern role:who lives in the rural areas, peoples to decrese the poverty, that the main person. implementation of different policies. D. Organization Structure:-Community Based organization. zilla samakya Samakya Mandal organization (vo village SHGS SHGS organization Stoff collector & Executive chairman project Directors DRDA veuugu Account AP 0 ADMIN pension& officer office DYSO Supsed Asiea co-ordinator APM CC COA Page No:

(7)

E. Roles and Responsibilities of the employees in which the intern is placed:

they work for a select amount of these in departments and locations to better understand what the sob entails depending upon their placement and programme, they perform various tasks, from shadowing staff, to administrative.

Par - depth projects with fellow interns.

G. future plans of the organization:—
To decreased the poverty
in the rural areas. development of rural
areas.

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 internacquired.

=> Activities of DRDA :-

The District rural development agency is visualised as a specialised and a professional agency. Capable of managing the anti-povebity programme of the manistry of rural development on the one hand and to effectively relate there to the overall effort of poverty Eradication in the district.

=> Responsibilities of DRDA:-

organ at the district level to manage and oversee the implemensation of different and poverty programmes of the ministry. of rural development. It is a supporting and facing organization which plats a very effective role as a constant in development process.



working conditions :-

ogency has traditional been the principal organ at the district level to overse the implementation of different anti-poverty programmes since its inception the administration cost of the DRDA were met by way of setting part a share of the allocate for Each programme.

=> weekly work Schedule :-

In Every district has (or) Every mandal of the district different officess of DRDA organization. In mandal has one APM under the 8cc and every cc has under the 8 voa; every voa has control the 25 to 45 groups. Every group has 10 to 12 members. Every month on 10th date pay the loans Interes and padhapu amount "voa" one person of a Every group she can handle that group.

=> Equipment used :-

In DRDA always maintains the books. Enter the entries of Expenditure and income allert DRDA also maintain the mobile book keeping. It was using the enter the data of every person.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	profile of the district Rural development agency (D.R.D.A)	Iam Study what is definition and	5 drit
Day -	D.R.D.A organization Structure.	I am learn about D.R.D.A Structure.	G. Suit
Day – 3	How many savings socifles under our v.o.A. (village organization Assistant)	Total groups guidance by pudura v.o.A.	G. Shit
Day – 4	what is the v.o.A duties and Responsibilities.	I am learn about V.O.A . Dulles , Responsibilities .	G. Stritt
Day - 5	self help group leaders duffes and Responsibilities	I am stady aboit Self help group Responsbliffes.	Galit
Day – 6	what are the benefits avaible the members through savings societies.	I am learning and I know Saving Socifies benefics members	G. Skitt

WEEKLY REPORT

WEEK -1 (From Dt 21-09-22 to Dt 31-10-22)

Objective of the Activity Done:

Introduction and Structure of DR.D.A

Detailed Report:

The same of

Andhra pradesh Rural poverty alleviation organization works towards the Strengthing of self help societies and village sacieties through Several schemes with the aim of achiving poverty exodication by increasing the livelihood of the member families and raising there standard of Irving through the andhra pradesh Rural poverty alleviation organization trapati district 4289% communities and 4289% community members are working on livelihood and human development indicators to improve the per capita in-come and 19ving standards of Rural poor Lamilies.



AREA CO- Ordinated, APM, CC. V.O.A
Page No:



ACTIVITY LOG FOR THE SECOND WEEK

& BATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
	v.o.A meeting with group leaders.	I am attend the meeting and I abserve the group discussion.	G Strict
Day -	In APM office meeting with APM madam.	Some APM madem give instruction to Students.	
Day – 3		MLA Sin Speech delivery about Saving Societies group oup developments.	G. Still
Day – 4	Tam attend with vioin madam meeting duffes of Recovery agent.	2 /2 2 2	G. Shitts
Day – 5	vo.A madam meeling with group leaders discussion about Sreenidhi loan.	I am observe meeting the lea-(Sening the discu- Sinon.	r-shitt
Day - 6	v.o.A modam discussion	I am learning (Recovery method.	51. Still

WEEKLY REPORT

WEEK -2 (From Dt.1-10-22 to Dt. 8-10-22)

Objective of the Activity Done: Verify the books

Detailed Report:

* on "day 1" we are verify the books under the von control verify the all books under the control of von.

* on day of learning the how to enter the books. learning the enter the books of groups of self help groups.

* on day & learning how to enter the entire & in the books. Entires in the books.

* on day 4" how to Enter the expenditure and encome account entries verify the encome and expenditure account.

* on day is verify the amount of the every group and checke the every group of padhupu-

* von teaching how to enter entries in books we are enter that entries in the books we are learn how to learn.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	About Savings socilies group bistory.	I am learning 40 groups bistory.	Grant
Day-2	Savings socities prog -rommes goals	I am learning about savings socities gools	Gi. Alio
Day -3	Purpose of savings socities.	I am learning about what is the saving societies expressing.	G.Arit
Day -4	what is the banking Inkage loan	I am learning about banking Inkage.	G. Arid
Day – 5	what is about this son- -ga bardam.	I am learning about Songa bandam.	G. Still
Day -6	what are the duties to songa bandom group leaders	I om learning about songa ban- dom group lead- exe duties.	Gasti

WEEKLY REPORT

WEEK - 3 (From Dt./A-10-22 to Dt./5-10-24)

Objective of the Activity Done Profits and purpose to self help group members.

Detailed Report:

- 1. All members of the community should attend on the date fixed by the self help group leader.
- a. The community discusses what happend in the cluster.
- 3. mobile keeping includes the owned by the mem-
- 4. Internal loans are given to the needly members and savings are paid by all.
- to. These types of transations are discussed during community meetings.
- 6. The bank recrept of the payments is shown to the members during the self help groups meeting and kept.
- 7. Desisions regarding strinidhi loans, back linkage, sc, ST umati, cif will be amounced.
- 8. SC, ST unnati loan is avaible only the SC, ST and this loan is opplication from 30,000 to 50,000.
- 9. Cif bans provides by Sanga mibra.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	About SC, ST unnali.	I am learning about sc. st unnati	6. sait
Day-2	About of Srinidh? Socities.	learning about purpose of skind-	6 April
Day -3	what is cif	learning about	6 . Kw
Day -4	what is Sanga mitra	Iam studying about sangamith -a.	G. Si
Day -5	what is the purpoes of sanga Rakshana.	Study about Son -ga Rakshana.	G:Ani
Day -6	what is the RP duties	learning about RP duties and Responsbilities.	G. Ari



WEEKLY REPORT

WEEK - 4 (From Dt/7-10-22 to Dt. 22-10-24)

Objective of the Activity Done Collected the data of group members.

Detailed Report:

- * on day i we are collected data about 6 to lo groups. It was means around the 45 member details collected.
- * on day a we are intracted with ST colony group and discussing intracted with group.
- * on day 3 we are collected data about 10 to 15 groups members details around the 50 members details.
- * on day 4 von conducted the group meeting with members, intract with group meeting with members.
- * on day to we are collected data about 16 to 20 members around 40 members details.
- * on day 6 we are taken proctures with groups members.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Suggestion for members of self help groups.	study about that Suggestion.	G & Su
Day - 2	7 2117	what is the writer of self help groups.	
Day - 3	, , , , ,	I am learning about out self help groups responsibilities members.	Gashit
Day -4	what is the purpose of self help groups village level.	learning about Self help groups village level.	Si Strict
Day -5	About srinidhi life em- ployment loon scheme.	study about polices of spinidhi life Employments loans.	G-gri
Day -6	self help groups duties, Responsbillities and benefit -2 of	study about duty and benefits and profit of group me- mbers.	Gistri

WEEKLY REPORT

WEEK - 5 (From Dt.25-10-22 to Dt.31-10-22)

Objective of the Activity Done Self help groups writes and responsibilities.

Detailed Report:

- 1. of the community each programme committy members to participate.
- 3. Every member should participate in the meetings of the association and Express their leaderskip Responsbilities.
- 3. leaders on the Community must perform their leadership responsbilly property.
- 4. Every member must borrow from the founds of the association.
- the books related to the community shown maintain
- 6. The objectives of the association should be the commitment of the all the members to the mass obsectives.
- 7. Evens one Should be aware of the rules and Regulations of the association.
- 8. Members have the pay a fixed amount of Savings to the socities.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	we are collected the data on to 30 group members details.	collected data.	Gregot
Day - 2	we are Collected the data 31 lo 25 group members delass	collected data	લ સ્ટાંડ
Day -3	we are collected the data 36 to 40 members delates	collected dota	disp-ra
Day -4	voa conducting the meeting with group maintains		Gratial
Day - 5	we are collected the dates 41 to 43 group members details.	collected data	G. Arit
Day -6	we are collected the data 44 to 45 group members dotails	collected data	લ-ક્ષેયો

WEEKLY REPORT

WEEK - 6 (From DtΩ1.-1/-30 to Dt.06-1/-30)

Objective of the Activity Done: Collected data of group members.

Detailed Report:

of 21th to 30th group members datails around the 90 members details.

on day a we are collected the data at to an group member details around the so members details collected the datas.

on day 3 we are collected the data 26 to 40 members details around the 40 members details we taken the details of them.

on day 4 von conducting the meeting with group members we intracted and discussing that members.

the data 41th to 48rd group members details.

on day 6 we are collected the data 44 to 45 group member details around 20 members details collected them.



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.)

In DRDA, we are trained in the under the "voa". we are intracted with voa first. after some my "voa" introduce the some groups to me (or) my team. we are interaction with that members. I am asking about their loops, schems in the SHG.

or satisfy members about the schemes.

facilities available and maintenance:

my von very helpful to completed.

the project very simple method we are asking any type of information she definely helpful.

protocols provide us with a medium and set of Rules to establish communication between different devices. Each DRDA should be headed by a project director, who should be headed by a project director who should be the loan of an additional district magistrate. of the loan of an additional district magistrate. The project director should preferably be a senior scale officer of the all india. Services.



maintaine of the accounts. How to divided the amount of loan to the peoples.

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

* Technical skills:-

To this time I am I con Emprove my skills. I can forgot the fearness of intract with new peoples. I can Emprove my communication.

-on skills. How to intract with popple. How to space with new peoples and how to interact with with new peoples and how to interact with group members. how to collected the data of group members. with the help of "von" village organization agent.

* Job Related skills:-

I have to learn in this project period. How to speale poliety with members, how to attracted with our words. we can rotice the problems of members and so we them.

Any time of / Any type

of or scheme discusing with group.

* Hands on Experience :-

"VOA" teaches them. How Record the books.

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.,)

=> oral communication

oral communication is the ability to transmit ideas from your brain to either one person or a group of people. Good use of verbal skills means presenting an Idea clearly which each thoughts is only calcuted in a cohesive member. It has everything to do with the language that we choose to use.

→ Written communication

written Communication is important for every day activities. In the work space written communication skills are need to written (or) writing records, notes as per von guidence, my team and my mentor discuss how to write notes a bout their project, we are putting my team members thoughts and my mentor thoughts discussed to putting them in notes can be transmitted via, repots books; sedges est...

> under standing others:-

understanding others does not mean that you have to agree with their reelings or point of view. Instead, it means that you recognise their point of view and accepted that it is different from yours.

In group meeting time my mentor Introduce their group to me. we are started with greeting and Introduce my self, we are discuss the about the scheme "zilla samakhya".

members what type of benefits you get in these schems are you satisfy the in this schemes, we are discusing the future schemes their (or) that person open their opinions in words, away satisfy the their schemes.

=> closing conservation

we are conducting (or)
attend the group meeting first we started
with greeting, It, been great; the closing
the meeting time. Its been great to see
you it you need to leave the conservation to 90 some were.

Page No:

9 8 60 F

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.

> Term of planning:

The DRDA planing was to improve the rural developed, to implemented different Schemes and policies, loans to the rural areas people, They are improved that asing this type of schemes, There organizations provide some amount to that peoples.

After Every month of 10th

collected the leader of group.

=> Leader Ship :-

making the devision on one scheme (or) New Scheme. first of all members that means, leaders of the organization, conducted the meeting discusing about that scheme clasify the douts and implemented that schemes.

⇒ Decision Making :-

In DRDA, Every mondal has one Apm, 8 ccs and 8 voa's under the cc the mara person of the mandal is Apm, control the "cc". "cc" control the "voa".



I wish we could talk some more but I have to go ?ts been lovely talking to you but I need to get to an appointment. I've lost tralk of time.

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

=> Group Discussions

Group discussions (GD) normally Compases 10 to 15 participants at a time the Group discussion process commences by the declaration of the topic to the group which is followed by giving preparation time 3 to 5 minutes to every one.

Same times more than some than may be given only in the case that the topic is based on a case study and requires longer statements.

The average duration of most group discussion is about in minutes Continue the preparation time) in some special cases. The discussion may continue for more than 80 to 45 minutes.

Primary about communicating with your team mates and then executing what you have communicated, we are discussing a bout schemes and what type of lange.



to get them. The interect is paid or not for taken the loans, every month on 10th. How much amount (padhupu) we have to saving to their groups Accounts.

> leading a team /activity

Instuct to group of people providing directions and guidance to the team in order to ensure the Completion of tasks a good team leader will motivated and Inspire hy team solving problems and empowering others to do the same. Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Digital Technologies mobile Booki keeping

Digital Technologies are electro

- nic tools, systems, devices and resources

that generate store or process data, mostly

Commonly used devices, are social media, me

and my team serching the social media

about the DRDA, coe can know the what

type of the schemes and loans to rand

peoples.

The group members leader "vo" is using the mobile book keeping "opp" mostly used, In this app "vo" my menter collected the data of all us groups members names, husband (or) father name, name of the village etc.

This type of information collected and stored in the mobile book keeping app we have to lanow the any member of group (or) any member details of group we have to see the mobile book keeping.



In DRDA we are using the only one social media that was the only one social media that was mobile keeping book. It was using the collected data of member at any time with sit in one place

PHOTOS & VIDEO LINKS







Student Self Evaluation of the Short-Term Internship

Student Name: T. Chenchamna

Registration No: 2011/2018

Term of Internship:

From: 21-09-22

To: 31-10-2022

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Maidupela

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1	Oral communication 1	3	3	1	5.0
2	Written communication	2	3	I MATE (I) ∆	5
3	Proactiveness 1.	2.2.2	3	4	5
4	Interaction ability with community 1	2	3	ica Jose 4	5
5	D. W. St. T. St.	2	3	4	5
6	Self-confidence	2	3	4	5
7	Ability to learn	2	3	ā	
8	Work Plan and organization 1	2	3	4	5
9	Professionalism 1	2	3	4	
10	Creativity 1	2	3	4	5
11	Quality of work done	2	3	4	
12	Time Management 1	2	3	4	5
13	Understanding the Community 1	2	33	4	100 E (1)
14	Achievement of Desired Outcomes 1	2	3	4	5
15	OVERALL PERFORMANCE 1	2	3	4	5

Date:

18-11-2022



Evaluation by the Supervisor of the Intern Organization

Student Name: T. Chenchamma

Registration No: 2011/2018

Term of Internship:

From: 21-09-2022 To: 31-10-2022

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Naidu peta

Name & Address of the Supervisor

with Mobile Number

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

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

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: 18-11-2022

EVALUATION



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
 Internship Evaluation
 Oral Presentation
 25 marks
 Oral Presentation

- 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.

Page No:

(---



- 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:

T. Chenchamma

Programme of Study:

DRDA.

Year of Study:

Group:

B.A

Register No/H.T. No:

2011/2018

Name of the College: Govt degree college. Naidupet University: Vikrama Simhapuri university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	23
2.	Internship Evaluation	. 50	45
3.	Oral Presentation	25	82
	GRAND TOTAL	100	90

Date: 18 -11 - 2022

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Govt. Degree College NAIDUPET, Tirupati Di.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



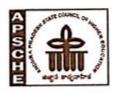
Model Program Book



SHORT-TERM INTERNSHIP

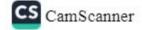
(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



An Internship Report on

DISTRICT RURAL DEVELOPMENT AGENCY

(Title of the Internship)

ed in accordance with the requirement for the de <u>IS-A (HED)</u>
III don the Don the College of
Under the Faculty Guideship of
CH NAGAMALLESWARI
(Name of the Faculty Guide)
Department of
GOUT. DEGREE-COLLEGE-NAIDUPE
(Name of the College)
Submitted by:
Y. HARSHA VARDHAN
(Name of the Student)
Reg.No: 2011 2021
Department of
GOUT. DEGREE · COLLEGE · NAIDUPE TA

Page No:

of

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- While you are attending the internship, follow the rules and regulations of the intern organization.
- While in the intern organization, always wear your College Identity Card.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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.
 - 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.
- Ensure that you do not cause any disturbance to the regular activities of the intern organization.
- 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.



Official Certification

This is to certify that	. HARSHA VAR	DHAN		_ (Name o
the student) Reg. No801112				
DRDA(Nam_				
supervision as a part of p				
	HED.)		e Departi	ment o
Gast Legree Calege, North	ime of the Colleg	ge).		
This is accepted for evaluation				
Voldhor Endorsements		; 1	THE POPULE MAI ELUDU - D.R.D. Vaidupet Manda SPS Nellore (Dt.)	
Ch. M. Ch. Faculty Guide				
Head of the Department				

Page No:

PRINCIPAL DE Govt. Degree College NAIDUPET, Tirupati Di.

Student's Declaration

> y. Harshava Them (Signature and Date)

Certificate from Intern Organization

Reg. No 2011 2021 of Green Defree Color Name of the intern)
Reg. No 2011/2021 of Greament Defree Cologname of the
College) underwent internship in D. R. D. A (Name of the
Intern Organization) from 21-09-2022 to 31-10 - 2022
The overall performance of the intern during his/her internship is found to be(Satisfactory/Not Satisfactory).

Assistent Project Manager
VELUDU - D.R.D.A

Naidupet Mandal SPS Nellore (Dt.)

Acknowledgements

I would like to thank

all these persons who have contributed towards the

successful completion of the project work. I

am good to say that working an this project
has been both suuminating and Enjoyable forme.

I Express my depent

thank to my vox manded sarith in puder for tooking past in used in decision and gudiances and amanged all facilities to make life easier. I choose this moment to toknowledge her contribution greatfully. I thank her for Encouragement quidance and valuble suggestion, b.

Contents

```
1. Introduction = short term Internship [DRDA]
                         onsite offine
                   1) An Internship Report on
                   ii) program Book for short tem Internship
                    iii) Instruction to shot tem students
                    iv) student declaration
                    v) official certifications.
2. Certificate from Intern organization
3. ACEDOWLEDGEMENTS (Anknowledgements)
4. chapter := Executive sunmary.
5. chapter 2 := over view of the organization.
6. Chapter 3 : Intestip past
7. Activity 109 Book for 1st week to 6th week
 8. weekly report 1st week to 6th week
 q. chapter 5 = out cone description
 10 student self Evaluation of the short term
   Internship.
 11. Evaluation by the supervisor of the Intern
      organization
 12. Phot 61
          and video liks
 13. Evaluation: Inter Evaluation for short -Jerm
                         Page No: Intership (virtual)
                              Internal assignment statments
 14, mark statement is
```

3

3

3

9

9

-

9

9

9

-

-

9

9

0

3

3

CHAPTER 1: EXECUTIVE SUMMARY

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

This is the internship peport
bosed on the 2 months short term internghip programme
that I had successfully completed in DRDA (district
raral deelopment year agency) year under the project
direct DRDA. year kranthi partam collectorate campoud, sp.s.r. (9) Tirapathi (Dist) from
to a sequirement of my B.A (HEP) programme

on developed deportment of my B.A (HEP) programme.

This reported include

how an performance sacial welf-ode I work distribution in on prpA, training and development of rural areas. how I Intract with people and sive information british about the DRPA. I Informed the schems and laws of DRPA to the people.

I have worked in district rural development—Agency. Under the helbore zilly sampkhyy with almost all the wigs of vo (village organiser) like tearning rural development (training), teaching how to with the training wing entire) in the books. How to tearing the Booking keeping

first fower weeks of my.

Internship programme on DRDA under the York (vinage organisation agent) I have worked with the full

support & se of recruitment with and the next

them the next two weeks I got attacked

with group members and Intract the people.

I have worked with lifter type of fectiment procedure of prof under the vor village organization agent controlled the 45 groups teach group contains 10 to 12 member).

Learning abjectives it

* rearning about the DRPA (zilla (samakhya)

* How to write the books

* How to enter the Journal

* How to ever expenditure and sto profit entries

* How to note / calcaste the balance sheet entriez.

out comes achieved :=

I can Emprove the combounication skills

* How to sake (or) Intract the people

* I cay tearning the disciplan to haw to

* be in New persons

* I can maintained the groups.

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. Introduction of the organization?

The DRDA is the principal organ at the district text to marage and oversex the implementation of different anti-poverty programme of the ministery of rural development. It is supporting and facilities DRDA implemented control/state is 1- April - 1999 zilla implemented is 2003 organization which make a very effective tole as a caret in the development process.

B. vission. mission, and volues of the organization:

The objective of the scheme
is to strengthen and professionale the part

DRDA so that they can effectively enhance

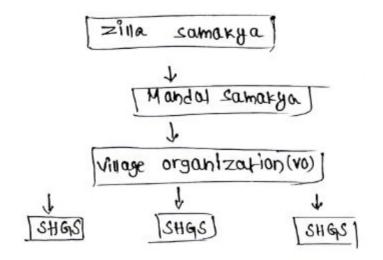
the opening of implementation.

intern rok :

Implementation of policies to the People who to decrese the poerty that the main person to the Implementation of different policies.

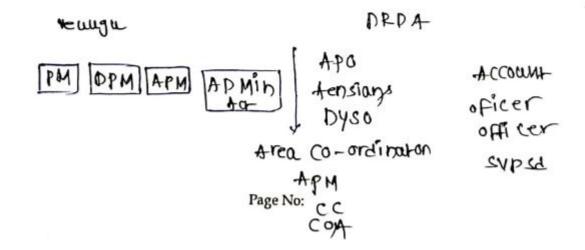
D. organization struture :2

community Bused organization



staff organization

collector of Executive chairman project birectors



F. roks and responsibilities of the employees in which the intern is placed in

They work for a select amount

of time in departments and location to better understand what the job tutails. depending upon their placement and programme, that perform various take, from shadowing staff to administrative.

assistance to takking in-

depth projects with fellow interns.

G. future plank of the organization ?.

in the rural areas development of rural areas.

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.

=> Activeties of DRPA:-

The District rural development agency is visuated as a specialised and a professional agency, capable of managing the anti poverty programme of the ministry of rural development on the one hand and to effectively relate there in the overall effort of proverty exadication in the district

=> Responsibilities of DRDA :-

The DRUA is the prinipal organ at the district level to mange and oversee the implemensation of different anti poverty programmes of the ministry. Of rural development. It is a supporting and facing organization which plays a very Effective rate as constant in development places.

=> working conditions ?=

The district Rural development

agency has traditional been the principal organ at the district tend to overse the implementation of different anti powerty programms since its inception. The administration cost of part a shore of the allieux for Each programme.

⇒ weekly work schedule ", -

That group.

In every district has (or) Every mandal of the district officess of DRDA organization. In mandal has one apply under the scc and control the 35 to 45 groups. Every group has has loth to 12 members. Every month on 10th date pay. The 10ahs Interes and produpe amount von one person of a Every group she can handle

=> Emiperyent used ?-

)

9

0

)

7

>

00000

200

2

2

In proof aways maintains

the books. Enter entities of Expenditure and income allect DRPA also maintain the mobile Book Keepins. It was using the cuter the data of every personn.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	40.4 meeting with	I am attend the moeting and E abserve the grown diameter	m. Tayl
Day - 2	In APM office meeting with APM madam	some APM Modery Sive instruction to students.	۸./
Day - 3	MLA sir meetins with u.o. A-15 (madams) and apple	MLA sir spech	M. Farels
Day - 4	Iam attend with v.o.A madam teaders chianasian about streenidhi 100m.	Say rearning 20 merines v.o. A 20 merines v.o. A 20 mering	Mitool
Day -5	wo.A mand with metins with group teaders discussion about Streetidni Youn.	I am terning absence meeting The reasoning the discussion.	M. Tayol
Day -6	with me types of law	I am tearning	mitagel

WEEKLY REPORT

WEEK - 1 (From Dt 21 - 29 - 22 to Dt 29 - 9 - 22)

Objective of the Activity Done:

Introduction and stur structure of D.R.D.A.

Andhra pradesh pural poverty alkviation organization work towards the shrengthing of self help societies and village societies through several schemes with the ain of activing poverty Exadication by increasing the inclinated of the member forility and raising pradesh pural of living through the andhra pradesh pural poverty alleviation organization timpati distic 42895 Communities and 428950 community memers are working on liverihood and human development indicators to improve the per capita in come and inving standards of Raral poor families.

Strugure

Di	St. Rich	· V	nion)
h	land	1 fe	daration
	-	1	0
10:11	age	22A	ochati <u>on</u>
	Self	help	Groups
		b. R	Page No:

-AREA CO. ordinated, APM, CC, VD.A.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day -1	profile of the district Rural development agency (D.R.D.A)	Iam studgwhat is definition and	m. Jayal
Day - 2	b.R.O.A. organization Stacture	Tam team about D.R.D.A structure	m:Tayal.
Day - 3	wher are who (village)	Total groups	M:Tayol.
Day -4	what is the v.o.A duries and posponsibilities	Jam study about self help group perpossilities	M. Bupl.
Day - 5	self help group leaders duffer and responsibility	Jay tean about v.o. A. buries peoponsibilites	n. Turpl.
Day -6	that one the benefits available the members that ugh savings socilles	Jam tearning and know saving socities henefich members	mJayal

WEEKLY REPORT

WEEK - (From Dt... 1.0. - 20 to Dt. 8 - 10 - 20

Objective of the Activity Done:

verify the books

Detailed Report:

- of voa.
- thon day a tearning the how to enter the book tearning the enter the books of groups of self help groups.
- the books, entries in the books.
- * on day 4. how to Enter verify the income and expenditure account
- group and checke the every group of padhputation took teaching how to enter entries in books we one cuter entries in books we have to the books, we are leasing how to the books, we are leasing

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature	
Day - 1	group leaders	gan attend the	M: Tougal	
Day-2	In ARM office meeting with APM modans	Some APM modern give instrution 40 students	m Tayal.	
Day - 3	MLA Sir m-eeting-with v.o. 4 amandae) and 47NL	ment sir speech deliveryt about saving societies outp developments.	MEUL:	
Day -4	Jam attend with v.o. amount meeting chies of recovery agent	Tam learning so hetioned v.o.a. work also recovery agent	mayal	
Day -5	VO.A madaun meeting- with group teaders discussed about somethali long	The discussion	n real.	
Day -6	nith as this at	Pam tearning Recoury nethod	mr 1.	

WEEKLY REPORT

Objective of the Activity Done:

profitt and purpose to selp help

Detailed Report:

9700p members

- on the date fixed by the self help group teader.
- 2. The comunity discusses what happend in the Cluster 3. mobble keeping includes the owed by the member.
- 4. Internal loos one give to the needy members one savings one paid by all
- 5. There types are paid by all
- 6 They bank reciept of the payments is shown To the members during the Self help groups meeting and kept
- 7. Desision regarding stinidi lans, bank linkage, scist unnifi, cit will be amound
- From 39000 to 50,000
- 9. C.F loans provides by songamitra,

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature	
Day -1	Stand Pirtold	Jam tearning 40 groups Nistory	m Jayol	
Day-2	Lammer about zongular zocytier blod-	I am Jernings about savings soci H cs goods brogramme	may.l.	
Day - 3	socities	Sam learning- about what is The saving socials burpasing.	mTayel.	
Day -4	monda pariam	Jam tearning about sanga bandam	n Tayol	
Day -5	What is the banking- linkage loon	Sam remina about hankina Inkage	MBgol.	
Day -6	what one the duties to sanga bandam group leaders	Gam Lemina ahow sanga bandan group Ka ers duvies		

WEEKLY REPORT

WEEK - 24 (From Dt./.フ.-/カン=ᢒᠺ. to Dt. ゔスー(ひぷふ)

Objective of the Activity Done:

collected the date of group members.

Detailed Report:

- was around the 45 member details collected.
- introtted with group.
- * on day 3 we are collected data about 10 to 15 group members details around the 50 members details.
- * on day 4. voa conducted the group meeting with members.
- on day 5 we we collected data about 16 to 80 members derails
- * on day 6 we taken pictures with groups members.

ACTIVITY LOG FOR THE SIXTH WEEK

& Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	About savings socities group history.	Take tarning 40 growps history	mayal
Day-2	savings socily, prog	Jam tearning about savings	mayal
Day - 3	purpose of savings	fam karning about what is the saving sock Purpasing	
Day -4	what is the banking Inkage laan	Sam learningalast bank ing ankare	- 0
Day - 5	whatis about this songa bardam	Jam kathing apaur Sanger bandam	MTajel
Day -6	what one the duites to songa bandam group leaders	Pam learning	n Treel.

WEEKLY REPORT

WEEK - (From Dt. ふん... 10... 20 Dt. 21.-10.-22)

Objective of the Activity Done:

Self help groups writes and responsibilities

Detailed Report:

Detailed Report:

1 of the community Euch programme commity
a members to rarricipate

a. Every member should participate in the bocellings of the association and Express their leadership pespousbilities

3.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	suggetion for memors of self help groops	study about that suggestion	
Day-2	self help groups members writes	what is the writg of self help groups.	Mayoh
Day - 3	Responsibilities for self help groups members.	I am learning about self help groups responshilities members.	uzul.
Day -4	what is the purpose of self help village level	learning about self help group village level	Mayel
Day - 5	About stinish life Enflyment loan scheme	study about pairies of sringhi life Employments loogs	7
Day -6	self help groups duties, perponsibilities and bene fits of	study aboutdures and profit of group me mbers.	,

WEEKLY REPORT

WEEK - 6 (From Dt.ロールラス. to Dt.ロールラス.)

Objective of the Activity Done: collected classe of group members

Detailed Report:

13

3

3

-

3

1

3

J

3

3

3

3

3

3

3

-

277777777777

-

on day 1 we are collected the data of 21th to 30th group members details around the 90 members details.

on dry 2 we are collected the data 31 to 35 group member. details around the so members details collected the datas.

The data 36 to 40 members details around, the 40 members details we taken the details of Them.

on day 4 vot. conducting the meeting with group members. We Intracted and discussing that members

The data ct to 43rd group members

or day 6 we are calleted. The data of to 45 proup or can bear details around 20 members details around 20

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.)

Intractions: = In DRDA, we are trained in the conder the work was first.

Some my von introduce the some groups to one (es) oney team, we are interaction with that onembers. I am asking about their loans, schens in the SHG. They were not satisfy or satisfy members about that schmes.

their profeet very simple onethod, we comeplet.

The profeet very simple onethod, we are asking any dype of Information. she definely buy dul.

produceds: - protoclos provide us with a one dicim and set of ruys to establish communical forms between distingent device. Cach DR DR. Should be breaded. by a project, director, who should be of the loans of an addidicinal district massi strate the project director should projectly be a Serier scale officer of the all hair services.

Page No:

orientaine of the acceptents. how to the divided the consecret of loan to the peoples.

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

* Renduice skills. "=

In this Time I am / I can comprove only skreys. I can forgot the foreness of Intract, with new peoples. I can empowe try community cutions skills. Sow to intract with people down to spece with new peoples and down to intract with new peoples and down to intract with new peoples and down to intract with new peoples how to called ed. The data of from members with he delp of "vor" entered. Organization agent.

* Job releted skills:

I here to low in this profect. period, how so speak policy with over words. we can notice the problems of members. and so we them.

or scheme discussing with group.

* Lands on Experince:

relip vos. berehess eten, how record.

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.

-> oral commeniations: -

orer communications is the abelief the share of people of states are persons or a frame of people of and inter our cohich each presenting on deleas. Clerky in which each presenting on these arts calcuted in a cohich each presenting on these arts calcuted in a cohick enember of they are continued and cohick the language state we choose to use.

-> written communication:-

uniter communication

is Toepartand for every day actilities. In the week space werthen comministed skills are need to werther (as) werting records notes as per vox. Sindence, my hear and my menter discrets how to verite notes. I how the werte notes. I houghts and only overter thoughts. one best. Thoughts and only overter thoughts. discussed to putting them an water can discussed to putting them an water can be transmited via, reports, deseth, seelful etc.

ret mean that you face to afree with living feelings or paint of view, Instead, it means there you reognise their paint of view afree paint of view and allepsed that libes different from yours.

In froup neeting Time my mensor Introduce their froup to one we all started with freeting and Introducing my self, we are discuss the about the sehne wille' Scenethyr'

snewboys what dype of shorefits you get in these sehmes are you satisfy the in this . Solmer, their best opinions. It words, away satisfy the Their where,

-> closing comsexuellers :=

the group meeting, Birst we Grated with Greeting, it been freet, the cloving the nucering Time, 243 been grad so see you at you need to sever the conservation to go some were.

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.,)

Texos of planing:=

the DRDA planing was to

Improve the rurer developed, no implement
ed, different sehmes and govicies, long
to the rurer.

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

=> Group Discussion ..

5

0

2

S

2

2

0

Group discussions (Go) monornally

compases 10 to 15 participants at a time. The Group

discussion process commences by the declaration of the

topic to the group which is followed by giving

preparation time 3 to 5 minutes to every one.

some times more than

in the case that topic is based on a case study and requires longer statements.

The average duration

of most group discussion is about 15 minites chinus the peparation time) in same special cases. The discussion may continue for more than 30 to 45 minits.

Participation in team

Team participation is prinary about communication with your teammates and then executively what you have communicated, we age discussing about schemes and what the of lang.

The interect is paid or not for taken the want, every month an 16th How much amount (pathupu) we have to saving to their groups tracts.

=> teading a team/activity.

0

U

0

U

U

3

J

U

3

3

3

J

3

3

A team kader role is to

Instuct to group of people, providing directions and guidance to the team in order to ensure the completion of tasks agood team leader will motivated and I uspire has team solving problems and empowering other to do the same.

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

=> Migital Technologies mobile Bookskeeping

Digital technologies one electronic

took, systems; devices and resources that generate store Dr process one social media ime and my team serching the social media about the DRPA, we can know the what type of the schemes and looms to rard people.

Thest group members leader "vo" is using the mobile book keeping approactly used, In this approve my member collected the data of all us groups hambers hames, hasband (or) - father hame of the village etc.

This type of information collected and stored in the mobile book keeping app. The benefit of the mobile lands the any member of group on any member detains of group we have to see the mobile book keeping.

In DRDA we dose using the only one social media that was mobile keeping book. It was using the collected data of member of any time with sit in one place.

Student Self Evaluation of the Short-Term Internship

Student Name: y. Harsha Vardhar)

Registration No: 40112021

Term of Internship:

From: 31-09-32 To: 31-09-32

Date of Evaluation: 18-11- බරබඩ

Organization Name & Address: DRDA, Nathupeta

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
0	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: 18-11-2022

x. Harshalandham Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: y. Hushavoidhan

Registration No: 2011 2021

Term of Internship:

From: 21-09-202 To: 31 -09-2022

Date of Evaluation: 18-11-2032

Organization Name & Address: DRDA, Naidu peta

Name & Address of the Supervisor

with Mobile Number

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

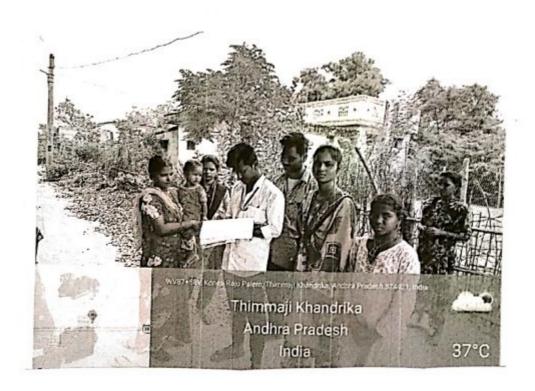
Please note that your evaluation shall be done independent of the Student's selfevaluation

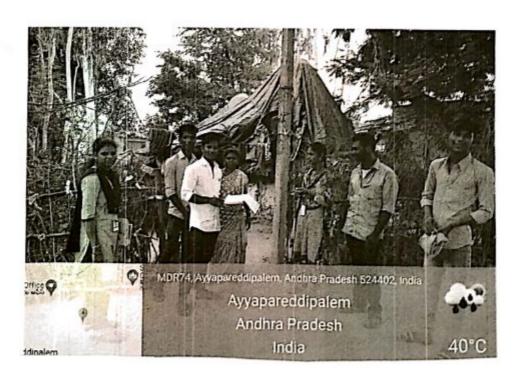
Rating Scale: 1 is lowest and 5 is highest rank

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

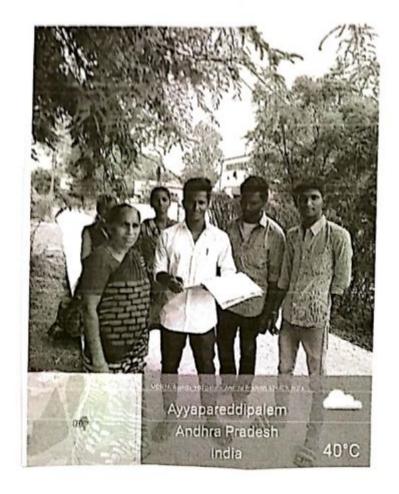
Date: 18-11-2022

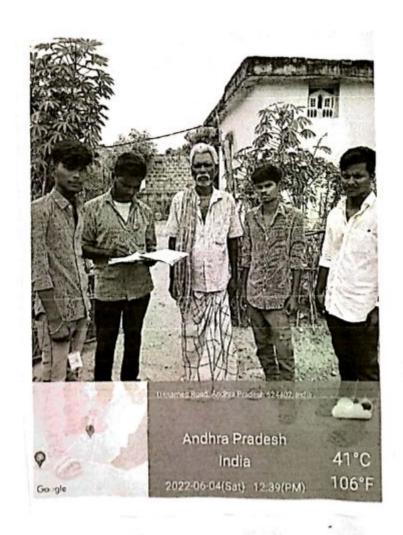
PHOTOS & VIDEO LINKS





Page No:





EVALUATION



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

Objectives:

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

Assessment Model:

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

Activity Log

25 marks

Internship Evaluation

50marks

Oral Presentation

25 marks

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

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

MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. +Jarsha-Vardhin

Programme of Study: DRDA

Year of Study: 3031

Group:

B.A (HEP) B.A

Register No/H.T. No:

201112021

Name of the College:

GOVT. degree, College. Naidupeta

University:

vikrama simbapuri

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	20
2.	Internship Evaluation	50	40
3.	Oral Presentation	25	20
	GRAND TOTAL	100	80

Date: 18-11-2022

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Princi

Seal:

Govt. Degree College NAIDUPET, Tirupati Dt.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



Model Program Book



SHORT-TERM INTERNSHIP

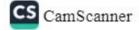
(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP (Onsite / Virtual)

Name of the Student: B. yohan

Name of the College: Govt · degree · college · Naidupeta

Registration Number: 20112003

Period of Internship: From: 39-09-2022 To: 31-10-2022

Name & Address of the Intern Organization DRDA

Vikrama Simbopani University



An Internship Report On (Title of the Internship)

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

Name of the College: Gout degree college Naidupeta

Department: Economics

Name of the Faculty Guide: ch. Nagamalliswar?

Duration of the Internship: From 29-22 To. 31-10-22

Name of the Student: B. yohan

Programme of Study : DRDA B.A

Year of Study: 2021

Register Number: 20112003

Date of Submission: 18 -11-2022

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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 Sols you are expected to acquire.
 - · Development of professional competencies that lead to future career success.
- 11. Practice professional communication skills with team members, co-internand your supervisor. This includes expressing thoughts and ideas effectively through eral, written, and non-verbal communication, and utilizing line ing 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.

Certificate from Intern Organization

This	is	to	certify	that	B. yohar)	(Name	of	the	intern)	Reg.
No.2	0.1113	2003	3 of Gro	n.t.0.1	ordupet Nam	e of th	e Gollege)	un	derw	ent inter	nship
in	6	RD	A	((Name of the	Intern	Organiza	tior	n) fro	m21:09	-22.
to §	3.1.7	08	10aa.								

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

Authorized Signate 9 With Date a

Assistent Project Manage

VELUDU - D.R.D.A

Naidupet Mandal

SPS Neliore (Dt.)

Student's Declaration

I...B.: Yo.hoo...,a student of B.A. Program, Reg. No. 20112003...of the Department of ECO., Govt And depelo College do hereby declare that I have completed the mandatory internship from 29-19-200 21-10-2002 in DRDA (Name of the intern organization) under the Faculty Guideship of the Nagamallew (Name of the Faculty Guide), Department of Conomics.

Govt: degree college Natidupet (Name of the College)

B. Yohan (Signature and Date)

B. Yahan

Endorsements

Faculty Guide

Head of the Department

PRINCIPAL Govt. Degree College NAIDUPET, Tirupati DL

Official Certification

This is to certify that	Yohan			(Nar	ne of
the student) Reg. No201112	1003 has	comple	ted his/her	Internshi	p in
DP_DA (Name	of the	Inter	n Organi	zation)	on
DROA	(Title c	f the	Internship)	under	my
supervision as a part of pa	rtial fulfillm	ent of	the requirer	ment for	the
Degree of BACH	EP)	_ in	the Dep	artment	of
Degree of B.A (H) Naid Govt degree Collage (Naid	wella me of the Colle	ge).			

B. Yolian

Endorsements

This is accepted for evaluation.

(Signates strain Player and Seal)
VELUDU - D.R.D.A

'ELUDU - D.R.D.A Naidupet Mandal SPS Nellore (Dt.)

Ch-Mol Faculty Guide

Head of the Department

PRINCIPAL Collection

= O = ACKNOWLEDGEMENTS = O =

I would like to thank all these persons who have contributed lowards the successfull completion of the project work. I am glad to say that working on this project has been both illuminating and enjoyable for me.

I express my deepest thanks to my vot modern sometha in padur for talking past in used in decision and guidiances and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution greatfully. I thank her for encouragement guidance and voluble suggestions.

contents

- 1. Introduction :- short term internship (DRDA) onsitel offline.
 - 9) An Internstrip Report on
 - "i) programme book for short term internship
 - (19) internship instructions to students
 - 9v) student declaration.
 - v) official certificates.
- 3. Certificate from intern organization
- 3. ACKNOWLEDGEMENTS (ACKNOWLEDGEMENTS)
- 4. chapter-1: Executive summary.
- 5. chapter 2: over view of the organization.
- 6. chapter 3: internship part.
- T. Activity log book for ist week to 6th week.
- 8. weekly report 1st week to 6th week.
- 9. chapter to out come description.
- 10. Student self Evaluation of the short term internship.
- Evaluation by the supervisor of the intern organization
- 12. photos and video 19nks.

3

3

コラクラファ

- 13. Evaluation: Intern Evaluation for Short term internship (intud
- 14. marks Statement: Interval assignment statements.

CHAPTER 1: EXECUTIVE SUMMARY

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

the a months short term latermship programme that I had successfully completed la DRDA (district rural development agency) yer ander the project director DRDA. yer kranthi patham collectorate compound, spaser (a) Thrupathi (Dis) from to as Requirement of my BiA (HEP) programme on developed department of Economics in vis university.

performance social welfare, work distribution in an DRDA, training and development of rural areas. how I Intract with people and given information britty about the DRDA. Information britty about the DRDA. Information of DRDA to the people. I reformed the schems and bans of DRDA to the people.

I have worked in district raral development agency under the Nellore zilla Samakhga with almost all the wings of vo (village organiser) like almost all the wings of vo (village organiser) like learning rural development (training) teaching how to write entries in the books. how to learning the booking keeping.

programme on DRDA under the von (village organisation agent)
I have worked with the full support of recruiment wing and the next a weeks I worked with the troining wing them the next two weeks I got attached with a group members and intract the people.

I have worked with different types of recrainent procedure of death under the vop village organization agent controlled the us groups Each group centains a to be members.

learning objectives:—

>

>

7

かんとしてしてしてい

- * learning about the DRDA (Zilla Samakhya)
- * how to write the books
- * how to enter the gourcoon
- * how to enter Expendeture and profet entirex in books
- * how to note /calculate the balance sheet entries.

outcomes achieved: -

- * I can emprove the communication skills
- * How to sale (or) Potract the peoples.
- * I can learning the disciplan to how to be in new persons.
- * a can magnifulned the groups.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

9

2

3

3

1

3

3

,

,

*

2

~

,

とう ひ ひ ひ ひ ひ ひ ひ ひ

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

A. Introduction of the organization:

The DRDA is the principal organization of the district level to manage and overses the implementation of different anti-poverty programme of the ministery of rural development. It is supporting and facilities DRDA implemented central/state in 1-April-1999. Illa implemented in 2003. organization which plats a very effective rose as a catality of the development process.

B. Vission, mission, and values of the aganization: -

stregthen and professionale the DRDA so that they can effectively enhance the quality of implementation.

E. Role and Responsibilities of the employes in which the interness placed:— They work for a select amount of time in departments and locations to better understand what the gob entails. Depending upon their placement and programme, they perform various tasks, from shackowing staff, to administrative. assistance to talking in alepth projects with fellow interms.

e policy of the organization, in relation to the intern role: Implementation of policies to the peoples who lives in the rural areas, to decrease the poverty. that the man person, to the implementation of defferent policies. D. organization structure: community based organization. statt organization collector e executive chairman project directors Account Office DYSO supsd Asiea co-ordinator APM CC G. future plans of the organization: To decreased the poverty in the rural aneas. development of rural areas.

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.

The district rural development agency is resualsed as a specialsed and a proflessional agency. Capoble of managing the anti-poverty programme of the originality of rural development on the one hand and to effectively relate there to the overall effort of poverty effectively relate there to the overall effort of poverty exadication in the district.

> Responsibilities of DRDA:-

of the district level to manage and oversee the implementation of different and poverty programmes of the
ministry of rural development. It is a supporting and
facing organization which plats a very effective role
as a constant in development process.

The district rural development agency has braditional been the principal organ at the district level to overse the implementation of the district level to overse the implementation of different actif poverty programmes since its inception the administration cost of the DRDA were not by way of setting part a share of the allocate for each programme.

The every district has (or) every mandal of the district different offices of DRDA organization. In mandal has one APM under the ecc and every cc has under the every every von has control the 35 to 95 groups. Every group has 10 to 12 members. Every moth on 10th data pay. The loans interes and podhupu amount "von" one person of a every group. She can handle that group.

To DROP always majorating the books. Enter the entries of Expenditure and income allert DRDP also majoration the mobile book keeping. Of was using the enter the data of every person.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	profile of the district rural development agency (DRDA)	Iam study what is definition and	_ 01
Day -	DRDA organization structure	ORDA Structure.	٨
Day -	how many savings socilies under out voca Cillage organization Assistant	notal groups guidance by pudur voa.	M Eyl.
Day -	what is the von Julies and Responsibilities.	I am learn about von dulles respons. -bililies.	1.1
Day - 5	self help group leaders duties and responsbilleles	I am study about self help group vesponsbilities.	Maybl.
Day - 6	what are the benefit-s available the members through savings societies.	and learning ad	

WEEKLY REPORT WEEK - 1 (From Dt.2)/09/22 to Dt.29/8./22.)

Objective of the Activity Done:
Detailed Report: Introduction and structure of DRDA
Andhra pracksh rural poverty alleviation organication works towards the strengthing of self help societies and village societies through several schemes with the aim of achiving poverty evodication by increasing the livelihood of the member function by raising there standard of living through the andhra practesh rural poverty alleviation organization limpated of strict 428950 Community members
are working on livelihood and human development indi-
-cators to emprove the per capita en-come and leverge
Standards of royal poor families.
structure.
distict union
(mandal fedaration)
Marcial Francisco
(vellage Association)
self help groups
DRDA
ARCA Co-ordinated, Apm, CC vop
HACH U- COUNTRY CE VOI

ACTIVITY LOG FOR THE SECOND WEEK

& DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
100000	voa mesting with group leaders.	Pan afterd the meeting and I absente the group discussion	
Day -	In Apm office meeting with Apm madam.		
	(madams) and APM'S	men sir speech deliv- ery about saving societies group deve -lopments.	
Day -	The second secon	@ aon learning son. -elimes von work also Recovery agent.	
0.570	voA modan meelPag with group leaders discussion about sree- aidhi loan.	Dan absence meets. -ny the leasening the Jacussian.	1
Day -	voa madan discussion with me types of loans	I can learning recovery method.	mtayel
			Mitayd

WEEKLY REPORT WEEK - 2 (From Dt M / 19/22... to Dt / 10/22..)

Objective of the Activity Done: Verify the books.
Detailed Report:
* on dog I we are verify the books under the von control. verify the all books under the control of von
to enter the books of groups of self groups.
* on day 3 learning how to enter the entries in the books entries in the books
* on day 4 how to enter the expenditure and encome account entries verify the socome and expenditure account.
* on day 5 verify the amount of the every group and checke the every group of padhupu.
* voa teaching how to enter entries in books we are enter. that entries in the books, we are learn how to learn.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	About Savings Socilles group	I can learning to groups history.	1
Day -	Southogs Societies programmes goals.	doops bushowns.	M. Byal.
Day -	purpose of sourness sources.	what is the soving	m Tru A
Day -	what is the banking Inkage loan.	Dam learning about banking Inkage.	M.Tayoli
Day -	what is about this sanga bandan.	I am learning about Sanga bandam.	M. Jayal.
Day -	what are the detalls to says bandan group leaders.	Sarga bandam group	M. Tagal.

WEEKLY REPORT

WEEK - 3 (From Dt.10/10/22 to Dt.15/10/22.)

Objective of the Activity Done:
Detailed Report: profits and purpose to self help group members
1.All anembers of the community should altered on the data fixed by the self help group leader. 2. The community discusses what happended in the cluster. 3. mobile keeping include the circle by the members. 4. Internal loans are again given to the needly members.
out savings are poid by all. 5. These types of transations are discussed during community meetings.
6. The bank receipt of the payments is shown to the members during the self-help groups needing and kept. 7. Declasions regarding smithelp loans, bank linkage, so st unade , CIF will be amounced.
8. SC, ST unnati loan is avaible only the SC, ST and this loan is application from 20,000 to 50,000
9. CIF loans provides by Songa mitra.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	About sc, st umati.	I am learning about	
Day -	About of Srinidh? Socilles.	learning about purpose of skinkolis societies.	m Tayal.
Day -	what is cif	learning about CIF.	
Day -	what is Sanga milita	I am Skudylog abo: ut saaga milira.	M Jayl
Day -	what is the purpose of sanga Riakshana.	Study about sanga Rakshana	MJayolo
Day -	what is the RP duffes.	learning about RP dulles and Responding	Mitayol.

WEEKLY REPORT WEEK - 4 (From Dt.1.7/10/22... to Dt 22/10/22.)

Objective of the Activity Done:	110
Detailed Report:	data of group members.
1. On day I we are collected date nt was means around the was a 2. on day 2 we are solvented with discussing solvented with group. 3. on day 3 we are collected data members details around the 50 4. on day 4 vop conducted the members, solvant with group meet	st colony group and about 10 to 15 groups members details. group meeting with tog with members.
5. On day 5 we are collected members around 40 members 6. On day 6 we are taken p	defails.
members.	7 7

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Suggebon for members of self help groups.	Study about that Suggestion.	
Day -	Self help groups members writes	of set 18/1 Jouges	- 1
Day -	Responsbilling for self help groups members.	Dan learning about Self help groups pego -arshildees members.	M. Byli
Day – 4	what is the purpose of self help groups village level.	learning about self help groups village level.	
	About Srlaidhi life. Employmed loan Scheme.	d stands life Employments loans.	1
Day - 6	self help groups dulies Respo nsabilities and benefits of	Study about duties and profit of group mem	M. Tayol.

WEEKLY REPORT WEEK - 5 (From Dt 3.10.22.. to Dt..31/10/22.)

1. Of the community each programme commity members participate. 2. Every member should participate in the meetings of the association and express their leadership Responsibilities. 3. lecarders in the community must perform their leadership -hip responsibility property.
2. Every member should participate in the meetings of the association and express their leadership Responsibilities, 3. leconders in the community must perform their leadership responsibility property.
4. Every member most borrow from the founds of
association. 5. All the member of the community shown maintain to backs related to the community. 6. The objectives of the association should be the commitment of the all the members to the main objectives.
7. Evens one should be ownere of the rules and regulations of the association. 8. Members have the pay a fixed amount of savings to the societies.
: :

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.)

Interactions: - In DRDA, we are trained in the under
the "vop" use are Potracted with vop first after some
my "von" in broduce the same groups to me (or) my
team we are foteraction with that members. I am
asking about their loons schems in the SHG.
They were not salesfy or
solisty members about the schemes.
facilities available and mointenance:
my von very helpful to
completed. the project very simple method we are
asking any type of information she defenely
helpful.
protocals:
protocols provide us with a medium and set
of rules to establish communication between different
derRices Each DROP Should be headed by a project
director, who should be of the loan of an additional
district magistrate . The project director should preferab
ly be a sector scale officer of the all Rodia.
services maintains of the accounts how to devided
the amount of loan to the peoples.

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

* Techoscal skills s-
In this time I am/I can Emprove
ony skells. I can forgot the fearness of sobract weth
new peoples. a can improve my communication skills.
How to sobract with people. How to space with new
peoples and how to interact with new peoples and
how to soheract with group members with the help of
VOA village organization agent.
* Job related skills:-
I have to learn in this prosect
period. How to speale poliety with members, how
to affacted with our words we can refer the prob-
-lens of members and so we then . Any time of /
any type of or scheme discussing with group.
* Hands on Experience 3-
our mentor of intership von
teaches them how record the books.

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.

=> oral communication :-
oral communication is the ability
to transmet edeas from your train to eether one person
or a group of people good use for verbal skills means pres
enting on idea clearly which each thoughts is only color
-ted on a crohesive member. It has everything to do
with the language that we choose to use.
=> milter communication:
written communication es important
for every day activities. In this work space withen
communication skells are need to written (or) writing
records, notes as per von quidence my team and
my mentor discuss how to write notes about
their project, we are putting my team members
thoughts and my mentor thoughts discussed to
putting them in notes. can be transmitted via
repots books; sedges etc.
=> understanding others :- understanding others does not mean
that you have to agree with their feelings or point
of view instead, it means that you recognise theire
of view and accepted that it is different from
Darot of View

In group meeting time ong mentor introduce their group to me. we are started with greeting and introduce my self. we discuss the about the scheme. "zilla samakhya".

what type of befefits you get in these scheme, are you satisfy the in this schemese, we are discussing the future schemes. Their (or) that person open their opinions in words, away satisfy the their schemes.

=> clossing conservation

we are conducting (or) attend the group meeting first we started with greating. It been great; the closing the meeting time. It's been great to see you it you need to leave the conservation to go some were.

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.,)

=> Term of planing :-
The DRDA planking was to improve the rural developed to implemented different schemes and policies loans to the rural areas people, they are improved that using this type of schemes, there organizations provide some amount to that peoples after every moth of joth collected the leader of group.
making the devision on one scheme(or)
new Scheme first of all members that means, lenders
of the organization, conducted the meeting discussing
about that scheme classify the doubs and supplemented
that schemes.
⇒ pecision making:
In DRDA, Every mandel has one April
8 ccs and 8 van's under the cc the mash person of
the mandal is APM, control the cc control the von.
I wish we could talk some
none but I have to go 9/8 been lovely talking
to you but I need to get to an appointment I'm
aforged I've lost bodok of Gone.

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

=> Group discussion: Group discussions (GD) normally compas 10 to 15 participants at a time, The group discussion process Connences by the declaration of the topic to the group which es followed by gliving preparation those 3 to 5 montes to every one. some Gones more than to mendes to every preparation time may be given only in the case that the topic is based on a case study and requires longer statements. > participation in team :-Team participation & primary about communicating with your teamates and then Execultag what you have communicated use are discus--stag about schemes and what type of loans to get them . The saterest is paid on not for taken the loans, every month on 10th. => leading a team lactivity: A learn leader role is to instuct to group of people providing directions and guidance to the team in order to ensure the completion of tasks a good learn leader well motivated and enspire hig team adving pro-- blears and empowering others to be the some.

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

> progretal technologies: - mobrie book keeping"
digital technologies are electronic tools,
systems, deveces and resources that generate store or process
data, mostly commonly used devices, are social media, me and
my team serching the social media about the DRDA, we
can know the what type of the schemes and loans
to rurd peoples.
the group members leader vo is using
the mobile book keeping "app" mostly used . In this
app "vo" mg meator collected the data of all 415 groups
members names, husband (or) father name, name of the
vellage esc.
This type of information collected and
stored on the nobile book keeping app. The blenefits of
the mobile book keeping app we have to lanow the
only member of group (ox) only member details of group use
have to see the mobile book keeping.
In DRDA use are using the only
one social media that was mobile keeping book. It
was assing the collected data of member at any time
with sit is one place.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: B. Yohan

Term of Internship: From 29-9-32 - 31-10-2020

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA pudur, Nardupeta

Name & Address of the Supervisor with Mobile Number: Parking the Supervisor and the Supervisor of the Supervisor with Mobile Number:

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. Yohon Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: 8. ychan

Term of Internship: From 29-09-22 To 31-10-22

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Naidupeta, pudur

Name & Address of the Supervisor

25

with Mobile Number: Dudcon

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
320.	Creativity	1	2	3	4	5
85	Quality of work	1	2	3	4	5
- 100			2	3	4	-
12)	Productivity	1	2	3	4	5
13)	Progress of learning	1	2	3	4	5
	Adaptability to organization's culture/policies	1	2	3	4	5
	OVERALL PERFORMANCE	1	2	3	4	5

M Tayalah Signature of the Supervisor

EVALUATION



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
 Internship Evaluation
 50marks

Oral Presentation
 25 marks

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

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



MARKS STATEMENT (To be used by the Examiners)



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. yohon

Programme of Study: DRDA

Year of Study: 2021

Group:

BA (HEP)

Register No/H.T. No: 20112003

Name of the College: Govt. degree. College Midupeta

University:

Vikrama simhapuri

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1	Activity Log	25	20
2.	Internship Evaluation	50	35
	Oral Presentation	25	20
3	GRAND TOTAL	100	75

Date: 18-11-2022

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

Govt. Degree College

NAIDUPET, Tirupati Dt.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student:

E. Suncetha

Name of the College: Unit , degree . College . Notiful eta

Registration Number: 2011/2005

Period of Internship: 500 From: 31-09-30 To: 31-10-33

Name & Address of the Intern Organization

DROA

Vikrama Simbapuri University



An Internship Report on DISTRICT RURAL DEVELOMENT AGENCY

(Title of the Internship)

(Title of the Internetty)
Submitted in accordance with the requirement for the degree $\beta \in \mathbb{R}$ (HEP)
Under the Faculty Guideship of
Ewgu. Sunectha
(Name of the Faculty Guide)
Department of Economics
DOUT. DEGYEC. COLLEGE. Waidufeta
(Name of the College)
Submitted by:
E. Suncetha
(Name of the Student)
Reg.No: 201112005
Department of Economics
. That . Dodles collect . Manufato.
(Name of the College)

Instructions to Students

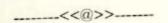
Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education https://apsche.ap.gov.in

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.

- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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.
 - 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 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

Program, Reg. No. 2011/2005 of the Department of Economics

College do hereby declare that I have completed the mandatory internship from 21-09-32 to 31-10-33 in DRDA (Name of the intern organization) under the Faculty Guideship of Ch. Nogama regulation (Name of the Faculty Guide), Department of Economics (Name of the Faculty Guide), Department of (Name of the College)

E. Suncetta (Signature and Date)

Official Certification

This is to certify that _	E. Suneetha	(Name of
the student) Reg. No	2011/2005 has compl	eted his/her Internship in
DROR	(Name of the Inte	ern Organization) on
AC 80		Internship) under my
supervision as a part	of partial fulfillment of	the requirement for the
Degree of R.	$\Theta(H \in P)$ in	the Department of
DANT ASSUE. COURSE	miduleta Name of the College).	
TI:	aluation	

This is accepted for evaluation.

E. Suntetha Endorsements

(Signatus sistem Proje and Seat VELUDU - D R.D.A Naidupet Mandal SPS Nellore (Dt.)

Faculty Guide

Head of the Department

Govt. Degree College NAIDUPET, Tirupati DE

Certificate from Intern Organization

his is to certify that	(Name of the intern)
eg. No 2011/2005 of yout begree. Co	Heoe (Name of the
ollege) underwent internship in O. Q. D. A	(Name of the
itern Organization) from 21-09-2029 to 31-16-	2022
he overall performance of the intern during his/her inte	rnship is found to be
Satisfactory/Not Satisfactory).	

Authorized Signatory with Date
Assistent Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

Acknowledgements

would like to the thank all those Persons who have contitued to works the successfull competation of the Project work Iam alab to say. That working on the Project has been Beth illumnating and entrylice for me.

I Express my befress thanks to B. Amaravathing in pudier— For tarking part in useful decision and giving Decessary actives and truidence and attempted all facilities to make life easier I choose this movement to Acknowledge her contribution great Fully I Hamk her fex encouragement suitance and valueble suggestions.

Contents

Introduction: - short - term internship of DR. DA

- an internship relation
- (i) Programe Book for 8nort tern intenship
- Etrabuts of Students
- (ii) student cladattion
- (v) official certificates
- 2. certificate from intern organistation

3

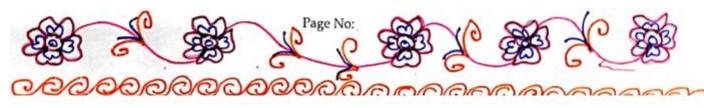
- 3. ACKNOW ledgements: [ACKNOW IEDUTEMENIS
 - 4. Chater 1:- Excutive summers)
 - 5. Chafter 2: overview of the organisation
 - 6. Chapter 3: internship Part
 - 7. Activity log Book for 19th week to the 6th week
 - 8. weekly yeart 1st week to 6th week
- 9. Unalter 5:= out come Description.
 - 10. student self evaluation of the short form Internship
 - 11. Evolution 6/140 substilled of the wheth oxyanistion
- . 12. Photos and visco linkes.



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

This is the internship report based on the 2 months short term internship programs that I had success Fully com Petels in OR DA [District Rual bevelopment Asent] your under the Prosect linedon DR. DA you congrects collecterate co mount sport (an) Thirupathi (Dest) from 21-09-22 to — 31-10-20 of requirement of B.A programe on deportment in a n DR. DA Training and sever ment of sural areas how important with people and Sives information Directly about the DR DA informed the schorns and loans of DR. DA to the People.

The transloved Lacite Lotters in destrow shall in Stand Proposed of the stand of the stand of the stand of the standard of the standard of war of war of war of the sail enidoses the sail enidoses the sail enidoses the sail enidoses of war sail enidoses the sail enidoses of war sail enidoses of war sail enidoses of ward expass



Eirst Four weeks of my internstil Programose on DR DA und controlly with I that weeks I sat offerly with the rest of members only internst the rest of weeks I worked with the with I have worked with the with I have a straining them next two weeks I sat offerly with I have a worked with the straining them next two weeks I sat offerly with I have a worked with the sake I have a with I have a worked with the sake I have a with I there of heart and with the sake I have a with the s

- Rativites -

3

3

3

9

3

- * rearning about the DR DA mandal office
- * How to wife the Books
- * How to enter the journals
- * How to enter expensiture and profit entries in Bods
- * How to note calcutated the Balanks sheet entri

out comes achived:

CS

- * I can imProve the communication oxils
- Example 34 How is such to page 8
- # I can learning the desciptine how to be in their
- * I can maitained the wrouls.

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.

- Intradion of the organistion -

The DR DA 'B THE Principal again at the district into the manage and assess the inflimentativing of Grenoment cent that the more and the seministers of noral development cent as the in 1-APril - 1999 - 11-APRIL into the contraction of a contraction of a contraction of a contraction of the tereshowed the t

. Notes in serio sul fo contact and noisesin noisesiv.

the objectives of the schemes is strength and Profectionalise they can effectively han the arrealth and Profection

Slar method of the assanisation reaction with the billion is their soul ones sould not sould be sould one sould not seem to be sould the sould be sould the seems to be seems that main reason to be single through the seems to be single the seems to be s

Page No:

 $\frac{1}{2} \frac{1}{2} \frac{1}$

CHAPTER 3: INTERNSHIP PART

V

3

-

-

3

-3

-

3

-

3

3

3

3

3

3

3

3

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.

The District rural ferelement of the district rural ferelement of the rimistry of rural several and a rectal set on the one hand and the theory related there to the overall effort of forest find the find of the find of the first of forest find the first of forest find the first of forest find the first of forest finds in the district.

Responsibilities of DROA:— The DROA is the Principal organ at the district level to manage and overse the implementation of different anti Poverty Programmes of the ministry. of sural tevelopment. It is a supporting and facing organization which Plats avery Effective sole as a constant in development Process.

working combitions; the district Rural bevelopment opency has traditional been the Principal organ at the district opency has traditional been the Principal organ at the district antibiet keel to overse the implementation of different antibiet keel to overse the implementation the administration of the programmed since its inception the administration cord of the DR OR were met by way of setting the page No:

ing but a share of the allocate For Each Progra

Every mandal of the district different offices of DRDA ors anization. In mondal has one from under the sec and every cc has under the 8 von; Every von has central the 35 to 45 groups. Every group has to to 10 members and Every month on toth date bey. The loans Interest and Podhupu amount von one person of a every group has be person of a every group. The has to to 10 members treat month on toth date by the base of the person of a every group. The has to to 10 members treat month on toth date by the person of a covery group. The series of a covery group the base of the person of the following the proof of the first group.

of 9th sniphrion spauls no or in ord income of the bold on one income of the ships of Expenditure and income of the said of the ships in the mobile back keeping. It was nown of the ships he ships he said of every person.

Page No:

-3

-3

3

-3

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature	
Day -1	my self Introduction to our "vor" also introduce his self to me	toll 'Ape Aov 'Yor'	BAMOOD	alli
Day - 2	VOA TRACTING (OT) 102/19 ing HR to Functions of OR OA VOLUNU	learning Function of DADA velugu	BAnaca	tha
Day -3	our you reacher he or ? anisation structure zilla samakya	lean He Flowbal zilla samakka	B Awara	ithi
Day -4	we are introdución and	Alwand Sto Su Aor SH trapo	izotamA:El	ella
Day - 5	Kerges.	40 2/201 /2/2		tloc
Day -6	is one taken the Andr	Taken the Pics	13. Awaron	ntti

WEEKLY REPORT

WEEK - 1 (From Dt. 91 - 9-22 to Dt 29-9-9-32

Objective of the Activity Done:

self introduction lowing of IRDA

Detailed Report:

V

V

3

3

3

3

3

3

3

-

3

-

3

3

-

-

-

3

3

-

-

-

-

-

-3

...

Day 1: - my self Introduction to asi was are introduced in self to me thats the first Day of the Internation on Day 2 we are baving there to functions DR. DA veloguese are leaving about the ten functions.

on Day 3: - our own Teaches He organizational structure of zilla samakya car one parn He flow draft zilla samakya

about the von it moons that is the vot are know the

on Day 5: - VOA Introduce every whoul baker we are also Introduce my self to the other Rexsons

on Day 6: we are taken the Dies with vat and some members of the arrows in mossile

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	Cach unoul must be B to 5 members	must be 3 to 15	B Awarawke.
Day-2	YOA UNTER THE 5 ONOURS 'A WAS WEARS TO MEM	over all 15 mem Jens under 140 Voa	B. Awarast
Day - 3	we are learning 15 un	learning unoup	tlaworant B
Day - 4	we are collected the both FIA man	colleted the	thousand s
Day -5	me are intract with one are worth	intract with	s that a count es
Day -6	me are intract with another arother schemes	chapt houses	itanomis

WEEKLY REPORT WEEK - 2 (From Dt. 1-10-21 to Dt. 8-10-92

Objective of the Activity Done:

Detailed Report: VEXIFY He Books

on Day 1 :- we are verify the Books under the voc can

trol verify the all bolls under the control NOA.

on Day 2: - learning the how enter the Booke leading

The enter the Book amoul of self amouls

on only :- learning but to enter the entries in the

Books entries ex

on Day :- How to enter the expenditure and expenditure account entires verify the 'm come and expenditure

twomy

and check the every move of Alburu

* NOA touching how to enter entries in Books we are to ten thow to pearn.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	my self Introduction to	CHION NO H SELL INTROM	B Anoravette
Day - 2	Les to Functions of DR	learning Function of DRDA Velugu	1
Day - 3	our upt Teacher He organisation structure zilla somakya	learn He Flowch	
Day - 4	we are intract with	opat His nov	Bararank 81
Day - 5	Mond poper	961 3016 to grand 16 144899705 M	a consont 2 p
Day -6	tos mage taken the Pho	Taken The Pics With VOA	B. Avaraid

WEEKLY REPORT
WEEK - 3 (From Dt.10-10-22 to Dt. 15-10-22

Objective of the Activity Done:

Shows European 49 Gunrael

Detailed Report:

=> beach unoul must be 5+0 15 members must be minimum to member where leaving on Day

=> on only voc only the control 15 vitours it was MEANS 15 WENDERS ORT ON 12 MEMBES MINES THE NOW

ening somer fueles of fining so a le tra on c gran navos of 15 grangs

-> on day 4 we are callected the data of the fixt crowl to Fifth group then we all collected the bates

=> we are Intract with one group and discuss He shemes house with group members

ACTIVITY LOG FOR THE FORTH WEEK

	50 (10), 10), (1, 27),	the state of the s	1
Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Bignature
Day -1	oper et o /2 shorts	collect betalles	3 Averabli
Day-2	ue are intracted with except choses enissoners	Miss betweethir	B Anapualt
Day - 3	members about -10+012 stand	collected bata	Ramonal
Day -4	NOT consuded the sur	with members	
Day -5	us are collected bata about 15-to 20 members		
Day -6	we are taken lictures	SH His Sensell Emirical Vixean SHEAN	Herrorconk-B

WEEKLY REPORT WEEK - 4 (From Dt. 17-10-22 to Dt. 22-10-22

Objective of the Activity Done:

Detailed Report: Collected the data of group members

\$ on day I we are collected data about 6to 13 sould \$ it was means around the 45 members details collected ed.

mers fuelos se this papartui sue se colony sun

to on by 3 we are collected bota about to to 15 940018 members details around the 50 members details

Miss Enterm Prove of Both Contract As the States Rolling Assument Asia Enterm Rush Miss tractor assument

members.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	About sc, st, umati	Jam Karinny about Sc, St	B. Anosovet
Day-2	About of similhi Societies	learning about Postage of stimil	13-Amoranat
Day -3	What is cif	leaving about	B. Australia !!
Day -4	What is sorras softa	Enivolute no mass	B-AMODALA
Day - 5	what is the Portbagged	study about sam. Rakshama	Boronat &
Day -6	What is the RR buties	learning about AR buties and Rest oneililities.	

WEEKLY REPORT

WEEK - 5 (From Dt. 25-10-21 to Dt. 31-16-2)

Objective of the Activity Done:

Detailed Report: Seff help strongs with and responsibilities

1. of the community coch programme community

- Rentered with Established for meetings to the meetings of the ossociation and Express their teatership.
- 3. Icabers in the community must perform their lookership relation property
 - the ossociation. MOST porror from the founds of
 - 5. All the members of the community shown main tain the Books related to the community
 - 6. the objectives of the association should be the commitment of the only the members to the main objectivities

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	members betoils	collected data	Btuco
Day - 2	members details	colletes tota	BAMOO
Day - 3	as are colleged the	calletet data	B-Aviaza
Day - 4	94 Entrubres. Hor Poore His entrum Saistaism	Entern Puore Erstman His	B.Ano
Day - 5	members betails	otal lotalla	B. Awa
Day -6	members states	collected data	B: Ana

WEEKLY REPORT WEEK - 6 (From Dt. 17 -10-22 to Dt. 22 - 10-22

Objective of the Activity Done: Collected Lata of Stoul members.

Detailed Report:

on day I we are collected the data of 21th to 30th group members details around the members betails betails.

on day & we are collected the data 31 to 35 group member details around the 50 members details collected the dates.

on day 3 we are collected the data. 36 to 40 members betails around the 40 members betails of them.

tall enissessis bas better son son symmen sur

to 1919 should members getails.

on day 6 are are collected the data 44to 45 should members betains around 20 members betain

Page No:

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.)

interactions: In DR DA we are trained in the under them was interaction with that members tam asking a topot their loans sheems in the SH Un.

They were not swistly or satisfy

menters about the schemes

facilities available and maintaince: - my von very he full to completed. He project very simple method are are sking any type of information she difficiltely helpful

Protocols: - Protocals Provide us. with amedium and et of Rups. to establish communication between lifterent lives could by a protett lives to who should be of the loan of an abbitional fist vict mannitude. He project livedor should perferally beasening. scale officer of the all the india sorgices

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

A technical skills: In this time Iam I cam impose over my skills. I can forgot the featness of intract with new peoples. I can improve my communications kills. How to space with new peoples and how to interact with new peoples and how to interact with new peoples and now to interact with group new peoples. I will of who illuste organization sent.

Tect Period. How to speak BIHY with members, but to attended with our worlds we can retice here to extended with our worlds we hem.

The problems of members and so we them.

AM fine of land type of or scheme

& Hambs on experience

How Record He books.
Page No:

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.,)

oral Communication: Oral Communication is the ability to

Transmit ideas from apuly brain to either one person or a

group of people good use of verbal Skills means presenting

an idea clearly which each though is anti-Cakulated in a

Cohesive member it has everything to do with the language

that we choose to use

'y written Communication: written Communication is in portant

for every day activities in the work spell written

writting Records notes as per von guidence my team

and my mentor discuss thow to write notes about their project we are putting my team members. Thoughts and my mentor thoughts discussed to putting then in notes can be transmitted via,

reports, Book. Sedges etc

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

group discussions Group discussion (GD) horosally Compose 10 to 15 participants at a time the Group discussion Process Commences by the declaration of the topic to the Group which is followed by giving preparation time 3 to 5 minutes to every one Same times more than 5 minutes To every preparation time may be given only in the Case That the topic is based on a Case study and refluires longer Statements. The Average duration of most Group discussion may Continue for movethan 30 tour minutes > fasticipation in team ! Team participation is primary about Communicating with gour team mates and then excuting have Communicated we age discussing Schemes and what type of loans Others: Under Standing Others does not that you have to agree with their feelings or point of view incread it means that you

Page No:

Disital Technologics: - mobile Backheering Digital technologics on the sources what greate are clear inc table, systems, devices and resources that generate state on Process Lata, mostly commonly used devices, are social media, me and my team sexchinathe social media about the DR, DA, we can know the what theof the schemes and loops to run Peoples.

the shoul members leader "Vo" is using the mobile book kesting all mostly used, In this all "vo" my men for collected the data of all 45 groups members names, husband (or) father name, name of the village etc.

This type of information collected and stored in the mobile book keeping app. The benefit of the mobile book keeping app we have to land the any member of grown we have to see the mobile book keeping. In DRAA we are using the only one social media that was mobile keeping book. It was using the collected beta of member at any time with sit in one place.

Page No:

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.

=> Term of Planing: - The DROA Planing was to improve the v Usal teveloped, to implementent different schemes and policies, loans to the word areas people, they are improved that Using this type of schemes, Where organizations provi the same amount to that peoples.

open of shorts. Event mouth of pyth collected like to

Dealer Ship: - making the desivision on one scheme (or) new scheme. First of all members that means, leader of the organization, confucted the meeting discusing about that scheme clasify the douts and implemented that schemes.

Decision making: - In DRDA Every manded has one APm Decision making: - In DRDA Every manded has one APm of the mainded is APM, control the 'cc'.' cc' control the 'Vol!' I wish we could talk some more but I have to you be ! I need to get to an appendix full you for you but I need to get to an appendix I've lost tralk of time.

Page No:

Later and the second

recognise theire point of view and accepted that is different from yours in group meeting time my mentor introduction Their Group to me we age started with group to me age Started with greeting we age acking the Group members What type of benefits you get in these schemes age you Pabi the in this Schemec their that person open their Openion Schemes Concernation: We age Conducting (CT) attend The Group meeting first we started with greeting. Time its been great TO get them the intersect is paid cornor for taken the loans > leading a team/activity A Team leader role is to instruct to group of people providing directions and quidence to the team To Order to ensure leader will motivated others to do the Same

Student Self Evaluation of the Short-Term Internship

Student Name:

E. Sunælba

Registration No: 20112005

Term of Internship:

From: 21-09-2022 To: 31-10-2022

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA, Nordupeta

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

Ratin	g Scale: Letter g-					_
		es This	2	3	4	5
1	Oral communication	1	2	3	4	5
2	Written communication	1 85 8 6 6 6	2	3	4	5
3	Proactiveness	1	2	3	4	5
	Interaction ability with community	1	2	3	4	5
4	Positive Attitude	1	2	3	4	5
5	Self-confidence	1	2	3	4	5
6	Ability to learn		2	3	4	5
8	Work Plan and organization	nerous TSS	2	3	4	5
	Professionalism	1	2	3	4	5
9	Creativity	. 1	2	3	4	5
10	Quality of work done		2	3	4	5
11	Time Management	merci acti	2	3	4	5
12	The deretanding the Community	1 1 1	2	3	4	5
13	Achievement of Desired Outcomes	1	2	3	4	5
14	OVERALL PERFORMANCE	1	4			
15	UVLIGIT					

Date: 18-11-2022

E. suneetha Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:

E. Suneetha

Registration No: 2011 2005

Term of Internship:

From: 21-09-2020 To: 31-10-2022

Date of Evaluation:

18-11-2022

Organization Name & Address: DRDA Naidu Peta

Name & Address of the Supervisor

with Mobile Number

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

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

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: 18-11-2022

Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS

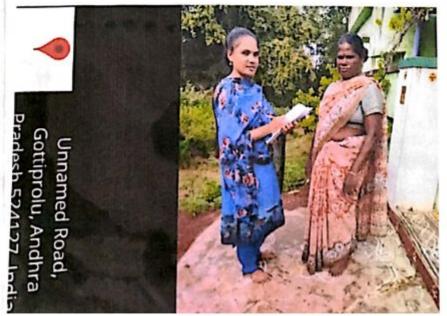




Page No:







EVALUATION



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
 Internship Evaluation
 Oral Presentation
 25 marks
 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.

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

MARKS STATEMENT (To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: E. SWIECHOL

Programme of Study:

DRDA

Year of Study:

2021

Group:

Register No/H.T. No:

901119005

Name of the College: Just college, with Reto.

University:

Vikyoma Simpari university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
		25	21
1	Activity Log	50	240
2.	Internship Evaluation		80
3.	Oral Presentation	25	
	GRAND TOTAL	100	8

Date: 18-11-2022

Signature of the Faculty Guide

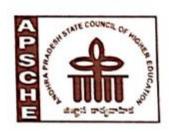
Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

PRINCIPAL Govt. Begracollege NAIDUPER TRUPAti DE



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



Model Program Book

-

0

-

-

-

3

3



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

2022/11/17 11:5

PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP (Onsite / Virtual)

Name of the Student:

•

×

6

*

*

4

-

•

-

K. Mounita

Name of the College:

Government. Degree Collège Naidupeta

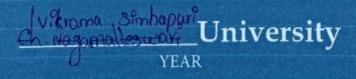
Registration Number:

201112008

Period of Internship: 5 westerom: 21 - 09 - 2022 To: 31 - 10 - 2022

Name & Address of the Intern Organization

DRDA



An Internship Report on

DISTONE
DISTRICT RURAL DEVELOPMENT AGENCY
(Title of the Internship)
Submitted in accordance with the requirement for the degree of
Under the Faculty Guideship of Ch. Nagamaleswa? (Name of the Faculty Guide)
Govt Degree College Nadupela (Name of the College)
Submitted by:
K. Mounika
(Name of the Student)
Reg. No: 20112008
Govt Degree collège Naidupeta
(Name of the College)

Page No:

0.00.000

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- While you are attending the internship, follow the rules and regulations of the intern organization.
- While in the intern organization, always wear your College Identity Card.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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.
 - 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.
- 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.
- 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, K. Mounika	_a student	of	B. A HE	€P]
Program, Reg. No. 20112008	of the Depa	rtment of_E	coronics	
College do hereby declare that I h	nave complet	ed the mand	datory interns	ship
from 21-09-2099 to 31-10-	2022 in	DRDa	(Name	e of
the intern organization) u	under the	Faculty	Guideship	of
the intern organization) u	me of the Fa	culty Guide), Departmen	t of
Economics	govt.	Degree .	college vais	Jupeto
(Name of the College)				

C

0

()

(Signature and Date)

k.mounita.

Official Certification

This is to certify thatK . Mounica	(Name o
the student) Reg. No. 20111208 has co	
ORDA (Name of the	
DRDA (Self HelpGroup) (Title of	
supervision as a part of partial fulfillmer	nt of the requirement for the
Degree of BA [HEP]	in the Department of
Gut degree college waidur Name of the College	
· · · ·	
This is accepted for evaluation.	
	(Signatory with Date and Seal)
	(Signator)
Endorsements	
charell'	
Faculty Guide	
Head of the Department	
11 Do	
Principal	

Certificate from Intern Organization

This is to certify that		(Name of the intern)
Reg. No 2011/2008	of Govt Degree	o olleg Nach Name of the
College) underwent intern	nship in DRDA	(Name of the
Intern Organization) from	21-09-2022 to 31-	10-2022
The overall performance	of the intern during his/h	er internship is found to be
Salistactory. (Sa	tisfactory/Not Satisfactory	r).
/		

Authorized Signatory with Date and Sedi U 2622
Assistent Project Manager
VELUDU - D.R.D.A
Naidungt Manager

Naidupet Mandal SPS Nellore (Dt.)

000000000

.

3

Э

6 0

6 5

6 3

CO

C

Acknowledgements COO

Government begree college raidupela one of the many colleges under vikrama simbalpuri university my name is K. Mounika I am duing third year degree in this Government Degree college Naidupeta as part of my studies an internship couse was officially for two months in the third year our faculty advised an internship definity completes this internship course which is a part of the third year of degree

I was sent to D.R.D.A as a part of these Internship in APM in D.R.D.A office suggested that this internship course should be completed under the guidince of U.O.A saritha in Puduru village first of all I would like to express my sincere gratitudu and thanks to the commissioner

sincere gratitudu and thanks to the commissione sir as was as our couge principal madhusudhan varma sir for giving this intership course as

part of the therdy cox of the degree.

Page No:

Similarly in our college DR Nagamalkswari medam continues up the religion lecturer. As part of the intenship I success fully completed the intenship under the atridence of ple magamatleswari medam, he gave me his vaksble time and advice. Istnseting. cotioned. tollowing the suggetions givon by pijoukumer nagamalleswari medam ? kure successfull completed my project and empress my sincere grothilude to him. As part of my intanship ? visited monakur village a lot of pulincy the voit saritha gara is the present VOA of that village spent her precious time me and ld me many things chart D.R.D.A and Help Groud I Jerpeys my sincere grotlitude and that to u.o.A suntha madam par as the informed me of many things that would like to express my sincere grotticale to my family members and freends ther this intenship sloney with commissing madam, pr. sir, principal sir, wagamalleswari and von saritha medam.

Contents

Acknow leagements chapter- 1 Executive summary chapter-a uverieur up the organization A In tronducthia of organizathion. B. vision mission and vasue of organisation c- policy of the organizathan. o organizathion struture E Roley and respopibilitie on the on playees in which intern the place. F. Per forning of the organizathion. a suture of the organization. chapter-3 Internship port ex: Activities vepponsibilitie of organizathion weeky activities and reports. chapter-4 ous comes discruption rescribe the reastime thechical sking you have required perceite the managerial still you have admind.

Describe how could you could enhance your abilities on goup discussions, participation in Icoms contribution up a learn member loading a leads activiting

Describe the technologinal devologements you how abserved and selevent to the subject area of training (focus on digital technologically sekword to your sob sole)

student selp Help evolution of the short time intership evolution by the supervisor of the inten organiza photos of the and sideo links

Evalution

Internal evalution for short tarm internition for short tarm internship (unsite (visctual)

Maks stolement (To be used by the saminars)
Intarnal Accessment starment.

CHAPTER 1: EXECUTIVE SUMMARY

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

3

the District Rural Devoupment agency [D.R.D.A]
has been traditionally the principor organ at the
oistrict level so oversee the implemention of different
anti-poverty programmes the different anti-poverty
Programmes. The D.R.D.A Group Guiaki levels of 1999
Primarly define the wole of D.R.D.A cs a being a catalyst
in the devorpement process.

the guidieleus also indicathe the need for devolping a greater understanding of Procels neccessary for poverry alle vitathon/eradicothion of among different agenties for most offuthioness results. After eight years of implemention of the scheme, the economic and manotioning wing of most sponsered a study to evaluath its performance. The study envisaged to evaluath evaluathion of the D.R.D.A parminithain sexualth asset belothe performance of D.R.D.A si which are under the Panchayth Ray intitulker via - a' vis

those under the disrict Ad ministrathion. spellic objectivities of the stubly lasid major thruse on evalition of actual tunchioning of the DRDA with worldble traft vis-d-vis the guidinise & for implemention of the vovious Raral Devolument Programma it covered assessment of scheme implemention vis-a-vis the norms including man power deployment, adechineny and we tulnes of ekilving manpower, av cathring whe to D.R.D.A s/2/5 in gronning, inolemeling programmes, assessing lee or ravas devocpmet programmes, assing the entit reval devocpment wit which "D.R.D.A." in devolpment programmer the study asso aimed at assessing effectivites of syclims envised for maincaing financial discipline and the manoring and evathion mechain in place. The study that exposithed to electly of gaps in current functhing and to sugget seeps to make D.R.D.As more effething keeping in viw the emerging readirmence that dig need for up gradication or skills and exportile of the manpower deployed as well as suggest state spesifil are a ordinare appororathi tromework- or O-R-D-A3 in term & of their infastuathing and functions etc

L 3

6 3

c 9

2000

راء

2000

Page No:

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- 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). Drganizathion thery bross by explain what happened in the pout as wes as what many happened organizations more effoility so siat entities that are gool - divelthed Designed as deliberaty struited and coordinated activity systems.

arctivity systems.

avganizathions are a means To an end facilitale innvolvion.

B). The D.R.D.A Admin - section is the office in-charge to implementing the DROA Admin scheme theough which the central shave of furd is . directly released to the discrit rural devolpment

a genas [D.R.D.A]: The D.R.D.A is the Principal organ at the Listict D.R.O.A level to manage and oversee the implemention of different revolutions

nt. It is a supporing. Page No:

*3.05.45.23.24.31.27.11.27.11.12

Mission / vision statement ==

The objective of the scheme ip to strenghes and Professionalize the D.R.D.As that they con effectivity enhance the everating of implemantion.

a policy of organization:=

٤ إ ع

3

3

3

3

13

1

. 3

0 c

currently ther is no uniform policy for engaging and/ for recuriting the staft by the D.R.D.A in many states, there are staff hash diretty recursted as well as on depulation. is is esscuthion that president porsnol policies are fouldwed if the D.R.D.A are TO be a Proffessional ogeney or are to porform the tails exepted at them the A touching Principles are laid chown which much recasseasly be followed.

D. organizathioner structure =

Each district will have its own pitrick Rural revolpment agoncy. ordinary is would be a society registered under a socities Ragitration act. In resput on soh stutes where Distins Rural Devolpment Agney dues but have a separathe appletly should be created zica parishad.

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 internacquired.

3

3

3

3

3

3

3

0

9

)

2

If effective programma deligh is critical to success ful implemention of rurof devopment Programmes so is an effestive delivery agency. None of the antipoverty programmes com have impar unless they are implemented with a clarity of the onti-poverty programmes clarity of purposs and a commitmene to the thask. It here that the D.R.D.A.s Kay a criticas role. The D.R.D.A's are ros the implemention agencies but can be very effective in enhancing the weatity of implementing through overseeing the implementing or different programme and ensuring that neccassary linlages are Provided to this exetent the D.R.D.AS is a supporting and a facilianing arganizathion and needs to play a very effative vole apa catalyst in devolpment Proces The Ditvid Rural Devorpment agency is vistate as a specialised and a proffereionel agency capable of so of mangaging the anti-proverty programmes.

ACTIVITY LOG FOR THE FIRST WEEK

50000000000000000

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day – 1	Profile of the district Rural dev -Iponent agricy . [D.R.D.A]	I am study what is definition of and purpoes of the D.R.D.A	G. Stud
Day -	D.R. D.A organization. Structure	I am learn abocut D.R.D.A structure	6-Brit
Day -	HOW many saving socitions under our voa [village organization Assistant]	Puduru. v.o.A	Grafit
Day -	what is the v.o.A outies and vesponsbilities	Jam learn dealbout v.o.A Duties, Responsibilities	Gogla
Day -	celf help group leaders dulies and responsbilities	Jemm study a bout self help group Respon sbitities	Gigt
Day –	what are the benefits avaible the members through savings societies	I am leaning and II know saving socities benefits member 8	Gregain

WEEKLY REPORT

WEEK -1 (From Dt21-9-22 to Dt.29-09-23

Objective of the Activity Done:

Introduction and structure of D.R.D.A

Detailed Report:

3

3

3

3

3

3

3

3

3

3

3

3

3

0

300

)

Andhor Pradesh Rural poverty Alleviolion organization Works towards the others thening of self Help solictes With the aim of achieving poverty eradicolion by creasing their lively hood of the member families and raising their standard of living through the andhra Prodesh Pural poverty anevia ation argunizathan tirupati District, 42895 communites and 428950 community members are working livihood and human devalpment indicators to improve the Per capita in come and living standards of rural poor families

STRUCTUR€ District union

AREA co. ordinated,

APM, CC, V.O.A

village assolication

Page No:

D. R. D. A

ACTIVITY LOG FOR THE SECOND WEEK

ACTIVITY LOG FOR THE SECOND WEEK					
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME Person In-charge Signature			
Day – 1	V.O.A meating With group leader &	Iam attend the meating and Iabecome the group disation	G. Arith		
Day - 2	In Apm-affice meating With Apm modam	some apm modar give instruction (3 Arill		
Day – 3	MLA sir meating with voa & and Apmis	MLA sir speech delivery about saring socities group derela pments	G& with		
	Iam atted with vo A madam meating duties of recovery agent	I am learning sonetimes vo a work also tecovery agent	G. Strit		
Day - 5	v.o.a madam meating with group leaders disc ussion about sreenidhi loan	Tam above menting	G-Still		
Day -	V.O.A Madam discussion of With mety Pep of loan p	Eam leaving recovery method	G-State		

WEEKLY REPORT

c 3

2

C

C

2

3

WEEK - 2 (From Dt. 10-22, to Dt. 3 -10-22)

Objective of the Activity Done: Types of loans in self Help Garops	
Detailed Report: why pes of loans self the p groups	
1. pank linkage	
2. spindhe loan	
3 SC, ST loan	
4. CIF	66
1) Bank linkage: 1) savings should be made fer sir mai	oth
after formation of bonk linkage assoliathin. Eash m	embe
has to Pay one hundred	,
2. In sir month, the bank wing provide then thousan	<u>d</u>
rupees to each member.	
3. Every month the to caoh Tho pay one thougand ruj	
Interest is credited in the 11th month, through the	
top zero interest scheme, the intenest paid bye us)
goes bank to the members.	0/
2. srinight loans = 1. each community has the depal	7_
PS. 7900 Fred	
2. 50 thousand supers one granted to five members	ocx
of the community for the devopment of their business and this is could spiritle	ii.
The state of the s	2
loan.	

ACTIVITY LOG FOR THE THIRD WEEK

000000

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	About savings socilis Group Histhay	Jam learring 86 Groups hithory	G.Ari
Day - 2	saving > socitics Programmes goass	Iam karning About saving & socitics goals Programmy	G April
Day - 3	Purpoes of savings	Iam Karring About What is the saving The saving socilies purposing	G.≱(a
Day – 4	What is the Banking In koge loan	Jam leaming About Banking Inkage	G.Aw
Day – 5	what is about this sanga Bandham	I am learning About sanga Bandham	લ 4/પૈ
Day -6	what are the duffes to sanga Bardham Group leaders	Iam learing About sanga Badham Group leaders duthers	G-Ad

WEEKLY REPORT

WEEK - 3 (From Dt 0-10-29 to Dt 15-10-2)

Objective of the Activity Done Profits and purposes to self Help Group

Detailed Report: members

- 1. All members of the community showd attend on the date fired by the self Help group leader
- 2. the community discusses what happened in the clutter
- 3. Mobile keeping includes the owed by the Members
 4. Intenel loans are given to the needy members and
 savings are poid by au.
- 5. These Ty pess or transactions are discarsses during community meethings
- 6. The bank keclept of the poymens is shown to the members during the self Help Groups meeting and kept.
- 7. Decision & regarding stinidhe long, Bank linkange loans, se, st unnate, c,f well be announced.
- 8. SCIST unnati loan ip availble only the SC, STS and thip loan ip opplicathe from 30,000 to 50,000
- 9. cif loans Provides by songa mitra.

ACTIVITY LOG FOR THE FORTH WEEK

& Date	Brief description of the daily activity	Learning Outcome	l'erson In- Charge Signature
Day - 1	About sc, si unnal?	Iam Varning about sc. st unnal?	G Shi
Day - 2	About of similaling	karning about Purpoca of Silnidhi souris	G-Ai
Day - 3	What is off	learning About	G.di
Day -4	What is sanga Mitra	I am Studying about sanga milita	G-42
Day -5	whas is the purpose of songa Pakshana	study About songal Rakshana	614
Day -6	what is the RP Duthies	Karining About RP dulies and Responsi 6214	64

WEEKLY REPORT

- 9

v 3 v 3 v 3

6 3

.) 3

. 3 WEEK - 4 (From Dtl.7-10-22 to Dt.22-10-22)

Obje	ective of the Activity Done: 3eH help Groups suggenturn
	ailed Report:
1.	self thelp groups dus some suggessions so groups
	leaders and group members
	as a member of self thelp groups solisting it is the responsibilities of the member to ottend every meeting
	responsibilities of the member to ottend every meeting
	of the soursy.
7	Every member must carry a past book along with
J.	attending every meeting of the association.
^	nembers should resord their sovings and lan
4.	transathion in the pass book
	transattion in the tass book
51	if any changes are made in the members pay
	book, Print them immedially in the book
6.	members poss book is very voulable and should
	be keps corefury.
7.	Every member should note the homenee's name
	in the Pass book and other broke of the
_	association.
9	. If the pass book is loss, duplicate poss bookes
	should be prepared by paying a fired fee
q	the member should d core fully in the page
	book and share each and very transaction
	accuaratus.
	0

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	of self thelp Groups	study abous that suggastion	G Scutt
Day - 2	self help groups members writes	karning about what is that writes of self Help Groups	G-sh
Day -3	Reppossibilities for self Help Groups members	Iam learning about self Help epoups. Res porsib lifico members	G.Arid
Day -4	what ip the purporot self help group vivos	learning about	
Day -5	About srinish? life employment loan scheme	study abouts Policioes of shind who life coplaye ments soanss.	
Day -6	self Help Groups Puties, Res Ponsibilities and benifites	study about	er Af

WEEKLY REPORT

Objective of the Activity Done: self Help Groups wrice and Response bigging

Detailed Report:

1. of the community Each programme realizes members to
Parties pate

2. Egrery member should pariticipalt in the meeting & of the associathion and express their leadership

responsibilities

responsibilities

responsibilities

responsibilities

responsibilities

responsibility Property
4. givery member must borrow from the fairlys of the

a 350 ciathion 5. An the member of the community shown maintain

books related to the community.

6. the objectivities of the athoriathion should be the community.

-mitment of the out the members to the main

7. every one should be aware of the rules and regula

- thions of the assoliathon.

8. members have the part a fined amounts of savi

- ngs to the societyies

rageno:

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced fin 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.)

socialization, mutual support and teamwork, motivation, space and ventilation, etc.) My name is k. Mounica and Jam studyich in the third year of degree in government begree college. Maidureta. As part of thas. My teautives ordered me to do on internship for one or two rnontle in the D.R.D.A After going to the D.R.D.A organization Iwas Toldth complete en interniship courte for two months in Reduktionalor uillage so I completed this month interesting with v.o. A a good exprience dung my internship There, DR. DA is an arganization which Provides basis of wamen for their emelayment oppurnations. D.R.D.A is an organizothian which provides employme -nt apparenuthing to women and sieves to improve freir employement. many scheme for warney have been see up by saings scholing and many employees ove working savings sacities and a in the DRDA sylvem while working for higher employement for

After Cwaz sent to D.R.D.A as fart of an Internship under the guidence of manakur von sanitha ? learned a bout D.R.D.A und the duties and sesponsibilities of the people working in that arganization D.R.D.A. muintance and facilities are also very good measures takem for people and especially for the enphyment of women, D.R.D.A alwards works for higher employment of women D.R.D. a organization enpowering women thought sovings. self thelp groups under D.A.D.A organiza -tion. This been formed since many yours . Every year since its inception D.R.D.A has been chevoloping Pt self and supporting the audopment of women a port from the womens issue, the D.R.D.A organization works as an officialiste in many matters. since the estiblished of D.R.D.A the officers working in that organization have been performing their dutiss property. forward from the smallest officer to the sening.

always working for the welfare of the people and moving officers working in D.R.D.A there are performing their

Page No:

dulies property and without any elitism. I kike the

behaviour style or people working in D.R.D.A

arganization very much.

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

Technicas stells refer to the specialised knowledge and exprense needed in assamplish complex actions. tasks and prokes relating to computational and Physica testralogy aspecs as a diverte group of other enterprises. shee Who Posses talyacon skills are often referred to as "technicans " with the expression referring to austo rechastios, des montas techniciant engeneering technical and a variety of other designations Tehniciaus. and a variety of other designators. Tonnics refer to the superiss or a certain type of marker porici pone who was technicas and tunus signals to adsonice sechnical ships reasing spelite education or trining after with a hands on borning companent and many advance tonical alements . Tehnical skin yearments are for the majarity being emplyement in

Engineeing, computational, and mathmatical capabilitys some employed officer training course to help this employer devolope lachinical reinoul within the financial markets troders and indersel participation in the technical unaysis skiwsel seguiges the use of paricip mathmatical and potern zerognition tody these include the abilion and expertice to determine what historical chate is gequined and howil needs to be applied to elect the geguind information.

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.

by their Proledures. Jam so exited they are working for the devolpment of D.R.D.A organization and for the dovolopment of women of that time their behaviour style, therir working mansahip and planning leadership

During my internship in O.R.D.A I was very suprised

learn work etc. I liked them very much. I really liked the main feature and mamership

and mannarism of main officer It is very good that the cheft officers give thime

tubles planning to the officers working under them and on the basic of which the officers work and

devolp. I think D.R.O.A organization is impoving every year and there are all working as an alliance to move forward and provid

bentites managament skells are a collection of abitates that include things such as business plunning

decegation, and time management management stella our be defined as certain.

attibutes or abilities that an executive should Process in order to facce till specific tasks in an organization they includes in an organization while avoiding crisis situations and prompty solving problems when they accur.

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,

I was uble to devolop my communication skills ofter going to manakur sellage as part of my internship. Be cause the working practis of B.R.D.A Employees helped me to devolop my communication skills the methods they follow in the way they work fearned communication skills from them through the way they interacted with other employees as well as the way thay interacted with the me and their behaviour style is the abilities to communicate successfully something that is a natural part - of human personality or something specian coarn many belives it is a miktone of both. some of the greatest communications in history do seem to have been born speakers and ther tone delivey and words leave an indelible slump. Take for instance niatin bother king on this messages and phasal are still used today, in a mathitede of ways especially I have a dream. and his belief. Page No:

that people ohould fort be judged on the clour of their skin , but by the connect of their charecter the certainly had a charismatic charecter!

However, there are many buines leaders.

Entertuiners, politicious and well know orators

who describe themselves as naturally shy

so, there's Planty of evaluance that.

you can devolop effective, confident and
successfull speaking and writting abilities

Grecially if your's traly instead in what
you want to say

0

€3

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

Through group discussion. The interviewer con eva trate how well on individual can peterm in a team. He can nery easily find out how well an individual con portorm in leams. how good a leader he is und also his creative skills and intedevigence anothern every individual must learn then successful tips of group discusseion to fair well in the interational well as the screaning Process of Educational institutes.

Here one some tips for a successful group discussion the first and the foremost tip for an individual of to perform well in the D.R.D.A is to cearn the art of participation. Pont expect others to force you to speak take the initiationer, participate, in the discussion and shore your ideas with other.

Never shoul in a group discussion and always wait for your lum to speake. It is a discognon not a sighting ground. Be pro tile but

firma coar ding purpoep of a group discussion is greater than simply judging your knoledye the underlying Scason why a GPis conducted is to a ssess you as a learn member you are supposed to popper a get or v v group discession skills to ace in this round U please go though som crucail grupp U O Liscuppion shalls helpe to craft your very own go stategy according by. 5,00 21/11/12/30/5

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

intarship proyoom effectiantly combination the internship with self thelp groug's sponspred class som Education Time will be spent on specific project assymment, with expourse to a. · Dorsely of tochnology and business expriences that will help you prepare for an + position. this internship ip therebe and can be 5 minutes weeks, 180 hough Time in length ap an intern. you will work on a whe range of projects while attending frequent educational geminar you will gain expourge to defferent technology areas through paried project arignment for a there to six month period though at the programme you will have the oppelunities to meet with D.R.D.A argunization executives and the attend a series of work shops and siminars an business and profesional That they ab get Alert for information technology internship, one of the primary reponsibilities is to follow directions from supervisours and gain pactically Euperience.

Page No:

Malt of the tasks sevoke around lending a nossistance in generaling codes and building a dutubage. Participation in trouble shouting, and devoloping network systems under the superopisin network systems of more superened configurate forther more, the tasks will very on the directions honded, which is why it essentail to coordinate with team members at all times and a there to the D.R.D.A guidences and policies to the self thelp grounds

Student Self Evaluation of the Short-Term Internship

Student Name:

K. Mounika

Registration No: 2011 2001

Term of Internship:

From: 21-09-2022 To: 31 -10-2022

Date of Evaluation:

Organization Name & Address: D.R.D.A Naidupe-la

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

	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:

Signature of the Student

k mouniber.

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Mounika

Registration No: 2011 2008

Term of Internship:

From: 21-09-2022 To: 31-10-2092

Date of Evaluation:

Organization Name & Address: D.R.D.A Naidupeta

Name & Address of the Supervisor

with Mobile Number 7730812934

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

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

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:

Signature of the Supervisor

Page No:

G. Aritt

PHOTOS & VIDEO LINKS



v











The D.R.DA guidieleense define monisoning as one of the important functions. However, this understanding has not reached D.R.D.A.s At distret level. Last of project Economiss in four fifty of disorias by limited the scope of moninoring secondry distings which have project economis posedulo use them in scheme coordination leaving behind their primary functions. Fierd usits are occasionary undertakey by the Apas ancluding mee the Project pireching. however in both D.R.O.AS take up mase wisits regularly for about 10-12 days and month. constrains for about visigs in dicataged by the opos ore travel support and averall budget availability for frend visit based monosoning . The support engised through scheme budgess is too specific and they gest submerged leading to reduced monotoring evert includer of a separate and specific provision for field loped monororing in guiditence wie go along way to sovey hem the operations never schemes like neges have. operations never included social audit in the schone guidience. such community bayed systems need To be insiduced for all D.R.D.A scheme.

v

v

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:

o Activity Log 25 marks
o Internship Evaluation 50marks
o Oral Presentation 25 marks

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

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

U

f. Technological Developments recorded.

MARKS STATEMENT (To be used by the Examiners)



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Mounika

Programme of Study: ORDA

Year of Study: 2021

Group:

BA (HEP)

Register No/H.T. No: 2011/2008

Name of the College: Govt. degree. College. Nordupeta
University: Vikrama Simhapuri

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

Date:

ch. mel Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in

Model Program Book



SHORT-TERM INTERNSHIP

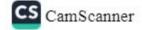
(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student:

K. Abhilash

Name of the College:

Govt dessee Collège Naidupeta

2011/ 2009

Period of Internship: From: 21-09-2022To: 31-10-2022

Name & Address of the Intern Organization

DRDA

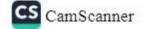
Vikroma Simhapun _ University YEAR

An Internship Report on

DISTRICT RURAL DEVELOPMENT AGENCY

(Title of the Internship)
Submitted in accordance with the requirement for the degree of $B \cdot A \ (HCD)$
Under the Faculty Guideship of CH NAGAMALIE CWART
(Name of the Faculty Guide)
Department of E CONDIMICS <u>GOVI. DEGREE. COLLEGE. NATIOU</u> PETA (Name of the College)
Submitted by:
K. ABHILASH
(Name of the Student) Reg.No: 2011/2009
Department of ECONOMICS GOVT. DEGREE · COLEGE · NAIDUPETA
(Name of the College)

Page No:



Instructions to Students

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm 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.
- 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.
- 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.
 - 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.
- Ensure that you do not cause any disturbance to the regular activities of the intern organization.
- 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, K. Abhilash a student of B.A (HEP)
Program, Reg. No. 2011/2009 of the Department of Economics
College do hereby declare that I have completed the mandatory internship
from 21-09-2022 to 31-10-2022 in
the intern organization) under the Faculty Guideship of
Ch. Na gomallesward (Name of the Faculty Guide), Department of
Economics Govt Degree, College, vaidure te
(Name of the College)

K. A bhilosh (Signature and Date)

Official Certification

	This is to certify that (Name	of
	the student) Reg. No. 2011 2009 has completed his/her Internship i	n
	D.R. D.A (Name of the Intern Organization) of	n
	DR.DA [Self help Group] (Title of the Internship) under m	y
	supervision as a part of partial fulfillment of the requirement for the	e
	Degree of <u>B.A (HFP)</u> in the Department of	of
Govt.	degree. College- Naidifff (Name of the College).	

D Nt.

(Signator) with Assistent

VELUDU - D.R.D.A Naidupet Mandal

SPS Nellore (Dt.)

This is accepted for evaluation.

K. Abh; Lash Endorsements

Ch Monde Faculty Guide

Head of the Department

Govt. Degree College NAIDUPET, Tirupati DL

CS CamScanner

Certificate from Intern Organization

This is to certify that K. Abbitash (Name of the intern)
Reg. No 2011 2009 of Guerment Degree College (Name of the intern)
College) underwent internship in
Intern Organization) from 21 - 09 - 2022 to 31 - 10 = 2022
The overall performance of the intern during his/her internship is found to be
Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal 2022
Assistent Project Manager
VELUDU - D.R.D.A

Naidupet Mandal SPS Mellore (D.)

Acknowledgements

I would like to Thomic are These persons who have contributed towards The successful completion of The project work I am I lad to say That working on This possel has been both. I lluminating and Entryable for me.

I express my deepest sartha

Thomas to my vot medom sanitha In pudurs
for tusicing past In used In decission and gudiences
and thouse this movement to make Life earliess

I thouse This movement to Acknowledgement her

contribution greatfury. I Thomas her for

En Consalment guidence and valuble suggestions.

Contents

1. Introduction: Short term Internship (DRDA) on site offine.

i) An Internship Report on

ii) Program Buck for Short term Intership

iii) Instructions to students.

V) official certificates

2) Cestificate from Intern organization

3). A CKnowledments (Acicnowldgments)

4). Chaples 1:- excutive summary

5). Chaples 2: over view of the organization.

6) Chapters: Internship Port

3) Weekery Report 1st week to 615 week

9.) Chapter 5: out come description

10) Student self evalution of the shoot term

") Evalution by The superised of The Intern organization

12) Photos and video Linus

Evalution: - Intern evation for Shoot term
morning statement:Internal Assignment statements

14)

CHAPTER 1: EXECUTIVE SUMMARY

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

This is The Internship Report

Based on The 2 months short term Intership Programme

That I had successfully completed In DRDA

(district Rusae development Agency) ysk under The

Project director DRDA. Ysk krownth's patham collectorate

compround , SP.SR (or) Tirupati (dist) from

on developed depostment of my B.A (HEP) programme con developed depostment of Economics In V-S university.

This Reported Includes how an performance Social Welfore, work distribution In an DRDA, training and development of Russal areas how I Introduct with People and Given Information boilty about The DRDA I Informed The Schemes and Loans of DRDA to The People

I have worked In district Rural development Agency under The Nellose (00) Tirupahi Zilla. Samakhya WiTh almost au The Wings of Vo (Village organises) Like Learning Rural development (braining) beaching how to write entries In The books. how to Learning The Booking keeping.

73

first four weeks of my Intership possessmene on DRDA under The VOA (VI 110Be organisation Abent)

I have unsited with the five support of Recurtiment wind and The next 2 weeks I worked with The training wind Them The next two weeks I got Attached with group members and Intact The People.

I have worked with different tropy of Recoilment producedure of DRDA under The WA Willage organization agent controlled The 45 groups each group centains 10 to 12 members.

Learning objectives:

•

3

)

3

)

)

)

)

)

* Learning About The DRDA (Zilla somakhba)

* How to write The busics

* How to enter The Jumeus

* How to enter expenditure and profit entires In busics.

* How to note / carculate The bourne sheet entires.

out comes & Achieved:

* I can empare The communication skins

* Itom to sale (00) Intract The Peoples

* I can bearing the disciplan to how to be In new persons.

* I can maintained The Groups.

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. Introduction of The organization:

principal organ at The district Letel to momage and overses The Imprementation of different Antipresty programme of the ministry of Rural development. This supposting and facilities DRDA Impremented centeral / State In 1- April - 1999 Zilla Impremented In 2003 organization which plates a very effective Rure as a catact In the development porcers.

B. Vission, mission, and values of the organization:
Scheme is to strenthen and professionable the DRDA so that They can efficiency enhance the succeity of the Imprementation.

C. Punus of The consormitation, In Relation to The Inten role: Impromontation of pricies to The peoples who lives In The funde areas, to decrease The Arcal's that the main peasen to The Implementation of different poncies. D. cosomiration structure: Community Based organization 7711a Sormakya mondere Somakya village coganization (vo) staff organitation collector + executive chairman Project Directors DRDA velugu APO Account pensions effices offile DYSD SUPSd Area co-codinator

COA Page No:

E. Rules and Responsibilities of The employees
In which The Intern is placed:

They werk for a Select Amount of time In depostments and Locations to better understand what the Job entails depending upon Their placement and Programme, They perfrom various leashs, from Shadowing Staff, to Administrative. Assistance to tulking In - dept to ProJects with fellow Internet. Guture plans of the organitation:

To decreased the puents In the Rusau areas. development

of Rural areas.

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.

Agency is visualsed as a specialised and a professioned Agency Capable of managning the Anti puesty programme of the ministery of Rusae development on the one hand and to effectively Relate There to the overall effect of poverty exadication in the district.

Responsibilities of DRDA:

The DRDA is The principal order at the district Lere) to manage and oversee the Implementation of different Anti puetry programmes of the ministers of Rusell development It is a supposting and Cercing organization which plats a very effective Role as a censant In development Process.

Agency has braditional been The principal corporate at the district Level to crosse the Implementation of different anti presty programmey since Ity Inception the Administration Cust of the DRDA were met by hay of setting past of a share of the Allucate for each programme.

has (vs) every mandal of The district different offices of DRDA organization. In mandal has one APM under The 8 cc and every cc has under The 8 voA, every voA has control The 35 to 45 groups. every rooms on 10 15 date pays The Loans Entrests and podhupu Amount "VoA" one person of a every group ishe can handle That Group.

=> equipment used:
In DRDA always maintains
The busis enter The entries of expenditure
on I Income auest DRDA also maintain The
mobile Bush keeping-It was using The enter
The data of every person.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Poofile of the district Rurau development Asino (DR.DA)	Jam Stud's what is definition and	G. Drut
Day - 2	D.R. D.A osganization Structure	John Learn about D.R.D.A Structure	Gi-Asid
Day - 3	How mon's savings Societies under our V.O.A (Village Organitation Assistant)	Total groups guidance by Puduru V.O.A.	G. Sitt
Day -4	what is The V.OA duties, and Responsibilities.	Iom Learn About V.OA Puties, Responsibilities	G-Strit
Day - 5	Seif heif GoviP Leadors duties om d Responsibilities	Jam Study about seif help Goup Responsibilities	G Stitt
Day - 6	Avilable The members	Iam Learning and I Know Saving Societies benefitz members	G. Suit

WEEKLY REPORT

WEEK -1 (From Dt.21.-09.22to Dt.31.-10-22)

Objective of the Activity Done:

Introduction and Structure of D.R.D.A

Detailed Report:

Andhra prudesh Ruscu puesty aueviation organitation tursly towards The Strendshing of Self help Societies and Village Society Through Several Schemes with The aim of Achiring Peresty exadication by Increasing The Livelihard of The members fermilies and Raising These standard of Living Through The Andhra prudesh Ruscul parety aueviation organitations toxupati district 42895 Communities and 428950 Community members one working on Livelihard and human development Indicators to Impose The Per Capital Income and Living Stemdards of Ruscul par

Stauture

District Union

mandal Pederation

Village Assiocation

Self helps Groups

DR.DA

Page No:

Area Co- Ordinaled , APM, CC. V.O.A

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	V.O.A meeting with Group Leaders.	Iom Attend The meching ome I Absent The bour discussion.	G. Shu
Day - 2	In APM office meeting with A.P.M. medam.	Some APM medon Give Instruction to Students.	G. Spid
Day - 3	MLA. Six meeting wills VOA (medans) and Aprils	MLA Six speely delivery about sarm's societies soup developments.	G Arit
Day -4	Tam Atland Wiss Vo A medam meeting duties of Recovery Agent	Tom Learning Symtimes VOA Work auso Reluess Agent	Gerit
Day - 5	VoA medam meeting with Group Leaders discussion About sreenidhi Loan	John observe meeting The Leasening The discussion,	6. Strit
Day -6	V.OA medam discussion with me types of Loans.	I om Learning Recovery method	Gognit

WEEKLY REPORT

WEEK - 2 (From Dt.1.-10-22 to Dt.8.-10-22)

Objective of the Activity Done: Versfir The books

Detailed Report:

* con "day 1" we are verify The busing under The VOA Control verify the are busing under The Control of VOA.

* "on "day 2" Learning The how to enter the builty Learning The onles The bury of groups of Self help groups.

* on "day 3" Learning how to enter The entires In The busy entires In The busy

* on "day4" how to enter The expenditure and Income Account entries verify The Income and expenditure Account

* on day 5" vertily The Amount of the every groups and checke The every Groups of podupu

* VoA teaching how to enless enteries In burgs we one enless that enteres In The books we one Learn how to Learn

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	About savings Socities Gover history	I am Learning 40 groups history	G Stid
Day - 2	Savings Socities Prodom goals	Socities gows Programme	G. Srit
Day - 3	PuroPose of Savings Socities.	I om Learning about what is the sains socific Purposing.	Grafi
Day - 4	that is the bornions In Kase Loan.	I am Learning about bomking Inkase.	G. Ni
Day - 5	ahat is about This sansa bandham	I am Learning about somba- bomdham	Gr-Apri
Day -6	to Sansa bondown Group Leaders.	I am Leaning about sombabondon garup Leaders duties.	, G. fri

WEEKLY REPORT

WEEK - 3 (From Dt./0-10-22 to Dt/5-10-22)

Objective of the Activity Done: POUFILS and Purspose to Self
Detailed Report: help group members.

- on The date fixed by The Self help group Leader.
- 2. The Community discusses what happend In The
- 3. mubile Keepin's Inculated The owned by The members.
- 4. Internal Loans one given to The needs's members and Savings one paid by au.
- 5. These types or toomsations are discussed during Community meetings
 - 6. The bank Recipet of The payments is Shown to The members during The self help groups.

 meeting and kept
- 7 Descisions Reserrano sornidhi Loans, bornk Linkase, SC, ST Umnahi, CIF Will be announced
- 8. SC, ST Linnah" Loan is Availble only The SC, ST and This Loan is application from 30,000 to 50,000.
- 9. CIF Loans Pourides by Semsmitra

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	Abait Sc, ST Unnati.	I am Learning about SCIST Unndi	G & with
Day-2	About of Spinidhi Societies.	Learning About purpuse of spiridhi suietzes	G & with
Day - 3	what is CIF	Learning About CIF.	Granit
Day - 4	What is sconsmitsa	I cam Studians About Scansamila	· G.ski
Day - 5	ahat is the purposes of somsa Raksma	Study About Sonsa Rakshon	G Spitt
Day -6	ahat is the RP duties	Learning About RP duties and Responsibilities.	G. Stut

WEEKLY REPORT

WEEK - 4 (From Dt. 1.7. - 10-22 to Dt. 22 - 10-23

Objective of the Activity Done: Collected The data of Group

Detailed Report:

Objective of the Activity Done: Collected The data of Group

Members.

* on "day 1" we one colleted data about 6 to 10 groups. It was means Assumd The 45 members deatils colleted.

* on "day 2" we are Intracted with ST Colony on d discussing Intracted with Group

* on "day 3" we are collected data about 10 to 15 groups members details around the 50 members details.

* cm"day 4" voA conducted The Group meeting with members, Intrut with group meeting with members,

* on "day 5" we are collected data about 16 to 20 members around 40 members details

* cm "dar 6" we are terken pictures with

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	suggestim for members of Seif heil Groups	That suggesting	G. Stril
Day - 2	Seif help Groungs member Unites	what is the unites of self help Govers	Giografiat
Day - 3	Responsibilities for Seif heif Groups members	I am Learning about set help groups responsibites members.	, G-strit
Day -4	what is the purpose of Seif help formes villase Level	Learning about seif heip groups	G-Stutt
Day - 5	about Soiridhi Life empluyment Loan Schime	Study about Positives of Spinidhi Live emprovembs Loans	G-Stitt
Day -6	Seif helf Groups duties Responsibilities and benefits of	Study about dukes and benge and profit of Group members.	G-Stritt

WEEKLY REPORT

WEEK - 5 (From Dt. 25. -10-22 to Dt. 31-10-22)

self help Groups writes and Objective of the Activity Done: Responsibilities

Detailed Report:

- 1. of the community each programme committy members les participate.
- 2. every member should perficipale In The meetings of the Association and express Their Leadership Responsibilies
- 3. Leaders In The community must person heir Leadership Responsibility profesty
- 4. every member must borow from The founds of the Assiocochim
 - 5. are the member of The community shown mainten The buly Recalled to The Community
 - 6. The observer of The Association should be the Commitment of the are The members to The main Objectives
- 7. evens one should be aware of the Rules and Regulations of the Association
- 8. members have the pay a fixed amount of scroins to the societies.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	we are colleted the date 21 to 30 Group members details	Colleled data	Grenit
Day - 2	we are colleted The data 31 to 35 Group members details	Correled data	G. Strit
Day - 3	Lecter 36 to 40 members deterils	colleted data	G. Shit
Day -4	reeling with from the meeting with sour	Colleted data	G. Suit
Day - 5	dates 4/6 43 goods members details	Colleted data	G. fruit
Day -6	de are Colletted The data 44 to 45 Group members details	Colleted duta	61-8/rith

WEEKLY REPORT

WEEK - 6 (From Dt.Ol-11:22) to Dt.O6-11:22)

Objective of the Activity Done: Collected data of Group members.

Detailed Report on 'devo |" we are corrected the data of 2115 to 3075 Group members datains around the 90 members detains.

on "dar 2" we are colleted The dates

31 to 35 Group members details around the so

members details collected The datas

on day 3" we are colleted The data 36 to 40 members details around The 40 members details we taken The details of Them

on "day 4" NOA conductors The meeting with Grown members - we Intracted and discussing That members.

on "day 5" we one Colleted The data 41 75 to 438d group members, details

on day 6" we are colleted the data 44 to 45 Group members deteils ormand 20 members deteils contind 20 members deteils contind

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.)

Interactions: In DRDA, we are trained In The under The "VOA" we are Intracted with voA first after some my "voA" Introduce The same groups to me (00) my team we are Interation with that members I am Asloing about Their Loams, schems In The SHS. They were not satisfy or set members about The schemes. facilities available and maintance:

Melfu to completed the projet very simple method—we are asking any type of Information she definetly helpfue

protoculs: protoculs provide us with a medium and set of Rules to esterbish communication between different devices each DRDA should be headed by a proser director, who should be of the Loan of an Additional district magistrate. The prosect director should perfectly be a senior scale efficer of the out India. Service.

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

* Technical Skills:In This Gine Iam / I can Impose my skills I can forgot The Reamess of Intract with new peoples. I can Improve my Communication Sicilize how to Intrust WITS People how to spale with new peoples and how to Interact with new peoples and how to Intract Wist Group members. How to corrected The data of Group members . With The help of vot village organization Agent.

* Job Related Skills: - I have to Learn In This
Project period how to special posity with members, how to Attracted With our words we can notice The problems of members and so we Them omy time of / my types ef or scheme discussing with Group.

* Honds on experience:Our menter of Theoship
"VoA" leaches them. how Record the buoks.

maintain of The Accounts Itwo to divided

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.

term of planing: The DRDA planing was to Impore The Rural development, to Implemented different schemes and policies, Loons to The Russal areas People, They are Impared That using This type of schemes, there Organizations provide same Amount to That peoples. After every month of 1015 collected the Leader of

Group.

⇒ Leadership:

marcing The descision on one Scheme (or) New Scheme . First of all members That means, Leaders of the organization, conducted the meeting discuring about hat scheme classify The doubt and Implemented That Schemes.

Decision making:

APM, 8 CCS and 8 vo A's under The CC The main person of the monday is APM, central, The 'CC" "CC"

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.,)

The ability to tromscit Ideas from your train to either one person or a Group of people Good use of verbou shills means presenting on Idea clearly which each throughts is Anti-calladed In a ob-choicevie member. It has everything to do with the Lamburge that we choose to use.

-> Woitten Communication:

Written Communication
is Important for every day activities In The work space written communication swills are need to written (or) writing Records, notes as per vot quidence, my team and my menter discuss how to write notes about Their project, we are putting my team members Thoughts and my menter Thoughts discussed to putting Them In notes can be tremsmited via, Repols, bulls sedses etc----

=> Under Standing others:
Lunderstanding others

does not mean That you have to Agree with

Their feelings or point of view Insted, It means
that you recognise Theire point of view and

Accepted That It is different from. yours.

In a Soup meeting time my menter
Introduce Their group to me we are started
with greeting and Introduce my seef. we are
discuss the and about the scheme 23119 samaying
we are asseing the Group members
what type of benefits you the group members
what schemes are you satisfy the In This
schemes, we are discusing the future schemes
schemes their (er) that person open their openin
In was,, away satisfy the Their schemes.

=> Closing Conservation:

Attend The Group meeting. First we steaded with greeting, It been great the Clusing the meeting time. Its been great to see you It you have to be you It you need to bear to see you It you need to be bear the conservation to go sime were.

I wish we could talk some more but I have to go It's been towny talking to you but I need to get to an Appointment Iam Afand Live Lost talk of time. Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

=> Group Discussion:

Group discussions (GD) monomerly Compases loto 15 participants at a time. The Group discussion process commences by The declaration of the topic to The group which is followed by giving preferation time 3 to 5 minutes to every one.

Some times more Than 5 minitues to every prepartion time may be given only In the case that the topic is based on a case study and Resuires Londer Statements.

The average diwation of most group discussion is about 15 minutes (minus The preparation time)
In some special cases . The discussion may centime for more Them 30 to 45 minutes.

=> Participation In Learn:

primar about communications with yours Learnmales and Then exacting what you have communicated. We are discussing about schemes and what type of Loans.

to get Them. The Intrest is paid or not for taken The Loans, every month on 1015 how much amount (Podhupu) we have to saving to Their groups accounts.

= Leading a team / Activity:

Rule is to Instaust to group of people. Providing discontions and guidence to the team in order to ensure the Completion of tessus a good team Leader will motivated and Inspire hy team solving problems and empowering others to do the Same.

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

Digital Lectmologies: "mobile Booking Keeping"
Digital technologies are electronic tools, Systems,
devices and Resolutes That generate Store DY
Process data, mustly commonly used devices, are
Social media, about The DRDA, we can know the
What type of the Schemes and Loans to Roman
Peoples.

The Group members Leader" vo" is using the mobile buck keeping "APP" mostry used, In This APP" vo" my menter Collected The Lata of all 45 Groups members names, husband for) father name, name of the village etc.

This type of Information

Collected and Stored In the mobile book keeping APP . The benefit of the mobile book keeping APP we have to Laknow The only member of Group (or) only member of Group (or) only see The book keeping.

In DRDA we are using the only one Social media that was mobile keeping book. It was using the Colleted data of member at any time with sit in one place.

Student Self Evaluation of the Short-Term Internship

Student Name: K. Abhîlash Registration No: 201112009

Term of Internship: From: 21-D9-22 To: 31-10-22

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Naidufeta

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: 18-11-9099

Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: K. Abhilash Registration No: 2011/2009

From: 21-09-2022 To: 31-10-2022 Term of Internship:

Date of Evaluation: 18-11-2033

Organization Name & Address: DRDA . Nai dupeta

Name & Address of the Supervisor

pudwy with Mobile Number

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

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

Rating Scale: 1 is lowest and 5 is highest rank

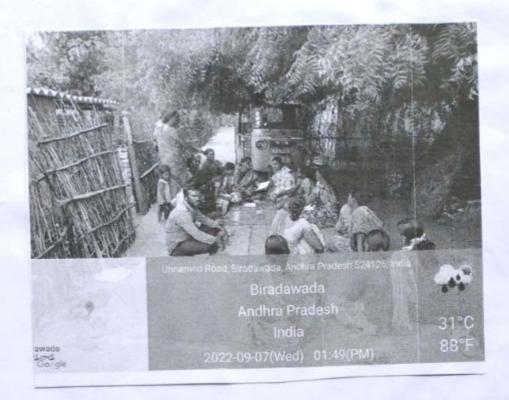
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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

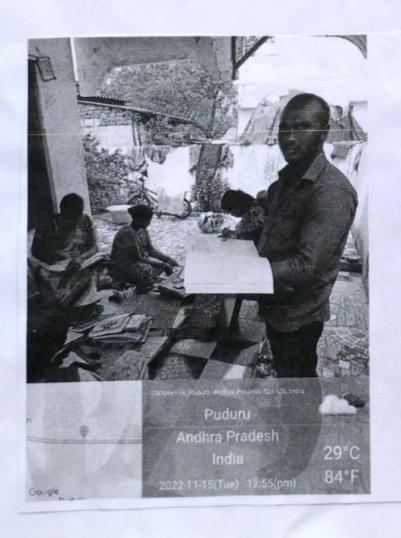
Date: 18-11-2022

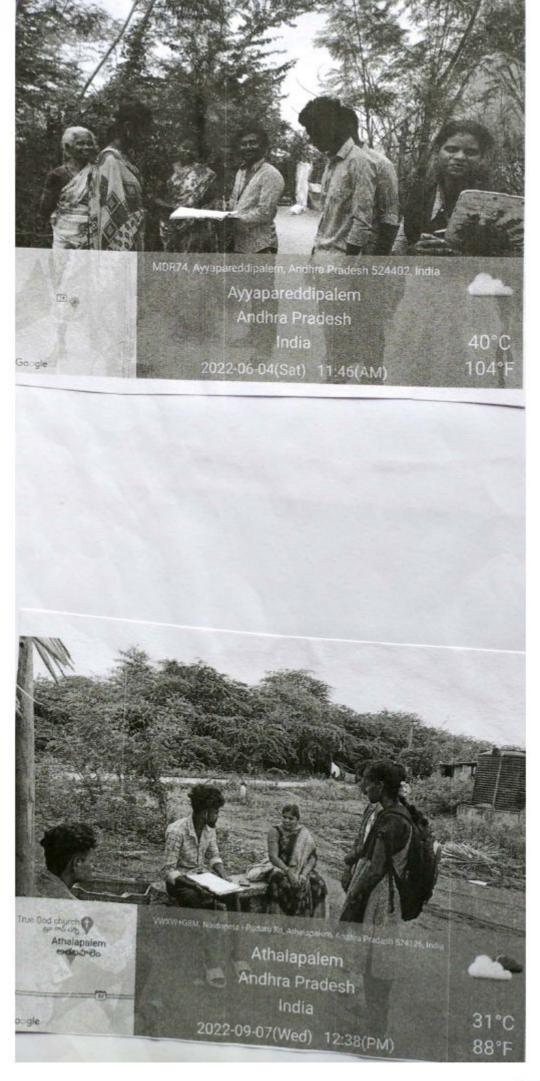
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS







EVALUATION



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
 Internship Evaluation
 Oral Presentation
 25 marks
 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.

Page No:

- b. Real Time Technical Skills acquired.
- 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: K. Abhilash

DRDA Programme of Study:

Year of Study:

2021

Group:

B.A [HEP]

Register No/H.T. No: 2011/2009

Name of the College: GOVT - degree . College, Naidupeta

University:

Vikrama Simhapun University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1	Activity Log	25	24
1.	Internship Evaluation	50	40
2.	Oral Presentation	25	20
3.	GRAND TOTAL	100	84

Date: 18-11-2022

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Govt. Degree College NAIDUPET, Tirupati DL



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP (Onsite / Virtual)

Name of the Student: M. Ankarah

Name of the College: Gout, degree college. Na idupeta

Registration Number: 201112011

Period of Internship: From: 81-09-23 To: 31-10-22

Name & Address of the Intern Organization DRDA

Vikroma Simbapuri University

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



Program Book for Short-Term Internship

Name of the Student: M. Ankaiah

Name of the College: Government Degree college Naidupet.

Registration Number: 201112011

Period of Internship: 5 From: 21-09-22 To: 31-10-22

Weeks

Name & Address of the Intern Organization : District Jural Development

Agency Naidupet.

An Internship Report On (Title of the Internship)

Name of the College: Grovt Degree college

Department: Economies

Name of the Faculty Guide: ch. Nagamall'swar?

Duration of the Internship: From 21/19/22 To. 31/10/22

Name of the Student: M. Ankaiah

Programme of Study: DRDA

Year of Study: 300 year.

Register Number: 2011/2011

Date of Submission: 18-11-2022

Certificate from Intern Organization

This is to certify that M. Ankajah.... (Name of the intern) Reg. No. 2011 2011. of Govt. Degree collegename of the College) underwent internship in DRDA. Self. help. Groups (Name of the Intern Organization) from 21.-09-22... to .31-10-22...

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

Assistent Project Manager VELUDU - D.R.D.A Naidupet Mandal

SPS Nellore (Dt.)

Authorized Signatory with Date and Scal

Student's Declaration

m. Amkaiah

(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal | (| II | PRINCIPAL Govt. Degree College NAIDUPET, Tirupati Dt.

Official Certification

This is to certify that	M. Antalah	(Name of
the student) Reg. No.	eg. No. 2011 2011 has completed his/her Internship in (Name of the Intern Organization) on	
DADA	(Name of the In	tern Organization) on
DEDA	(Title of the	e Internship) under my
supervision as a pa	rt of partial fulfillment o	f the requirement for the
_ , ,	in (460) ii	
gart deglee Collage	Naidupete (Name of the College).	

This is accepted for evaluation.

H. Adverah Endorsements

Faculty Guide

Head of the Department

Principal.
Govt. Degree College
NAIDUPET, Tirupeti Dt.

(Signatory with Date and Seal)
Assistent Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

I would like to thonk all these persons who have condoibuted to woods the successful completion of the Project work. I am gold to say that working on this Project has been both illuminating and engagety for me

The express my deepest thanks to my von modern souther in pudhus for taking past in used in decision and guadiance and assigned all facilities to make life easier. I choose this moment to acknowle — de here cantibution greatfull I thank her for encourage — ment guidence and voluble suggestions.

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

The District Rural Development Agency (DROA) has been tradition -hally the principal organization the pistrict level to wease the implymention of different anti-poverty implemention of different a The (DRDA) Guadilance of 1999 Primary define the vole of DRDA as a suppor -ng. and vailating organization and being a catalyst in the development Process The guadieclus also indicates the need toy developing a greater Understanisting of Process beccessory too poverty allevitation (exadication as well as devoping capacity to build synergies among different agencies for most effectivies results. After eighe years of most effectivities restults. After eight eyears of implemention of the scheme. the economic and monotosing wing or mord sponsored a study to evalute it's performance The study envisaged not only evalution of the DRDA Adminitation soove them that is in existance. The study also sought to aspes decative Reformance of DRDA which are under the panchayathi ROJ Instatution -n via- a- viz those under the Ostaick Administration, specific abjective of the actual functioning of the DRDA with available staff Vis-a-Vis the guildiences for implemention of the various Rural Devolop ment Programmes a covered assessment of scheme implemention Vis- a-vis the horms. including man power development, adecimance and we fulness of existing man power ascortaining vole of DRDA/2PS in planning, implemention programmes, assessing LEC or outal devolop - ment with which DRDA integrate other agains institution and hetwood in it fold and bring synorgy in development Programmes

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

G. Future Plans of the Organization.

(A) Organization though helps us explain what happened in the past of well us what many happened in the future, so what that we can manage organization more affectivety. Social entities that are fool - divertied Designed as deliberatity studied and continuated activities systems.

Organization are a means to an and facilicate

Innovation.

(B) The DRDADDING Section is the office in change of implemeting the DRDA Admin scheme through which the central throse of funds is directly which released to the District rwal Development agency (DRDA). The DRDA is the prinical organ at the district level to manage and oversex Programmes of the ministery of Ruxal development.

C) policy of organization currently there is no uniform policy engaging currently and for recariting the staff by DRDA in many states. There are staff both directly recurited of well as on deplication it is exsential that president personal policies are followed if the DRDA are to be a proffition of them. The following Poinicals are laid down which must neccessary be follows.

(D) Doganizatinal Structure: Each district will have own district rural Devolpment Agency. Osolinary Pt would be a Society registered under a societies registered -thon act. In D respect of such states where District Jural development! Agency does not a separtate & duties should be created 29/10 Pasishath (E) future plans of (DRDA) :-The district rusal elevelopment agency, the Poincipal mechains to overse the implemention of the mirristry of sural ! Development at the district level, are faling an are once again follows - ng the recommendation of a committee - the union ministry amounts That it is discounting the scheme and advissed the state govername - nt to take necessary action. Proposition of approis of suffice our execution atomical son (ED) These one state and disease securited of acid of the state and except that pressure personal prices on March

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.

If effective Programme design is critical to s to successful Implemention of own development Programmes so is an effective delivery agency Programme non of the anti-poverty Programmes can have impact unless they are implemented with a clarity soke the DRDH are not the implemention agencies but can be very effective in enhancing the counlity of implementing through oversing. The implenting the counlity of implementing through oversing. The implenting that necess any inbages are provied to this except the DRDH is a Supporting and a faciliting arganization, and needs to play a very effective vole as a specialised and a proffenational agence of managing the anti-proverty Programmes.

-> Activites of DRDA" :-

The District rural development organical agence is is used as a special and a proffisional agency. ca -pable of managing the arti-proverty programme of the ministry of rural development on the one hand and to effectively related there to the overal effect of poverty Exadication in the district.

=> Responsibilities of DRDA

Organia at the district level to mange and overge the

implemensiation of Different anti-poverty Programmes of the ministry of rural development. It is a supporting and facing organization which plants a very effective role as a constant in development process

> weekly work schedule :-

mandal of the district different offices of DRDA organization, in mandal has one APM under the Sce and Every cc has under the "SvoA": Every Voa has control the 315 to 415 groups. Every group hat 10 to 12 members. Every month on 10th data pay. The loans interes and "PODHUPU" amount VOA" one person of a Every group. She can hardle that group.

=> Equipment used :-

In DRDA always maintains the books. Enter the entries of expenditure and income allest "DRDA" also maintain the mobile book keeping It was using the enter the data of every Person.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day -	Profile of the District Rusul Devolpment sural Agency (D. R.D.A)	I am study what is Defination and Purposes of the (D.R.O.A)	n Japle
Day -	D.R.D.A Objanization Stucture	I am learn about (D.R.O.A) Stoucture	M Tauble
Day -	How many saving socities Under our V.O.A (Village. Organization Agrigotant.)	Total 41 Groups Grudience by mena - Kuser 2 V.O. A	Magale
Day -	what is the VOA Duties and Response bilities	Jam learn about VOA, Puties, Respon - 3 bilities	M. Tayal
Day -	Self help Group leaders duties and Responsibilities	I am learn about self Go help Group Responsibilities	
Day -	what age the benefits available the members through savings Societies		mtual

WEEK - 1 (From Dt21-29-22 to Dt29-29-22.) Objective of the Activity Done: Intruduction and structure of D-RDA **Detailed Report:** Andra Pradesh Rural Poverty Alleviation organization unvies to convas the strong thening odself Help societies and village societies through schomos with the aim of achieving poverly evadecation by increasing the 1900 i poor of the member familys and paising their standard of living Though The Andra Povertly Allevation oxfampsation Raval Thiripathi District 42895 communities on 428450 community members ar working and on livelihood and human dew Pment indicate the per capita Income to improve of ruRad poor and living standards Fami lice structure Districtution mendal Fe day ation uillage Assuciation selfhelp Group DR. DA ARRO CO-OV dinated. APM , cc,

ACTIVITY LOG FOR THE FIRST WEEK

	ACTIVITY LOG FOR THE PARSA WEEK					
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature			
Day -	VOA meating with Group Leadegs	I am attend the meating and I ad -serve the group Discution	m Jayalel.			
Day -	In Apm office meating with Apm madam	Some Apm madeum give instruction to Students	s. Tay.			
Day - 3	MLA Six moding with	MIA sist speech delive sy about saving societies Goloup Devolpment.	m Touch			
Day -	I am Attend with von modam meating detials of secovery Agent	Jam leating Sometimes von wor - K also recovery Agent	0			
Day -	Voa modam meating with Group leaders discussion Obout szeenidhi loan	I am observe meating -ng and leasoning The discussion	m Japl			
Day - 6 8 10 22	Voa madam Disussion of with me types of loans	I am leasting Recovery method	m tapel			

WEEKLY REPORT

WEEK - 2 (From Dt. 1-10-22 to Dt. 8.-10-22)

Objective of the Activity Done: Types of Loans in self help Groups Detailed Report: 4 types of bans self help Gistoups 1 Bank linkage" 3 Spinighi Loan (3) "SCST Loan" 4) "CIF" (1.) Bank linkage: W savings should be made for size months after formation of bank lekage association each member has the Pay one hundred supers (2) In six months. The bank with provideten thousand rupecs To each members (3) Every month the members has the pay one Thousand superes Intereste is credited in 11th month. Though The YSR 2000 interest scheme The Interest Pard by us goes bank to the member (2) spinidh Logo :-(1) Each community has the desposit RS. 7200 frist (2) 50 Thousand supers one granted the five members of The community for the devolopment of their buspness and this is called squadhe Loan.

	ACTIVITY LOG FOR THE THIRD WEEK					
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature			
Day -	About savings Socities Group History	I am tearning HI Groups history	m Jayali			
Day -	Savings societies Programmes goals	I am learning about savings soci ties goals Programmes	1 Tupl			
Day -	Puopos of Savings Society	I am learning Obout what is the saving society Purposing	Mayl			
Day -	What is the Banking Inkage loan	I am learning about Banking Inkage	m. Jayl			
Day -	What is about this sanga Bandham	I am leavining about Sanda Ban dham.	M. Jack			
Day -	What are the detials of Sanga Bandham Group leading	I amlearning about Sanga Bhandhan Gizioup leadezza detaila	M Tayal.			

WEEKLY REPORT WEEK - 3 (From Dt. 10 10 22. to Dt. 10 22) Objective of the Activity Done: Profits and purposs to self help Group mem benz **Detailed Report:** (1) All members of the community should attend on the date fexed by the salf help group leadens (2) The community discuses what happend in the clutery (3) mobile keeping includes the do owed by members (4) Potenal loans age given to the needy members and savings are paid by all (5) There types or transactions and discussed during Communities meetings (6) The bank secrepts of the payment is shown to the members during the self help aroups meeting and kept (7) Discussions regarding speenidhi loans Banks linkage loans sc, st unnati, cif with be announced (8) SCIST unnati loan is avaible only to scist and they loan is applicates forom 30,000 to 50,000 (9) CIF I mans provides by sanga mittage

	ACTIVITY LOG FOR THE FOURTH WEEK						
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature				
Day -	About sc, ST unnaty	Dam Learning Obout Sc, ST Unnity	M Tayol.				
Day -	About of sprendh? Socities	Lowering about Purposes of Steenights society	m Taypl.				
Day -	what is cit	Leating about	M. Tayal				
Day -	what is sanga mitsla	I am studying about sanga mitola	m. Todal				
Day -	what ig the purposes of Songa Rakshana	Study about Sarga Rakshana	m. hul.				
Day -	what is the RP Dutics	Leasing about Rp duties and Responsbility	m Tayel				

WEEKLY REPORT

WEEK - 4 (From Dt. 7/10/22. to Dt. 22/10/22.)

Objective of the Activity Done: Self help Groups suggestions

Detailed Report:

- (1) self help groupy due some suggestions to Group leaders
- (2) As a members of self help society it is the sespons bilities of the members to attend every metting of the society
- (3) Every member must carry a page book along with attenting every meeting of the agraciation
- (4) members should record them savings and bank transcution in the pass bank
- (5) If any changes are made in the members page book, print them immediatly in the book
- (6) memberg page book is very valuable and should be kept
- 4) Every member should more the nominee's name in the page books of the association.
- (8) If so page book is lost, duplicate page books should be proposed by paging fixed face.
- (9) The member should check care-fully in the page book and each and very transcation accumately

ACTIVITY LOG FOR THE FIFTH WEEK

-						
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature			
Day -	Suggention for members of self help Groups	Study about That sugg contions	n Days I.			
Day -	self help Grooupg members writes	learning about what is the writer self help Groups	m Jayl.			
Day -	Responsibilities for self help group members	I am Learning about self help groud Responsibilit —ties members	motayle			
Day - 4 28 10 22		Learning about Self help group Village level	M. Tayol.			
Day -	About sovenidhi lite employment loan Scheme	Study about Polinties of Streenich lite comployment loans	0			
Day -	Self help Giroupy Duties Respons bilities and benefit —ty	Study by about dutical and brotil of Group members				

WEEKLY REPORT

WEEK - 5 (From Dt. 25 10 22 to Dt. 31, 10 22)

Objective of the Activity Done: Self help Groups writes and Responsbilities **Detailed Report:** (1) of the communities each programme so members to participate. (2) Every member should participate in the meeting of the association and express their leadership responsibilities 3) Leaders in the community must propone their hearship Responsibilities 4) Every member must borrow from the funds of the association. 15) All the members of the community should maintain the books related to the community (b) The obsectives of the assiation should be the commitment of the all the members to the main objectivies 7) Every one should be aware of the rules and regulation -n of the appointion 8) members have the pay afriend about of savings to the societies

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.)

of degree in Grovexment Degree college Naidupeta. As Part of
that my future ordered me to do on internship too me of 3 month
in the 3rd year for that 3 was selected to DRDA after going to
The DRDA organization I was told to complete an internship course
for a months in Pudhuru village so I completed 3 months
Internship with von in Pudhuru village so I completed 3 months
Internship with von in Pudhuru village. I had
Jand Exprience during my intership these DRDA is an organization
— on which provides basic of woment fore their employment oppurant

ties DRDA is an organization which provides employment oppurant

of to women and strange to impose their employment many schemes for
women have been set up by savings socities and may employes
are anaking in the DRDA system while working for higher employm

alway working tor the welfare of the people andmoving torward from the smallest officer to the senior officers working in DRDA they are preforming their duties Properly and without any citism I like the behaviour style or people working in DRDA organization very much.

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

lechinals skills refer to the specialized knowledge and experien -ce needed to accumplish complex actions, tasks and process relating to computational and physical technologyal as well as diverge group of others Enterpolices these who posses technical Skills are often refared to as technicals with the Expression reforming to audio technicals, electronical, techninal, market technicians, computer technicians, Engeeneering technicians, and a Davity of other disignators, technical skills may also refer to the expensive of a cortain analysis singuals to by and sea books, bonds, future and other financial istruments. The aquessan other financial technical after with a hands and Icarni ng comment and many advanced topical Elements. Technical Skill requirements are listed for the majority of cover fields with the highest concentrations being employment In average invoving scientific technological engeneering, computational and methernatical, copabilities, some empolyes after training courses to help their empdyes devolp techniqual skills, within the financal markets, traders and invescor participation in the technical analysis stills realises the use of various mothemetical and Pattern recognition tools. These include the ability and expertise to decermine what a histrical data is realasid and how is It needs to be applied to dicit the requaised information.

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. oral communication is the ability to transmit ideas - book your train either one person or a group of People, good use for vexbal skills means presenting on idea clearly with each thought is anti- caleded in a cochesive member -7. It has everything to do with the language that we choose written communication is important for every day activities, In this work space written communication. are need to written (0x) writting records, notes as per "VOA" guidence mey team and my mentor discuss how to write notes about their prosect, we are putting my team members thought and my matter thoughts discussed to Putting them in notes can be trasmitted via report books, sedges understanding other does not mean that You have to agree with their feelings or points of view unstead It means that you secognise their point of view and accepted that it is different from in group meeting time my matter introduce their group to me we are storted with greeting and into -udace my self we disages the about the scheme.

We are asking the group members what type of benifits you get in these schemes are you satisfy the in this scheme -se we are discussing the future schemes. we are conducting (01) attend the group meeting first we storted with greeting it been great the clossing the meeting time, It's been great to see you It you need to leave the consention to go some were.

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.,)

> Team of planning The DRDA planning was to improve the Twal development, to implemented different schemes and politics, long to the rural areas people, They are Emproved that using this type of themes, these organisation provide some amount to that peoples after every month of with collected the leader of ygroup making the devision on one scheme Counew scheme. frogt of all members that means theters of the organiza -tion conducted the meeting discussing about that scheme clasify the doubts and implemented that schemes In DRDA Every mandal has one Apm 8 cgs and 8 von's under the cc the main person of the mandal is Apm control the cc control val I wish we could talk some more but y have to go yt's been lovely talking to you hat I need to get oppointment J'am afasied I have lost tract of time.

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

Group discasion (GD) normally compus 10-10 15 members partispents at a time. The group of scussion Process commences by the delasation of the type topic of the group which is followed by giving preparation time 3 to 5 moutes to every one Team participation is primary about co -mounication with your teamates and then exculting what you have communicated we are discussing about schemes and what type of toans to gentthem. The interested is paid on taken the every month one 10th. A team leaders sole is to instact to group of people. Providing directions and guidance to the tea - m in oxded to ensure the completion of tasks a good team leaders will motivated and inspire by team problems and empowering others to do the some.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role) Digital technologies - mobile book keeping o digital technologies are electranic tools systems devices and resources that generate store Dr process date, mon y commenty used devices, are social media me and my team securing the social media about the DRDA, we can know the what type of the schemes and loans to sural people. The gooup members leaders vois is using the mobile book keeping app mostly used, in this app my matte mentor colleted the data of all 45 groups members names, busband (00) father name, name of the village etc. This type of impormation allected and stored in the benefity of the mobile book keeping app. the be we have to know the only member of frout (ov) any member details have to see the mobile book Reeping JU BOBOU the only one social media that mobile keeping book it was using the colleted data of member time with sit in Pluce

PHOTOS & VIDEO LINKS



Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: M. Ankasah 201112011 Term of Internship: 15 we From 21-09-2022 To 31-10-202 weeks 18-11-2028 Date of Evaluation: Organization Name & Address: DRDA Nadu pet Name & Address of the Supervisor with Mobile Number: 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 2) Written communication 3) Initiative Interaction with staff 5) Attitude 6) Dependability 7) Ability to learn 8) Planning and organization 9) Professionalism 10) Creativity 11) Quality of work 12) Productivity 13) Progress of learning 14) Adaptability to organization's culture/policies 15) OVERALL PERFORMANCE

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: M. Ankarah 2011/2011

Term of Internship: From 21 9 20 31 10 22

Date of Evaluation: 18 -11-2082

Organization Name & Address: DRDA Naidupet.

Name & Address of the Supervisor

with Mobile Number:

pudus

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	9
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
	Adaptability to organization's culture/policies	1	2	3	4	5
	OVERALL PERFORMANCE	1	2	3	4	5

M. Ankerah Signature of the Student

- 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.

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.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- 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.
- 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.
- 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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Ankarah

Programme of Study: DRDA

Year of Study: る031

Group: B.A (HED)

Register No/H.T. No: 2011/2011

Name of the College: Govt, degree. college. Naidapeta

University: Vikrama Simhapar?

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	20
2.	Internship Evaluation	50	35
3.	Oral Presentation	25	20
	GRAND TOTAL	100	75

Date: 18-11-2022

Signature of the Faculty Guide

Certified by

Signature of the Head of the Department Principal

Date:

Seal:

Govt. Degree College
NAIDUPET, Tirupati Dt.

Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP (Onsite / Virtual)

Name of the Student: M. Sunce

Name of the College: GOV f. Degree College naidupeta

Registration Number: 20111 2012

Period of Internship: From: 2 1-69-99 To: 31-10-9-9

Name & Address of the Intern Organization O. D. D. A

YEAR YEAR

An Internship Report on

District Rural Development Agency

(Title of the Internship)

Submitted in accordance with the requirement for the degree of $B \cdot A$ (HEP)

Under the Faculty Guideship of

Ch. Nagama-Ruxal

(Name of the Faculty Guide)

Department of Economics Gurt · degree. College · Naidupeta

(Name of the College)

Submitted by:

m. Sancel

(Name of the Student)

Reg. No: 20112012

GOVT. Degree. Conese. Naidupeta.

(Name of the College)

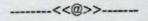
Page No:

Instructions to Students

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- 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.
 - 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, m. suneel	a student of	BA (HEP)
Program, Reg. No. 20142	of the Department of	Economic &
College do hereby declare t	hat I have completed the ma	ndatory internship
from 21-09-22 to 31-	10-22 in ORDA	(Name of
the intern organization	n) under the Faculty	Guideship of
ch. nagamalleswar	(Name of the Faculty Guid	de), Department of
0	govt. degoree	
(Name of the College)		V

m. Scenel
(Signature and Date)

Official Certification

Official Certification
This is to certify that
This is accepted for evaluation.
M. Suned Endorsements. (Signators still his felt manager VELUDU - D.R.D.A Naidupet Mandal SPS Nellore (Dt.)
Faculty Guide Head of the Department

Govt. Degree College NAIDUPET, Tirupati Dt.

Certificate from Intern Organization

This is to certify that _M. Sunce	(Name of the intern
Reg. No 10119 of Gov t. negoral	
College) underwent internship in	(Name of the
Intern Organization) from 21-9-909 to 31-10-20	
The overall performance of the intern during his/her interns	ship is found to be

Authorized Signatory with Date and Seal 4 2022

Assistent Project Manager
VELUDU - D.R.D.A

Naidupet Mandal

Acknowledgements

I would like to thank on this persons who have control bested to wards the succenture completion of the personet work. I am glad for say that working on this project has been both illuminaming and enjoya.

& excharge in deposessthanks to B. Amara

en usety decision and giving necessary advices and gediencey and overaged au faithers to note life ouseen. I enouse this moment to acknowledge. her contain burion grout fuy. I though her four encourage ment gevidence and usuable suppersons.

Contents

*. Interoduction ? - shoot - teem internship of

of, an internship cropart on * porgreram Book for shoot team intermely * instructions to students of student declaration A. official cooks ficates.

at certificate from Entern overganization

A. acknow leagements [ACKNOWIEDGEMENTS]

7. chapter 1:- excurien of the origination

*. chapter: 3!- enterm thip part

activity log Book for 1st week to 6th week

weekly oreport ist week to 6th week

chapter 5!- out come personipheon

of student self evaluation of the shout

team enternship t everlevation by the supervisor of the enterna conganisation photos and videollates Page No:

*. evalerhen! - Lenteum evaluation fact shout tem

of marks statements: - inhernal assignment statement

> ラララララ

CHAPTER 1: EXECUTIVE SUMMARY

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

They is the internather ineposit based on the 2 months short team indownship propresence. Heat I had success fully the perject diesectour DR.DA yar conquers conscience compound apour (or) the supplie (ot) from & VOA. South in public os exequire ment of B.A programe on depositment of history in val. univerity.

This vaported Enclodes how on performense goodal welforc account destrubution in an DR.DA Towning and development of inexal house imposestant with pepolo and given information businessly about the perolo and information businessly about the pe.DA information the series and loans of pr.DA

to the people

I have warkered in mandal vueral duelopment of the walnut which almost are the avaldupet stimatoya with almost are the wileys of vo (villy e vergenister) late how to washe enturies in the Books how to learning The Booking keeping

3 have worked en déstrict ouvreil development agency. under the one nallow zilla samatraya with almost all the culings of wo (vinage opiganiseur) Lêke learning ouvail develponent (touining) teaching how to curike entreet in the books. Low to leaving the Booking Leeping

first four weeks of my internation boodariume ou DEDD ouges the NOU (syllade organisakeon orgent) I have worked with the full suppost of "womked with the torailning wing them the next two weeks & got attended with good members and Interest the people

2. house worked with differed types of vacconcernent perocedure of DRDA under the NOA Willage organization agent continoned the us groups each group contains 10 to 12 numbers.

of locameny objectives:

of lemening about the DRDA (zella gamakhyg * how to waite the books

of how to enter the Journal.

A how to enter expendentare and profit

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.

entroduction of the originization: The ORDA is the pereneupal ourgan at the destroich loved to manage and overvies the Emplomentation of different antil powerty programane of the ministery of viewel developm. -ent. It is suppositioner and facilities DRDA. Emplemented continues / state en 1-april - 1999. zella emplemented en 2003, ourganisatilan which plante a very effective well as acatat in the development powers. of viession, nission, and values of the augustation The objectures of the scheme Is to sturaether and poofestionale que

DRDA so that they com effechérely unlance the equality of Emplementation.

c. polécy of the original zutilon, in viclotion to the intern vale: implementation of policies to The peoples who lives on the orwial areas, to decore so the poventy. How the maken parten. To the implementation of different policies. * evideni zertean stoucture: communaty Based ourganization Village argonézution (vo) staff aganization conscions of executive charisman purfect precious pensions

Acrec Co- ovide natorn

Apm

Page No: CC

COA

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.

-> activilies of DADA!

ordency is remarked as a specialised and a proofessional asjency, capatale of managing the antil poverty proogenance of the ministray of rupul delelopment on the one hand and to effectively valate there to the overall exposit of poverty earlication in the distract.

-> Responsibilities of DRDA:-

testerect level to manage and oversue the implementation of different anti poverty programmnes of the nierothary. of crusual development.

It is a supposition and facing organization which plats a very effective and as a constant in development powers.

Page No:

organ out the distract event to overle the organ out the distract evel to overle the singlementation of different and poverty perogrammes girme its inception the administration cost of the brok were not by wey of setting part a share of the allocate four Each paragramme.

-> weeky work schedule !-

in Every district tong (or) every mondal of the distorict different officers of DPDA areganization. In mondaul how one APM conder the 8 VOA; the 8cc and every cc how under the 8 VOA; every group hus conterol the 35 to us groups. every group how how how how 10 to 12 members every month on 10th data pay the loans Interest and podheper amount "NOA" one person of a every group. The can hendle their group.

-> equipment used: -

enter the enteries of expenditure and income allest DRDA also maintain the mabell Books. Keeping. It was wring the enter the data of every person.

Page No:

ACTIVITY LOG FOR THE FIRST WEEK

	A		
Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	porofell of the distor- ect viewal development agricy (DADA)	0.0.70.8	. B-Amorosottie.
Day - 2	D.R.D.A ouganisation structure	about Dur. D. A	Ethorosatte
Day -3	how many sandry-societies andwor our v.D.A (verhage organization assistant	puduenu. V.O.A	3 Amoronatio
Day -4	outres and verspons believes	Zam leundaut V.D.A buties, værsponskiletieg	3. Anwoult
Day -5	<i>e</i> ع .	2 am studya bout self help quoup viegon shatatas	B. Amoronathi
Day -6	what are the bernefally awelle the member of therough sending of society	R am leaning and a know souting sweller & benefit mombine .	illaracional E

WEEKLY REPORT

WEEK - 1 (From Dt. 21 - 09-240 Dt. 31-10-)22

Objective of the Activity Done:

voority the Boxs

Detailed Report:

the contrad of VOA.

on ray 2 learling the How to enter the books. Heaving the enter the rooks of goods of goods of selt help goods.

on pay 3 leaving how to enter the entery on the Books. Intolleyin the Books

encoure and expendence autount

on pays reenty the amount of the every, group of polhups.

I NOA teachery how to enter enterry in Books, we are

tem wto lampage No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	von meaterns cuerth govern	abole who the good disateon	1
Day - 2	In som affice neverting	40 Audient &	C. HANDOLOGIA
Day -3	V.O.A. & and Apmig	soverey socities	Ellanant E
Day -4	Ram atteod outh vo- nadoun meating duties of viewvoury agent	K. also ore overes	1
Day -5	with group leaders dise assion about	Leversion	
Day -6	VOA madeum diseussit of wilth me by pers of loom &	Ram leavele voucoveous method	etlarowk B

WEEKLY REPORT

WEEK - 2 (From Dt.1-10-22, to Dt.8-10-22)

Objective of the Activity Done:

2 Moroduction and Nowchune of

Detailed Report:

D.R.D.A

andhere poredert ouroral powerty alluriotion works toward the others thereing of self help solveries with the aim of achieveny powery evode collecties with the aim of achieveny powery evode collect by in cereasing their lively standard of living though the and variety theoris standard of living though the andherer powederth pural pareerty audication arganizathon therefore the restriction seistorch ausgraphies and we sate communities and we sate community menters are working on by hard and human devapore -nt indicators to improve the peur capita in come and living thought of our families.

Déstanêchunêon

merndos feduration

viellage association

Self. Lelp.

D.A.DA Page No:

AREA .. co. ordinated . Apm, .cc, vo.A

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	each government be.	menter en group	S-Awarawatte
Day - 2	voa under the us groups. It was news. uso members	member under the 104	3 Amarante
Day -3	group names,	names	B-Anazovata
Day -4	dato of fir group to	data.	sterocors+ &
Day -5	one goverp ander the	one quary.	Howard &
Day -6	another group and wiscus about the geternes.	goofs nember	Bayarant 8 8

WEEKLY REPORT

WEEK - 3 (From Dt 1.0 - 1.0 - 240 Dt 15 - 14 - 22)

Objective of the Activity Done: porofiets and purposes to sel of thele

Detailed Report:

the date friend by the self help group leader to. The community discusses what happned in the chuster.

A. mobèle peeping includes The owed by the.

entenel lange are grêven to the needy memberrels and savings are poséd by aus.

during community methige.

A. The bench because of the poymens is shown to the members during the self help groups meeting and kept.

tenhage lans. se, et unnatil, cif. will se

\$ 50,500 con the applicative from 50,000 to

of. elf bong porovides by songa mulara.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature	
Day -1	deter about 64010	coverted dara	B-Awaran	te.
Day - 2	we we entracked with st colony goop and descending	Sinterached with	13 Awara	silta
Day - 3	about 10+10 goop-s	callected data	BAMOR	: 5thau
Day - 4	von conducted the good meeting with	intownt with gwapp mestings with members	B. Amos	sittova
Day - 5	me avre conflected data about 1020 members	Collected data	B-Amor	vatte-
Day -6	with good nembers	beg cary withe weary learny matter.	B-ANW	illana

WEEKLY REPORT

WEEK - 4 (From Dt /.7. -14-22-to Dt. 2.2-12-22

Objective of the Activity Done: collected the bata of group members,

Detailed Report:

on Day 1 we are contented duta about 6 to 16 georgs. It was means coround the res members detall colleted.

on pays we are interested with 37 colony group and discoving intereste with groups

on day 3 are collected date about lotys
governess members dutoes aroun the 50
members dutouls

A on day he NOA conducted the growing meting with members, intriner with members, intriner with nembers.

on days we are corrected data about 16 to 20 members with on days we are telen pictures with

genoups memberes.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	senggestion for member of self lets genoups	that suggestion	Ethrocomp-8
Day-2	members where	entates the weeters of self help groups.	B-Aussaudt
Day -3	self help geroup & members.	beliebes mem-	BAMOSONAE
Day -4	what is the purpose of self help governos village level.		tlacoronA.S
Day -5	employment loon	study about policies of serial de le fe employments las	B-Anozoudt-S
Day -6	self help scroups duhi es. vasponsbeller and benefit of	study about benefit of good	lavozowk-B

WEEKLY REPORT

25-/0-22
WEEK - 5 (From Dt...... to Dt......)

self Help guroups writer and verypone Objective of the Activity Done: bentery

Detailed Report:

+ of the community each pergeonome oreglies member of to participate

* every member showd paratical palt in the meetern of the association and en poess their lander ship ore spos bullities

oney menden must boureron from the founds leader this ones parsubiculty posepeorly

order member leveders in the community murs peur forom their ludewahip vespoosiuity

peropert * aw the members of the community shown mointain books inelated to the community

* The objectionses of the athoceathson shown The commitment of the ou The vuley and oregulathions of the ossaliathon.

* member x have the pary a fined amounts of saving & to the societies.

ACTIVITY LOG FOR THE SIXTH WEEK

Day &	Brief description of the daily		Person In-
Date	activity	Learning Outcome	Charge Signature
Day -1	we are consisted the data en 1020 garoup	called ted duter	
	memberg deherils		B. Amoroualti
Day - 2	the dusta \$1 to 35	concected data	= -
Day-2	govern members depail)	B. Anwoulte
	we are collected the	Y g	
Day - 3	dates 36 to 200 members	Colcectives - ice	B. Amorqualle
	wood conducting the	good mecheng	
Day -4	medntalnø	with memberg	B-Awarasatti
	we are collected the	1 A SECTION 1 A SE	
Day -5	members defails.		EstavozovA-E
	we are collected		
Day -6	me ducher sere to les	colleted data	B. Amoning!
	goroup membeers dutails		

WEEKLY REPORT

Objective of the Activity Done: corllected dertee of growp

Detailed Report: members.

on day, we are collected the duter of 2th to 30th governs member-& duterills around the 90 members duetails.

data 31 to 35 governs members details concerned the so members details corlected the datas.

on day 3 we are callected the duta 36 to Leo members details around the up members details we taken the details of them.

on day te voa condeching the meeting with group numbers, we inherenched and diseassing that numbers.

on day 5 we one collected the date Leith to regrd group number of details.

on day 6 we one collected the duter we to ret group number destails collected them.

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.)

-> interacenting :-

en DRDA, we are terdened en the worders. the "NOA! we are Enteracted withe NOA fiert. after some day "von" interoduce the Some goverpes to me (or) my team. we are enteroetion with that newberg. Sam oring ce bout thery lowy, schenes in the stroy. They one not satisfy on satisfy me nemberg about the serveres. -> facilities averable and maintenance. my non very help full to completed the pregent nevy reliable method, we will

areeling amy type of Enfarmation the

dehnety help fule.

posotoravels posseride es white a medicam and set of croses to establish communication between different denices, each DRDA should be teaded by a poso-jest diviserer, who should magnit strake, The posotreet diviseror should magnit strake, The posotreet diviseror should pose ferably be a services, scare, africales of the are indea secondary, seniors affect of the are indea secondary, eliquibe for appointments.

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

-> technecal skells 1-

in His time isom /2 can imposone my skins. I can forgot the fearnes of intract with new peoply. I can imposone my communication skilley how to peoples and how to instruct with rew peoples and how to ensure peoples and how to ensure peoples and how to instruct with new peoples and how to interact with new group numbers. how to collected the data of group members. how to collected the data of group members with the telp of NOH willings organisation.

-> 30th creeated skines!

2 have to learn en Mis perestert period how to speace polerty with own woods. we can notifie the problem of number, and some them. any sime of / any trype of an scheme descaring with goroup -> hands on experience:

our nowher of Entenship "OA" seaching them how occurs the Books, maintuhe of. The accurs how to divided the amount of loon to the peoples.

Page No:

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.,)

-> overel communication:

to toansmit idept forour your beraun to eather one poursen our a govern of people. Jod whe of verbel skills means poursenting on edeathy which each thoughts is onthe calculated in a consider member. It has everythering to do with the language that that are choose to use.

-) ausetten communication

for every day acheveles. In the work spalle.

for every day acheveles. In the work spalle.

worlden communication offers work spalle.

worlden communication offers, notes of per

worlden (or) working orecounts, notes of per

worlden, (or) working orecounts, notes of per

von guidence, my team and my mentous thoughts.

Von guidence, my team and my mentous thoughts.

disscursed to putting them emotes can be

townsmithed via, reports books; sedges ett...

. Page No:

- multed vote vo sook i sedages ear.
- -> cender standing others:-

that you have to agare with their peedings our paint of view. and assepted that it is detherent from yours.

in genoup mewring time my menter in from there group. Henre, we started with geneticing and Intero deep my seet awar my members we core due their my seet. were my members we core due their my seet. were my members we core deserny the abover the. Scheme ziele somoth we are asilary the power members whent type of wereter tooget in these scheme, are you satisfy the in this scheme, we we dilluring the fatore schemes their (on), that person open their opinions in would, away satisfy the their opinions in would.

-> owiery conser namons.

menaing. Just we started with governing. It washing the meeting time Its been good to see you et you need to seem the see your et your need to seem the conservation to go some where. I wish we could tose some more but I have to go Its been some more but I have to go Its been some found formy to you but I need to get to an appointment. I'm afamily I've lost troom of time

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

-> gerocip péreurson

genoup Déveusion (C10) novery comparies 10+15
particulpants at a teine. The genoup best cultion porces
commences by générel pereparation teine 340 5 minutes
to energy one. Same lines nove them 5 minutes to
enouy one. Some time may be given only in the
case that the topic is bested once cust - Hody
and inequires longer thetement. The amerage
does which of not group besteaklan by about
If minutes cultures the pere parentom time) in
some special cures, the descuttion may continue
for more than 30 to us nichules

commun conting your temmers, and then executing what you have communicated, and then executing what you have communicated, and then executing what you have communicated. we are disturbly about schemes and what take of bound to get them, the instruct owers paid not four town the, long, every month on 11th how much amount (postherpy) we have to soring to their groups sciounts.

-> læding a term / aetike ty:

a bean leader lake its to

interet, to good of people poroviding dispetions and guidene to testes a good team well metivated imprise by team sorbing poroblems and enpowering team sorbing poroblems and enpowering others do the some.

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

-> Dégétal rednologuées:-

mobile Book keeping of pilgital technologies.

ore electanic tools, systems, devices and vargouvices
that generate shoore our process data, mostly commonly.

Used devices, are social media, me and my
beam searchines the DRDA. we can know the
what type of schemes and loons to viered peoples.

the goods members leader vo' is using the mobile book keepeng capp mostly used 8n His app vo' my mentour collected the data of all us goods members names, hurband (or) father name, of the vileage etc.

The type of information collected and stored in the mobile book keeping app. The benefit of the mobile book keeping app we have to land the any member of group or) any member detailed of govern we have to see the mobile book keeping of govern we have to see the mobile book keeping

Student Self Evaluation of the Short-Term Internship

Student Name: M. Swell

Registration No: 201112012

Term of Internship:

From: \$1-09-22 To: 31-10-22

Date of Evaluation: 18-11-2023

Organization Name & Address: DRDA, Nordupeta

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

		1 2	3	4	5
1	Oral communication	1 2	3	4	5
2	Written communication			à	5
3	Proactiveness	1 2			5
4	Interaction ability with community	1 2	3 2002/9779		
5	Positive Attitude	1 2	3	4	
6	Self-confidence	1 2	3	4	3 865 2 16 5
7	Ability to learn	1 2	3	4) -
- /	Work Plan and organization	1 2	3	4	5
8		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		4	5
15	OVERALL PERFORMANCE	1 2	Silver of the	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ale is not consider

Signature of the Student

Date: 18-11-2023

Evaluation by the Supervisor of the Intern Organization

Student Name: M. Sunel

Registration No: 2011/2612

Term of Internship: From: 21-9-2022 To: 31-10-2092

Date of Evaluation: 18-11-2022

Organization Name & Address: O. R. D. A Nausupula

Name & Address of the Supervisor

with Mobile Number

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

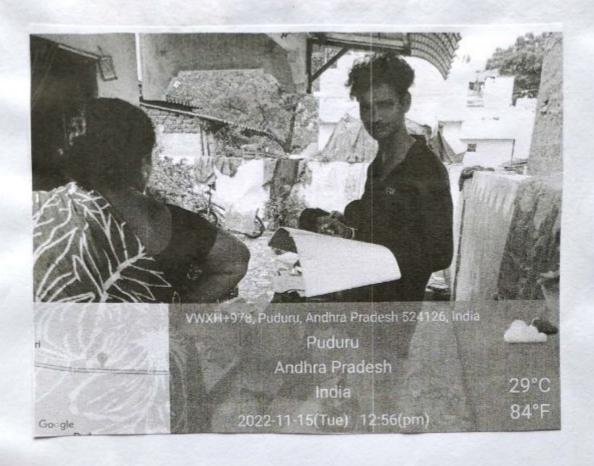
Please note that your evaluation shall be done independent of the Student's selfevaluation

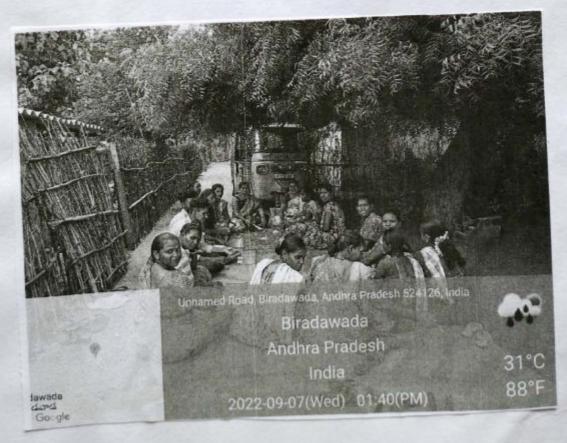
Rating Scale: 1 is lowest and 5 is highest rank

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	6 5
14	Achievement of Desired Outcomes	1 2	3	4	5
15	OVERALL PERFORMANCE	1 2	3	4	- 5

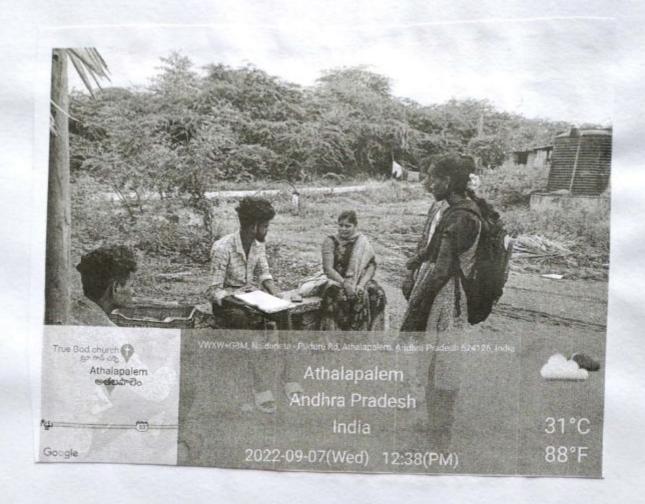
Date: 18-11-2022

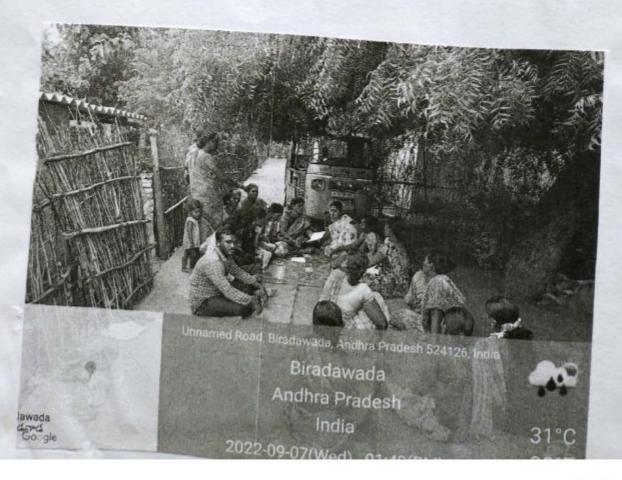
B. Amarau Signature of the Supervisor





Page No:





EVALUATION



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:

0	Activity Log	25 marks
0	Internship Evaluation	50marks
_	Oral Presentation	25 marks

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

- b. Real Time Technical Skills acquired.
- 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: m. Swall

Programme of Study: DRDA

Year of Study: 2021

Group: B. A (HEP)

Register No/H.T. No: 20142012

Name of the College: gov to egget vaidupette University: vekerom university

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
		25	20
1.	Activity Log	50	35
2.	Internship Evaluation	25	20
3.	Oral Presentation		15
	GRAND TOTAL	100	IT3

Date: 18-11-2022

Signature of the Faculty Guide

Certified by

Date: 18-11-2022 Signature of the Head of the Department/Principal

Seal:

Govt. Degree College NAIDUPET, Tirupati DL

Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



An Internship Report on District Yural development Agency

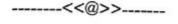
(Title of the Internship)
Submitted in accordance with the requirement for the degree of
Under the Faculty Guideship of
P. Raghy
(Name of the Faculty Guide)
Department of Ecopomics
Governent degree allage Maidupet
(Name of the College)
Submitted by:
P. Raghu
(Name of the Student)
Reg.No: 2011201
Govt ment degree Callege (bidupet
(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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - b. 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.
- 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, J. Raghu a student of B.A H.E.P.	
Program, Reg. No. 20112015 of the Department of College de la	
College do hereby declare that I have completed the mandatory internship	
from 21-09-22 to 31-10-22 in DR DA. (Name of	
the intern organization) under the Faculty Guideship of	
Ch. Nagamalusuni (Name of the Faculty Guide), Department of	
GOVE digree Gillige Midupet	
Name of the College)	

(Signature and Date)

Official Certification

This is to certify that	P	· Rag	hu				(Na	me of
the student) Reg. No.	201119	018	has c	omple	ted h	is/her	Internsh	ip in
DR DA.	(Name	of				Organi		on
PRDA		(Tit	le of	the	Inter	nship)	under	my
supervision as a pa	art of part	ial ful	fillmer	nt of	the r	equiren	nent for	the
Degree of	B.O (H	(45		in	the	Depa	artment	of
Govtment degse	Collejame	of the	College).				
U	1	iskuy	PROF					
This is accepted for e	valuation.							

(Signatory with Date and Seal)
Assistent Public And Seal)
VELUDU - D K.U.A
Naidupet Mandal

SPS Nellore (Dt)

P. Royluc Endorsements

Faculty Guide

Head of the Department

Principal PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Certificate from Intern Organization

This is to certify that P. Raghu	_ (Name of the intern)
Reg. No 201112015 of Govt degree College	e (NyP)Name of the
College) underwent internship in	(Name of the
Intern Organization) from 21-09-22 to 31-10-20	022
The overall performance of the intern during his/her inter	nship is found to be
Satisfactory (Satisfactory/Not Satisfactory).	

Authorized Signatory with Date and Seal
Assistent Project Manager
VELUDU - D.R.D.A

Naidupet Mandal SPS Nellore (Dt.)

Acknowledgements

I would like to thank all those persons who have contributed to wards the successfull Competation of the project work I am glad to say that working on this project has been both illuminating and enjoyable forme.

I Express my depress thanks to B. Amaravathi in pudur village. for talking

Port in usefull decision and giving neccessary activities and Guithense and arranged all - facilities to make life easier I choose this movement to Acknowledge her antribution great fully I thank her fer encouragement guidence and value bulk Suggestions

Contents

1. Introduction: short - term internehip of DR. DA

- i) An internation report on
- ii) Programe Book for Short term internation
- iii) instructions to students
- iv) Student declaration
- V) official Cextificates
- 2. Certificate from intern organisation
- 3. ACKNOWLEDGEMENTS
- 4. Chapter 1: Foxcutive Summary
- 5. Chapter 2: overview of the Organisation
- 6. Chapter 3: internShip part
- 7. Activity log Book for 1st week to 6th week
- 8. Weekly report 1st week to 6th week
- 9. Chapter 5: out Come Description
- 10. Student Self evaluation of the short team internship
- 11. Evaluation by the Supervisor of the interm Organisation
- 12. Photos and videolinks
- 13. Evalution; interm Evaluation for Short term internship
- 14. marts Statements; internal Assaignment Statements

CHAPTER 1: EXECUTIVE SUMMARY

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

This is the internation report based on the 2 months short term internation programme that I had Success fully Completed in DR.DA District Rusal development agent of under the project director DR.DA yer Congress Collectorate Compound spect (8) This upath (Dt) from 21-19-22 Collectorate Compound spect (8) This upath (Dt) from 21-19-22 or seawise ment of B.A. Programme on department of this tory in V.S.U. University.

This Reported includes how an perfamence Social welfare

This Reported includes how an pertamence social welfore work distribution in an DR.DA Training and development of Shushal alreas how? impostant with people and given information briefly about the DR.DA informed the Schemes and loans of DR.DA to the people

I have worked in marked hurd development agency under the Maidupet at makeyor with almost all the wings of no village organiser life learning grupped development Teaching the how to write entries in the Books how to learning the Booking keeping

first four weeks of my internship programme on DR.DA under the von village organisation agent I have worked with the full support of recruitment wing the next 2 weeks I worked with the towning them next two weeks I got attached with group members and inteact. The people I have worked with different types of them Controlled the I groups each group Contains 3 to I members

learning objectivities!

* learning about the DR.DA mandal office

of thou to write the Books

* How to ester the Journals

If How to enter expendituse and profit entries in Boks

sx tow to note Calculated the Balance sheet entries

OUT Good achieved!

* I Can improve the Communication Smills

* How to face intract the peoples

* I can learning the descripture how to be in

New Persons.

* I Can maintained the Groups

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- 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
- G. Future Plans of the Organization.

1. Introduction of the Organisation:

The DRDA is the principal organ at the district level to manage and overses the implimentation of different anti-bonerth beadsoner of the wivicture of relical development (Central) state in 1- April - 1999 zilla practitate implimented in 2003 arganization which very effective role as a Contact in the development process

noitesinoper of the soulou lone noissin noissiv The objectives of the schemes is strongth and profesionalise they Can effectively han the Quality implimentation

C. policy of the Organi Cation reaction with the intermosole. implimentation of policies to the peoples who liver in Their rural agrees to decrease the poverty That main reason to the implimentation of different Policies

D. Organisation Structure
Community Based Organisation
Zilla Samakya
Mandal Samakya
Village Organisation
SHGS
SHGS
SHGS
SHGS

Staff organisation
Collector & excutive Chairman
Project diffections

Pm ppm palminet DRDA

The DPM ppm palminet The Account of ice of ice of the organisations

To decrease the poverty in the Awal agent development of rural agent

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.

-> Activities of DR.DA

The district rural development agency is visualised as a specialised and a profesional agency able managing the anti-poverty programe of the ministry of rural development on the one hand and effectively

The DRDA is the principle organ at the district level to manage and overce programme of the ministry of sural development it is a Suporting effective development process

The district vural development agency has traditional been the principle again at the District level to overeg implimentation different and poverty programmes since setting past shape of the allocate each.

Programme

-> Equipment used

In Debn always maintain the Books enter The entries of expenditure and income albout De. Dr. also maintain the posible Book keeping it was using the enter the in the Group of Self help groups it was key useful to know in formation of the evely person

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	my self Introduction to one "von" also introduce his self to me	voa self introdu Ction	BAwaranatti.
Day-2	VOA Teaching bro learning the to functions of DRDA velugu	V V	Stovarants
Day - 3	our von Teacher the organisation structure zilla Samatya	tearn the flowchon Zilla Camakya	B-Anaronothe.
Day -4	we age intract with	we age know the	B-Awarawatte
Day -5	Group leader	introduce my Celf to group leader	B. Anwoudt
Day -6	we age taken the photos Google Gps app with	taken the pigs with von	B. Anwarath

WEEKLY REPORT

WEEK - 1 (From Dt. 2.1 - 0.9 - 1920 Dt. 29 - 0.9 - 29)

Objective of the Activity Done: Self introduction leaving of DRDA

Detailed Report:

Day 1: My Self Introduction to own VOA also Introduce his Self to me that's the first Day of the Internship on Day 2 we age leaving these to functions DR. DA velope we age leaving about the ten functions

on Day 3: our own Teaches The Organisational structure of zilla Samarya coe age learn The.

on Day 42: we age intract with VOA were age know
The about the vox it means what is the VOA

on Days: Von Introduce every Group leader we are also Introduce my Self to the other persons

and Some members of the Group in

Google Ges maping location app

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	We age Verify the Books Under the Von Control	Verify the Broks	13-Amaran
Day - 2	learning the How To enter the Books	Howto write	B. Austra
Day -3	learning thou to enter the enterior in the Books.	entries in the	B-Amazai
Day - 4	How to enter the ex- Penditure and income Accounts entries	verify the income and expenditure trocount	B. Awar
Day - 5	Vesify the Amounts of in every Group		B-Amazon
Day -6	unter entries thenemies	the enemies of	B:Amare

WEEKLY REPORT

WEEK - 2 (From Dt.)-. 10.つるつ. to Dt. &-. 10.つるつ.)

Objective of the Activity Done:

Verify the Books

Detailed Report:

we one verify the Books under the voc On Day 1 Control Verify the all Books worker the Control YOA .

on Day 2: learning the how enter the Booke learning The enter the Book Group of Self Growips

on Day 3: learning how to enter the entries in the. Books entries ex

on Day 4: How to enter the expenditure and in 6 mo account entries verify the income and. expenditure Amount.

on Day 5: Verify the amount of the every Group and check the every Group of podhupu

* von reaching how to enter entries in Books Ove age enter that entries in the Books We are term How to leave

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day - 1	each Group boust be to	must be 3 to	BANOS
Day - 2	it was means tomen bers	000	B-Amoro
Day - 3	we age learning 15 Group names	learning Group	B. Amoro
Day -4	we some Glected the data first Group to fifth Group	Collected the	B Awara
Day -5	we age intract with one Group Under the Von Control	intract with	B-Avara
Day -6	we age intract with another Groups and. discuss about Chemes	Group members	BANOT

WEEKLY REPORT

WEEK - 3 (From Dt.10.-10.-22) to Dt.15.-10.-23)

Objective of the Activity Done: Karning VOA Controling Groups

Detailed Report:

- be minimum 10 members where learning on Day)
- means 15 members over all 15 members under to
 - on day 3 we are learning to Group names lear-
- -> on day 4 we are Collected the data of the first Group to fifth group then we are Collected the dates
- was Control Intract with one group and the
- the Schemes Discuss with group members

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	we are Collected data about 6 to 15 groups	Collected data	Belionaut-2
Day - 2	we are intracted wilts sc Colony Group and discussing	intracted with	13-Anword
Day -3	we are Collected data about 10 to 15 group, members	Collected data	Buotouker
Day -4	weeting with members.	intract with group meeting with mount bes	B. Amoround
Day -5	Ove are Collected data about 15 to 20 members groups	Collected groups	BAnarawa
Day -6	we are taken pictures.	discuss with the weekly learning	B-Amorous

WEEKLY REPORT

WEEK - 4 (From Dt.l.7.:10::බඩ to Dtබඩ:.10::බඩ

Objective of the Activity Done:

Detailed Report:

Collected the data of group members

- * on day 1 we are collected data about 6 to 10 groups it was means around the 45 members details Collected.
- on day of we are intracted with sc colony group and discussing infracted with group
- * on days we are Collected data about 10 to 15 groups members details around the somembers details
- * on day 4 vois Conducted the group meeting with members intract with Group meeting.
- * on day 6 we are taken pictures with.

 group members.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	About SC, ST, Unnati	I am leasoning about SC, ST Unnati	13 Amoravalla
Day - 2	About of Svinidal Societies	learning about purpose of srinidhi societies	13. Amoravat
Day -3	what is cif	learning about	13 Amorpho
Day -4	What is Sarga mitra	I am Studying about Sangamitsa	B. Amorolat
Day -5	What is the purpose of Sanga Rakshana	study about Sanga Rakshara	3 Anwarathe
Day -6	what is the Rp duties	leasoning about Rep duties and Lesponsibilities.	3 Anoravath

WEEKLY REPORT

WEEK - 5 (From Dt බ්රි...10...බබ to Dt . බ.1...10...බබ)

Objective of the Activity Done:

Detailed Report: Self help Groups writes and responsibilities

- 2. Of the Community each programme Community members
 To participate
- 2. Kvery member should participated in the meetings of the association and Express their leadership vesponsibility.
- 3. leaders in the Community must perform their leadership relation property
- 4. Ellery members must borrow from the founds of the association
- 5. All to member of the Community Shows maintains lts Books related to lite Community
- 6. The objectives of the association should be to.
 Commitment of the all the members to the main objectivities
- 7. even one should be awase of the Sules. and Regulations of the association

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	we are Collected Its data 21 to 30 group members details	Collected data	3-Amoral
Day - 2	we are Collected to data 31 to 35 groups members details	collected data	B. Amaral
Day -3	ove are Collected the data 36 to 40 members details	Collected data	B.Amora
Day -4	NOA. Conducting the meeting with group.	group meeting	B Amore
Day -5	we are Collected Sto dates 41 to 43 Group members details.	Collected data	B. Amor
Day - 6	we are Collected to data, 44 to 45 group members details	Collected data.	ВАмала

WEEKLY REPORT

WEEK - 6 (From Dt. 12-10-22 to Dt 22-10-22

Objective of the Activity Done: Collected data of group members.

Detailed Report:

000000000

on day I we are collected the data to 30th group members details around the 90 members details.

on day 1 a we are collected the 31 to 350 group member details around the details collected the datas. members SO

on day 3 we are collected the data . 86 to 40 members details around the details we taken the details of 40 members them. on day & von conducting the meeting with group members we intracted

and discussing that members. on day to we are collected the data quest to asrd group members details.

on day 6 we are collected the data 44 to 4th group member details around as members debails collected them.

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.)

in DRDA we age trained in the under the VOB. we are intracted with von first after some my von introduce the same Groups to me los my team we interaction with that members I am asking about this loans sheemes in the SHG.

Satisfy members about the schemes

facilities available and maintanance:
My von Very helpfull
To Completed the project very simple method we are
asking any Type of information she difinitely helpful

protocols provide us. with amedium and set of Rules. to establish Communication between different divers each DR DA. Should be heated by a project director who should be of the loan of an additional district magistrate the project disector should perferably be a serior. Scale officer of the all the india services.

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

* rechnical skills :-

In this time I am/I cam improve my skills. I can forgot the fearness of intract with new peoples. I can improve my communication skills. How to intract with people. How to space with new peoples and how to interact with group members. how to collected the date of group members. with the help of "village organization agent."

* Job Related Skills

I have to learn in this proved period. How to speale politety with members, how to attenacted with our words. we can notice the problems of members and so we them.

Any time of lang type of or scheme discussing with group.

* Hands on Experience

our mentor of Internship
"VOA" teaches them. How Record the books.

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 ⇒ oral oral communication ideas from your train to transmit person or a group of people. to either one verbal skills means presenting OF clearly which each thoughts odea caleculated by in a cohesive member. everything to do with the language choose to use. Sw comunication => written

important for every day activities. In the work space, written communication skills are need to written (or) writing records, notes as per von guidence, my team and my mentor discuss how to write notes a bout their project, we are putting my team members thoughts and my mentor throughts discustroughts and my mentor throughts discustroughts and my mentor throughts discustroughts are putting them in notes can be transmited via, Reports books; sadges etc:...

> under standing others

understanding others does not mean that you have to agree with their feelings or point of view. Instead, it means thank you recognise their point of views accepted that it is different from yours.

yours. In group meeting time my mentor introduce their group. to me. we are started with greeting and introduce my self. we are discuss the about the scheme "zilla samakhya".

we are asking the group members what type of benefits you get in these schems are you satisfy the in this schemes, we are discussing the future scheme their (or) that person open their opinions in words, away satisfy the their schemes.

> closing conservation

the group meeting, first we stantiled with greeting, it been great; the classing the meeting time. Its been great to see you it you need to leave the conservation to you some were.

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

Group Discussion: Group discussion [GD] normally Composes to to 15th participants at rime the Group discussion process Commences by the declaration of the topic to the group which is followed by giving preparation time 3 to 5 minutes Same times more than 5 times to every prepa-Lation time may be given only in the Case that the Topic is based on a Case. Study and leavises. longer statements

the Alberge duration of most grop discussion
about 15 mints in some special Cases the discussion.

may Continue for more than 30 to 45 minutes Preparation in team ? Team pasticipation is primary. about Communi Cating with your team nates and Itan excuting with your teammates and than excuting what you. about schemes and what type of loans

To get Item Its intract is paid or not for taken The leave, every month on 10th How mow amount we have saving to their groups Accounts

I leading a term / activity:

A team leader lot is to instruct. To group of people providing directions and guidence to the term in order to ensure the Completion of lasks a good team will mativated inspire by team solving problems and enpowering others do to same

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

Digital technologies 'mobile Book keeping"

Digital technologies are electronic

tools, systems, devices and resources that generate store or process data, mostly commonly used devices, are social media me, and my team serching the social media about the DRDA, we can know the what type of the schemes and loans to raral peoples.

"Vo" is unsing the mobile book keeping "app" mostly used, In this app "vo" my mentor collected the data of all this groups members names, hasband (or) father name, name of the village etc.

This type of information collected and stored in the mobile book keeping app we have to lanow the any member of group (or) any member details of group we have to see the mobile book keeping.

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.

Term of planning the DR DA planning case to improve to Its hural developed to impliment different schemes and polices looms to sural areas peoples. They are improved that using This. Type schemes These organisation provide some amount to last peoples every month of 10 lb Collected Its leader of group. > leader ship ! making the devision on scheme (00) (New scheme first of all members that means leaders of to organisation Conducted. In meting discusing about Stat scheme clasify the doubts and implemented that schemes. decision chaking: in DR DA Every mandal has one Apm, & ccs and & voA's under the cc the main person of the mandel is sym control the "c" "c" "c" Control the VOA.

Student Self Evaluation of the Short-Term Internship

Student Name: P. Raghu

Registration No: 20112015

Term of Internship:

From: 31-09-22 To: 31-10-22

Date of Evaluation:

18-11-2022

Organization Name & Address: ORDA , Naidupeta

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: 18-11-8088

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	P.	Raghie
---------------	----	--------

Registration No: 201112016

Term of Internship:

From: 21-09-2022 To: 31-10-2022

Date of Evaluation: (8-11-බරබ්බ

Organization Name & Address: DRDA Nicleyet

Name & Address of the Supervisor

with Mobile Number

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

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

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: 18-11-2022

B. Amaravattic Signature of the Supervisor

PHOTOS & VIDEO LINKS



EVALUATION



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

o Internship Evaluation

50marks

o 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
 - 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: P. Roghu

Programme of Study:

Year of Study: නුල්න |

B.A (HEP)

Register No/H.T. No: 20112016

Name of the College: govt degree college. Nardupe ba
University: vikrama simhapuri

Group:

SI.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	21
2.	Internship Evaluation	50	40
3.	Oral Presentation	25	20
	GRAND TOTAL	100	81

18-11-2022 Date:

Signature of the Faculty Guide

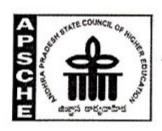
Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

Govt. Degree College NAIDUPET, Tirupati DL



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statuory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503 www.apsche.ap.gov.in



Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



An Internship Report on

DISTRICT RURAL DEVELOPMENT AGENCY

(Title of the Internship)

	d in accordance with the requirement for the degree
	Under the Faculty Guideship of
_	SMT. Bhagya laxeni
	(Name of the Faculty Guide)
_	Department of Commerce Goc Maidupela
	(Name of the College)
	Submitted by:
-	K. Kashiraies
	(Name of the Student)
	Reg.No: 20211 2013
	Department of
_	ommorce (got plaidypela

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

- It is mandatory for all the students to complete 2 months (180 hours) of shortterm internship either physically or virtually.
- Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
- 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.
- You should maintain punctuality in attending the internship. Daily attendance is compulsory.
- 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.
- 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.
- If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
- 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.
 - 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.

Student's Declaration

I. K. Kasthyroual a student of B. Com (CA)
Program, Reg. No. 2021 2013 of the Department of Commerce Good Naidepel
College do hereby declare that I have completed the mandatory internship
from 26, og 2000 to 0511. 2000 in DROA wallang (Name of
the intern organization) under the Faculty Guideship of
SMT. Rhagya laushmi (Name of the Faculty Guide), Department of
Commerce Gost Degree Oolkege Claidiple
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that K. Kashi	Tales (Name o
the student) Reg. No. Roll to le has co	Intern Organization) of
Degree of Brow (LA) Commerce Con (Name of the College,	nt of the requirement for the
This is accepted for evaluation.	
	(Signatory with Date and Seal)
Endorsements	
Faculty Guide K. Bhagyal.	
Head of the Department 13/11/22	
Principal 18 11 11	

Certificate from Intern Organization

This is to certify thatK.	Kasthu raiah	(Name of the intern)
Reg. No 20211 2013	of Goc Ma	(Name of the
College) underwent internsh	ip in DRDA (c	hillamiyu) (Name of the
Intern Organization) from	16-09-20Nto_65-1	1-2022
The overall performance of Saty factory Satisf		nternship is found to be
	^	DEVI, M.COM., M.A., B.Ed.,
		ant Project Manager
	CH	ittamuru Mandal, Tirupathi Dist.
	Authorized	d Signatory with Date and Seal

Acknowledgements

J would like to thank all these persons who have contributed to wardx the successures Completion of the project work. I am good to say that working on this project has been both illuminating and enjoy-ble Forme.

I Expers my deepert Thanks to They

For Taking part in west decision and giviex necessary advices and Gudianecs and arranged all facilities to make life easier. I choses this moment to Ac know-ledge. her contirbution Greatfully. I thank her for encoragment Guidance and Valuable Suggethers.

Contents

- 1. Introducation: Short Term Internship of [DRDA]
 on site.
 - i) An Intership Report

 ii) program Book For short Term Intership

 iii) Instructioner To student to

 iv) Student declaration.
 - V). Official Cerificates.
 - 2. Certificate From Inter organisation.
 - 8. ACKNOWlegements [ACKNOWLEGE MENT].
 - 4. Chapter 1:- Executive Sumarry.
 - 5. Chapter 2: Overview of the Organisation.
 - 6. Chapter 3: Intership part
 - 7. Activity Log BOOK For 1st week To 6th week.
 - 1. Weekly Report 1st week To 6th week.
 - 9. Chapter 5: Out come Description
 - 10. Student Self Evaluation of the short Term Intership.
 - 11. Evaluation by the supervioux of the Inter-organisation
 - 12. photox and vedio links
 - 13. Evaluation: Intern Evalution For short Term Interthip

Page No:

CHAPTER 1: EXECUTIVE SUMMARY

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

This is The Internship report Based on the 2 months short Term Intership programme That I had Successed Completed in DRDA [pistrick Raral Developmed Aegents] YSR under the project director DRDA YSR Kranthi parthex Collectorate Compound S. P.S. R. (or) Thirapati (Dist) From as requirement of my B. com (C-A) programme on Department of Commerce in V.s university. This reported Includex how an performance social welfare work Distribution in an DRDA . Training and Developme of qual areax. how it Intrant with people, and Given Informance Briefy about The DRDA. I. Informed The Schemes and to any of DRDA to the people. I have worked in Dirstret rural Development Agencey.

under The Nellore Zilla SAMA KHYA, with acmount out the

Nellore wings of Vo [village Organiser] like Learning rural

Page No:

Development .

[Traning]. Teaching The how to write Entries in the econ
How To Leaving The BOOKS Keeping First Four weeks of my]
noison service of the Mark Crimage Organisation
programmes on DRDA under the VOA [Village Organisation
I have worked with the full support of recurrent wing ,
next 2 weeks I worked with the Training wing
Two weeks I got attached with Group members and Imm
The weeks the people. I have worked with defretent
recruiment preceduces of DRDA under the vox village
Organisation agent Controlled The 45 Groups each Group
Continoux 10 to12 members.
Learing Objectives 5
1. Learing about the DRDA.
1. How to write The BOOK .
3. How to Enter The Journary.
(3). How to Enter the journary (4) How to Enter Expenditure and profit Entriex in Book &
(g) HOW TO note Caculate The Business sheet Entires.
Ourcomes. Achieved:
1. I can Impose The Communication skills.
2. How to Face (or) Intrest The people's.
3). I can Learning The disciplan to how TO Be in New #
J can maintained The Groups.

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.

Introduction of the organization:

The DRDA is the prinicipal organal the dirict Level to marriage and overs the implementation of Different anti poverty programmes of the miniters of rurals Development. It is Supporting and ficirties. DRDA implemented central / State in 1- April - 1999. 2illa pratistbl implemented in 2003.

B. vision, Mission, and values of the organization:

The Objectivex of the Scheme is to Stegmen and profersionize
The DRDA so that They Can effective & Enhance the
Quality of implementation

@. policy of the organization, in relation to the intern role:

Implementation of policiex to the peoples who lives in the Yural greats to decrase the poverty that the main persons to

They implementation of different policen.

D. Organization	Structure:		
Cor	nmunity Base	d organization	
	2 illa · Samak	cya	
		,	
Ma	ndal sumakh	y a	
	1		
Villa	age organisat	ion [v.0]	
*	4	\checkmark	
SHQS	SHGA	shas	
Staff · Organi sation			
Coll	ector & execu	utive chairman	
f	noject pirecti	urive chasiman ond	
velugu	1	DRDA	
Dem Frem nomin	7 1	APO	A
Ast		perisions	A(0)F
		DYSO	
A	rea co-ordinto	Υ	S
	APM		
	COA.		
	COM.		
Future plane of	the Organi	sation:	
To Deca	iesex The P	poverty in the	Tur
Development of To	wal creap.		

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	my self Introduction To our voa". Voa also Introduction his self to me	VOA 'self Introducation	
Day-2	VOA Teaching (or) Learing The lofunctions OF ORDA Velugu	Learing factions OF DRDA Velugu.	
Day -3	Our VOA Teachers the Organisation structure of Zilla Samay Kha	Learn the faculty Chart of Zilla Samaykha	
Day -4	we are Intract with	we are Intract	
Day -5	Group Feader	Introduce The my self to Group Leader	30
Day -6	we are taken the photex in Google GPS app. with	I I II FILL FILL D	

WEEKLY REPORT

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

Self Introducation Learning OR Objective of the Activity Done:

Detailed Report:

my self Introduction to our von also His self to me. That The first Day of the Intershi one Day 2 we are Learning the to fu

of DRDA velugu. we are Learning about the

Functions.

on Days our VOA Teachers the organi Structure of Zilla Samaykha we are Learn Thef OF Zilla Samaykha.

On Day 4 we are Intract with VOA. we are

about The vot It mean's what is the vox. On Day 5 "VOA" Introduce every Group Leas

auso Intro cluce every to the personA.

on Day 6. we are Taken The pick with vi Same members of the Groups in Google GIPS mapin

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	we are verify the books cender the vox controls	verfiy The onokx	
Day-2	Learning The Howto	How to write Books	
Day -3	Learning How to Enter The Entrien in the BOOKS	Entriex in The Books	
Day -4	How to Enter the . Expenducature and Incom Accounts Entires	verify the income and Expenditure	6
Day -5	Verify The Amounts of In Every Groups	Checke The amou Of the every Group.	rt .
Day -6	VOA Teaching Hooto Enter Entriex in Book & we are Enter The Entries	Entries of Books	1

WEEKLY REPORT

Objective of the Activity Done: Verffy The BOOK

Detailed Report:

On Day 1: we are verify the Books under the VOA Co Verify the all 1300ks under the control of VOA.

on pay 2: Learning the flow to Enter the Books Learning He Enter the Books of Groups of Self Help Groups on Day 3; Learning How to Enter He Entries The Books Entries in the Books.

account Entries verify The income and Expenditure and

and checken the every Groups of padupu.

VOX. Teaching how to Enter Entries in Books we are tearn How to tearn.

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.

-> Activites of DRDA:

The District rural Development Agency is visualied aga Speciased and a profersional Agency Capable of managing the poverty programent of the ministiex of rurals. Development on the one hand and to effectived recated these TO me overally effect of eradication in the Dirstict.

=> Responsibilities OF DRDA :-

The DRDA is the priniciple organatine Dirstrict level to mange and oversee the implementation of Different anti poverty programes of the ministry of rural Development It is a Supporting and families organisation which plats avery efficetive race catact in development process.

-> working Conditions;

The District fural Development agency has tradinal Been the similar the Dirtict level to overse the implemention of different and poverty programmer since its inception of the different and poverty programen Page No:

>> weekly work schedule

In Every Dirstrict has (Or) Every mandal of the D
Different Offices of DRDA organication. In mandal has
under the 8 cc and Every cchast under the 8 VOA.

VOA has Control the 35 to 45 Groups. Every Group hi
12 members. Every month on 10th Date Pay. The 10 any 7
pod tupu. and Amount. VOA ore person of a every Group
handel That Group.

=> Equipment used :-

In DRDA always maintains the Bours of the entries of Expeniduture and Income account DRDA maintance the proble Book keeping It was wing The The Date of Every person in the Group of self help Groups. It was very usefull to know the Intermal of the Every person.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day -1	Cach group mutbe 10-to 12 members	Must be boto a memberiy Grossp	
Day - 2	VOA under the 45 Groups . It was nears 450 members	memberonder The VOA	
Day -3	toe one barring 45 Groupenames	Transiting Frompounes	
Day -4	the data of first	Collected the	
Day -5	we are intract with one group under The von control	intract with	
Day -6	we are intract with another granpand discurs about the schem	2 roup members	

WEEKLY REPORT

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

Objective of the Activity Done: Learning von Controlling

Detailed Report:

- amount be minimum lom embers us learning on Day 1.
- > on day 2 von underthe Control of groups it was means 450 members over all 450 members under The von
- bearing group names of 45 groups.
 - => onday q we conected the data
 - and Intract with The
 - => day 6

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In- Charge Signature
Day -1	about 6 to 10 groups	Collected Datax	
Day-2	we are intracted with Sc Colony Grops and Discussing	Intracted with Groups.	
Day -3	we are Collected Data about 10 to 15 groups members	Collected Data	
Day -4	VOA Conducted the groups meeting with	Intract with groups meeting with members	
Day -5	about 15 to 20 members	Collected Data	
Day -6	we are taken picturest with group members		

WEEKLY REPORT

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

Objective of the Activity Done: Collected The Data of group members

Detailed Report:

- => on pay 1 we are collected para about 6 to 10 gr It was around the 45 members Details conected.
- => on Day 2 we are intracted with sc colony group Discurring Intracted with group.
- -> on pay3 we are collected Data about lotois.9 members para abount to to is groups so memb
- => On Day 4 VOA Conducted the group meeting w members, Intract with groups meeting with men
- => on pays we are collected para about 16 to 20 memberx around 40 memberx
- on pay & we are Taken pictures with group members .

Page No:

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.)

Interaction: In DRDA we are trained in the ander

the VOA . we are intracted with VOX First After some

VOA Introduce the some groups tome (or) my Team. we

are Interaction with that members. I am assuring

about their Loans, schemes, in the SHG. They are not

satisfy or satisfy the members about the . schemes.

Facilities available and maintemance.

my vox very helpful to completed the project very simple method. werare asking any Type of information she definely helpful

ex protocos:

protood provide us with a medium and set of rules to establish community Between differents Devices.

Fach DRDA should Be headed by a project Director who should Be of the vance of an Additional Dirtich magistre Page No:

WEEKLY REPORT

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

Objective of the Activity Done: Collected Data of group member x

Detailed Report

members Details around the Data of 21 to 30 group

wemper petail & ground the somembers Detail's collective the Data 31 to 35 group.

Details ground the 40 members Team.

no Day 4 Vok Conducting The meeting with e group.

members. We Intracted and Dissuring that members.

Day 5: We are Collected the Data 41 1043 group.

members Details.

Day 6: we are collected the Data & 44 to 45 groups.

member Details arcand 20 members Details

Collected Them.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day -1	Data 21 to 30 group	Collected Dala	
Day-2	members petails	Collected Data.	
Day -3	we care collected the Data 36 to 40 members	a war at Date	
Day -4	work Conducting the meeting with group	oran meetings	
Day -5	member/ Detailly	Collected Data.	
Day -6	members betails	Collected	

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

Technical Skill r In This time Iam/I can Improve my skills. I can forgot the fearness of intract with new peoples. I can Improve my Communication Skills How to peoples. I can Improve my Communication Skills How to and how to interant with people How to speach, with new peoples and how to interant with group members How to collected the Data of group members with The help of Voltyillage organisation agent.

How to speak poliety with members. How to attracted with our works. We can nobre the problems of the

members.

Teachers Them. How record The Books . maintance of

He accounts. How to divided the amount of Loan to the

peoples.

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.

The rural Developed To implemented Different schemech and policiek, Loan, to the rural areas people, they are improved That wing this Type of schemes There aganisations provide some amount to that people, after

=> Leader ship: In DRDA Every mandal has one Apm,

The mandal is APM control the cc's cc's control the

VOAS.

Deartion making & making the Dearion on one

Scheme (or) New Schem. First of all members that
mean's, Leaders of the organisation, conduced the
meeting dissusing about that scheme clarify the

Dours and implemented that scheme.

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.,)

=> Oral communication: - oral communication is the ability to Transmit Idean From your Brain to either one person ora group of people Good use of verbal skills means presenting an idea clearly which each Though is calculated in a conside manner . It has every thing => Written Communication :- written communication is important For every Day activities in the work spacex written Communication skilly oreneed to written on written records notes as per von quidence my Team and my menter dissems thouse write notes about Their project, we are putting my ream member Thougthe and my menter Thoughts dissaused to

putting Them in notes.

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

-> Group Disseussion: - Group Disseussion normally Comprosed 10 to 15 participants at a time. The Group Dissecusion process Commencess by the Decraeation of the Topic to the group which is followed by giving preparation Time 3 to smintles To every one . some Times move Than & mintiex preparation Time may be. given only in the case that the topic is Based on a case study and requirex longer statements. The average Duration of most Group Dissursion in abount is minities => paticipation In Team - Team participation is primary about municating your Teammater and execution what you have communicated. we are disscussing about schemes, and what tipe of loans to get these, the interes paid or not For Taken The loans, every month on 10th How much amount (pudupu) we have saving to their group Page No: Account.

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

=> Digital Technologies :- Digital Technologies are Electronic Loanx system, Device, and resourcex that generate store or process Data mostly Community wed Device, are Social media, me and my Team searching the social media. about the DRDA, we can know the what Type of the schemes and loans to rural people, The group member leader vois wing the mobile Book keeping app monthly used. In this app vo my men too collected. the Data of all Hs groups members names, husaband for) Father name, name of the village etc. This Type of Inter mation collected and stored in the probile Book keepin app. We have to know the any members of group & 60) member Details of group we have to see the mobile Books In DRDA we are using the only one ocial media That wax mobile Book Keeping . It was win he collected Data of members octany Time with sition One place . . Page No:

Student Self Evaluation of the Short-Term Internship

Student Name:		Registration No:
Term of Internship:	From:	To:

Date of Evaluation:

Organization Name & Address:

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1	Oral communication	1.	27	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3.	4	Suc
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灣	Professionalism	1000	2	3-	4	15
10	Creativity	1	2	3	4	5
1112 m	Quality of work done	1	2	3	4	3
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
12	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name	
Chidont Name	:

Registration No:

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor with Mobile Number

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

- Î	Oral communication		CANADA STATE	Programme		
_ 2	Written communication	·	2	3	4	3
3	Proactiveness	l Marine Santa	2	3	4	5
4	Interaction ability with community		2	3	4	-5
5	Positive Attitude	I CONTRACTOR OF THE PARTY OF TH	2	3	4	5
6	Self-confidence	ı,	2	3	4	5
图7层	Ability to learn	1	2	3	4	5
8	Work Plan and organization		2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	Ţ	2	3.	4	5
国 加岸	Quality of work done	l Missional property and the second	2	3	4	5
12	Time Management	1	2	3	43	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
115	OVERALL PERFORMANCE	1	2	3	4	5
22.0	THE WHOLE WANGE	1	2	3	43	5

Date:

Signature of the Supervisor

EVALUATION

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

restines.

- . 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 jume job.
- To acquire additional skills required for the world of work.

Issessment 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

Otal 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 unsidered -
 - 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
 - Description of the Work Environment.

- Real Time Technical Skills acquired.
- 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 K. Kasthuraiah

Programme of Study:

Year of Study: 2020 - 2023

Group: B. Com

Register No/H.T. No: 20211 2013

Name of the College: GDC, Naidupet

University:

V.S. U

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	20
2.	Internship Evaluation	50	35
3.	Oral Presentation	25	20
	GRAND TOTAL	100	75

Date: 14-11-2022

K. Sogyel.
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal: