



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 Admission 2020 as per DVV guidelines.

1. T. Chenchamma
2. Y. Harshavardhan
3. B. Yohan
4. E. Suneetha
5. K. Mounika
6. K. Abhilash
7. M. Ankaiah
8. M. Suneel
9. P. Raghu
10. K. Kasthuraiah

PRINCIPAL
Govt. Degree College,
NAIDUPET, Tirupathi Dt.





Government Degree College- Naidupet Tirupathi Dist.

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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 dated 16-05-2022.

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
NAIDUPET, Tirupati Dt.

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I K. Kasthurairah of III B.Com(C.A) submit that, I request you
to permit me to undergo short term internship at DRDA, Chittamuru
_____ from 21/09/2022 to 31/10/2022

Yours faithfully

K. Kasthurairah

B. yohan

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I B. yohan of 11th & d BA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA VELUDU NAIDUPET,

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

Yours faithfully
B. yohan

[Handwritten signature]

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I M. Ankaiah of IIIrd BA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA - VELUDU Naidupet

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

Yours faithfully

M. Ankaiah

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I, K. Abhishek of III BA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA YELUDU Naidupet

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

Yours faithfully

K. Abhishek

b to

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I M. Suneel of III BA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA VELUDU Naidupet

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

Yours faithfully
M. Suneel

b to

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I P. Raghu of III BA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA VELUDU Naidupet

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

Yours faithfully
P. Raghu

to

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I T. chenchamma of UJBA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA VELUQU Naidupet

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

Yours faithfully
T chenchamma

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To

The Principal

Govt Degree College

Naidupet

Respected Sir

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

to permit me to undergo short term internship at DRDA Veludu Naidupet

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

Yours faithfully

K. Mounika

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To

The Principal

Govt Degree College

Naidupet

Respected Sir

I E. Suneetha of B.A (HED) submit that, I request you

to permit me to undergo short term internship at DRDA Veludde Naidupet

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

Yours faithfully

E. Suneetha

Application letter for undertaking Short Term Internship

Date: 19/09/2022

To
The Principal
Govt Degree College
Naidupet

Respected Sir

I, Harsha Vardhan of IIIBA (HEP) submit that, I request you

to permit me to undergo short term internship at DRDA Veludde Naidupet

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

Yours faithfully

Y. Harsha Vardhan

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)

PROGRIAM BOOK FOR

SHORT TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student:

T. Chenchamma

Name of the College:

Govt. degree college. Naidupeta

Registration Number:

20112018

Date of the Internship:

From: 26-09-22 To: 15-11-2022

Name & Address of the Internship Organization:

DRDA

Vikrama Simhapuri 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.A (HEP)

Under the Faculty Guideship of

CH. NAGAMALLESWARI

(Name of the Faculty Guide)

Department of ECONOMICS

GOVT. DEGREE COLLEGE, NAIDUPETA

(Name of the College)

Submitted by:

T. CHENCHAMMA

(Name of the Student)

Reg.No: 20112018

Department of ECONOMICS

GOVT. DEGREE COLLEGE, NAIDUPETA

(Name of the College)

Instructions to Students

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

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

Page No:

(5)


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.

-----<<@>>-----

Certificate from Intern Organization

This is to certify that T. Chenchamma (Name of the intern)
Reg. No. 201112018 of Govt. degree college, Naidupet (Name 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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal

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

Student's Declaration

I, T. Chenchamma a student of DRDA B.A (HEP)
Program, Reg. No. 201112018 of the Department of ECONOMICS
College do hereby declare that I have completed the mandatory internship
from 21-09-22 to 31-10-22 in DRDA (Name of
the intern organization) under the Faculty Guideship of
Ch. Nagamalleswari (Name of the Faculty Guide), Department of
Economics, Govt. degree college, Naidupeta
(Name of the College)

T. Chenchamma
T. Chenchamma
(Signature and Date)

Official Certification

This is to certify that T. chenchamma (Name of the student) Reg. No. 20112018 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Self help group) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HED) in the Department of Govt. Degree College, Naidupet (Name of the College).

This is accepted for evaluation.

T. chenchamma
Endorsements

Prasad
(Signatory with Date and Seal)
Assistant Project Officer
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

ch. mulli
Faculty Guide

Head of the Department

[Signature]
Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

ACKNOWLEDGEMENTS

I would like to thank all these persons who have contributed towards the successful 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 VOA madam Saritha in pudur for talking past in used in decision and guidances and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution gratefully. I thank her for Encouragement guidance and valuable suggestions.

Contents

1. Introduction :- Short term Internship (DRDA) on-site/ offline.
 - i) An Internship Report on
 - ii) program book for short term Internship
 - iii) Instructions to students
 - iv) Student declaration.
 - v) official certificates.
2. 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.
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 Intern organization.
12. photos and video links
13. Evaluation :- Intern Evaluation for short term Internship (virtual)
Page No: _____
14. marks statement :- Internal Assignment Statements.
(12)

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 internship programme that I had successfully completed in DRDA (district rural development agency) YSR under the project director DRDA, YSR kranti patham collectorate compound, S.P.S.R (B) Tirupathi (Dist.) from to as Requirement of my B.A (HEP) programme on developed department of Economics in V.S university.

This Reported includes how an performance social welfare, work distribution in an DRDA, training and development of rural areas. how I interact with people and given information briefly about the DRDA. I informed the Schemes and loans of DRDA to the people.

Page No:

(3)



I have worked in district rural development Agency under the Nellore Zilla SAMAKHYA with 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.

First four weeks of my Internship programme on DRDA under the VOA (village organisation agent) I have worked with the full support of Recruitment wing and the next 2 weeks I worked with the training wing then the next two weeks I got attached with group members and I track the people.

I have worked with different types of Recruitment 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 Journal.
- * How to enter expenditure and profit entries in books.
- * How to note / calculate the balance sheet entries

Outcomes achieved :-

- * I can improve 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

- 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 oversee the implementation of different anti poverty programmes of the ministry of rural development. It is supporting and facilitates DRDA- implemented central/state in 1-April-1999. Zilla implemented in 2003. organization which plays a very effective role as a catalyst in the development process.

B. vision, Mission, and values of the organization :-

The objectives of the scheme is to strengthen and professionalize the DRDA so that they can effectively enhance the quality of implementation.

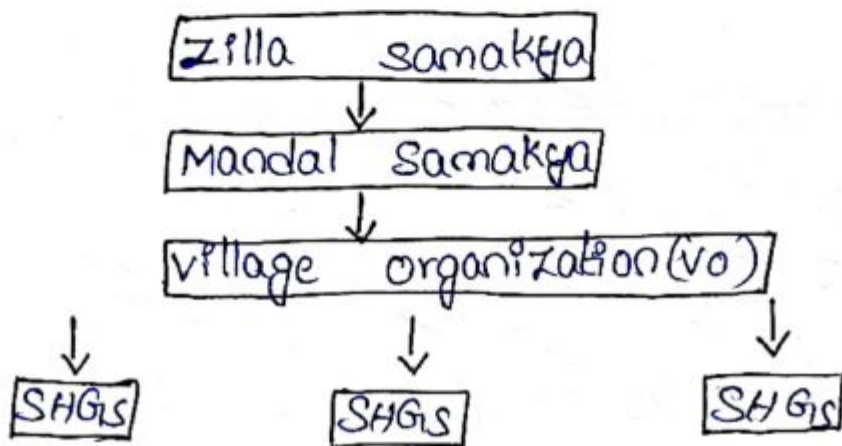
Page No:

(16)

c. 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 main person. to the implementation of different policies.

D. Organization structure :-

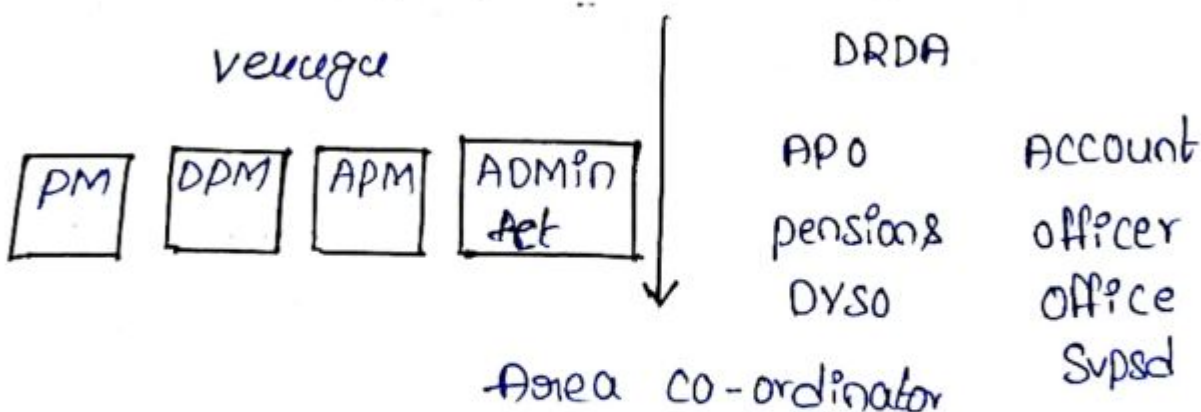
Community Based organization.



Staff organization

Collector & Executive Chairman

Project Directors



Area co-ordinator

APM

CC

COA

Page No:

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

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

assistance to tackling in-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 intern acquired.

⇒ Activities of DRDA :-

The District rural development agency is visualised 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 to the overall effort of poverty eradication in the district.

⇒ Responsibilities of DRDA :-

The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti poverty programmes of the ministry of rural development. It is a supporting and facing organization which plays a very effective role as a constant in development process.

Page No:



⇒ working conditions :-

The district Rural development agency has traditional been the principal organ at the district level to oversee 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 offices of DRDA organization. In mandal has one APM under the SCC and every CC has under the 8 VOA; every VOA has control the 35 to 45 groups. Every group has 10 to 12 members. Every month on 10th date pay. The loans interest and padhupu 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.

Page No:

(20)

ACTIVITY LOG FOR THE FIRST 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)	I am study what is definition and	G. Shrit
Day - 2	D.R.D.A organization structure.	I am learn about D.R.D.A structure.	G. Shrit
Day - 3	How many savings societies under our v.o.a. (village organization Assistant)	Total groups guidance by pudura v.o.a.	G. Shrit
Day - 4	what is the v.o.a duties and Responsibilities.	I am learn about v.o.a. Duties, Responsibilities.	G. Shrit
Day - 5	self help group leaders duties and Responsibilities	I am study about self help group Responsibilities.	G. Shrit
Day - 6	what are the benefits available the members through savings societies.	I am learning and know saving societies benefits members	G. Shrit

WEEKLY REPORT

WEEK - 1 (From Dt. 21-09-22 to Dt. 30-09-22)

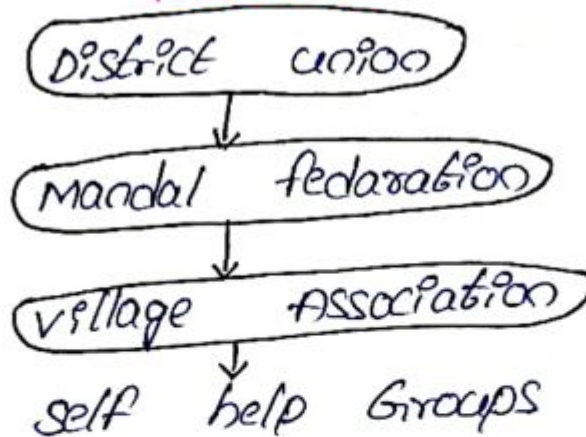
Objective of the Activity Done:

Introduction and Structure of D.R.D.A

Detailed Report:

Andhra Pradesh Rural poverty alleviation organization works towards the strengthening of self help societies and village societies through several schemes with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising their standard of living through the Andhra Pradesh Rural poverty alleviation organization Tirupati district 42895 communities and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families.

Structure



D.R.D.A

AREA CO-Ordinated, APM, CC.V.O.A

Page No:

(23)

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.	I am attend the meeting and I observe the group discussion.	G. Smith
Day - 2	In APM office meeting with APM madam.	Some APM madam give instruction to students.	G. Smith
Day - 3	MLA Sir meeting with v.o.A (madams) and APM's	MLA Sir speech delivery about Saving Societies group developments.	G. Smith
Day - 4	I am attend with v.o.A madam meeting duties of Recovery agent.	I am learning sometimes v.o.A work also Recovery agent.	G. Smith
Day - 5	v.o.A madam meeting with group leaders discussion about Sreenidhi loan.	I am observe meeting the leader - sending the discussion.	G. Smith
Day - 6	v.o.A madam discussion with me types of loans	I am learning Recovery method.	G. Smith

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 VOA control. verify the all books under the control of VOA.
- * On "day 2" learning the how to enter the books. learning the enter the books of groups of self help 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 income account entries verify the income and expenditure account.
- * On "day 5" verify the amount of the every group and cheche 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.

Page No:

(25)

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About savings societies group history.	I am learning 40 groups history.	G. Arith
Day -2	Savings societies programmes goals	I am learning about savings societies goals Programme.	G. Arith
Day -3	Purpose of savings societies.	I am learning about what is the saving societies purposing.	G. Arith
Day -4	what is the banking linkage loan	I am learning about banking linkage.	G. Arith
Day -5	what is about this Sangha bandam.	I am learning about Sangha bandam.	G. Arith
Day -6	what are the duties to Sangha bandam group leaders	I am learning about Sangha bandam group leaders duties.	G. Arith

Page No:

(26)

WEEKLY REPORT

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

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.
2. The community discusses what happened in the cluster.
3. mobile keeping includes the owed by the members.
4. Internal loans are given to the needy members and savings are paid by all.
5. These types of transactions are discussed during community meetings.
6. The bank receipt of the payments is shown to the members during the self help groups meeting and kept.
7. Decisions regarding Srinidhi loans, bank linkage, SC, ST unnat, CIF will be announced.
8. SC, ST unnat. loan is available only the SC, ST and this loan is application from 30,000 to 50,000.
9. CIF loans provided by Sanga mitra.

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 unnat.	I am learning about SC, ST unnat.	G. Shilpa
Day -2	About of Srinidhi societies.	learning about purpose of srinidhi societies.	G. Shilpa
Day -3	what is Cif	learning about Cif.	G. Shilpa
Day -4	what is Sanga mitra	I am studying about Sanga mitra.	G. Shilpa
Day -5	what is the purposes of sanga Rakshana.	Study about Sanga Rakshana.	G. Shilpa
Day -6	what is the RP duties	learning about RP duties and Responsibilities.	G. Shilpa

Page No:

(28)

WEEKLY REPORT

WEEK - 4 (From Dt. 17-10-22 to Dt. 22-10-24)

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

Detailed Report:

- * on "day 1" we are collected data about 6 to 10 groups. It was means around the 45 member details collected.
- * on "day 2" we are interacted with ST Colony group and discussing interacted with group.
- * on "day 3" we are collected data about 10 to 15 groups members details around the 50 members details.
- * on "day 4" VOA conducted the group meeting with members, interact with group meeting with members.
- * on "day 5" we are collected data about 16 to 20 members around 40 members details.
- * on "day 6" we are taken pictures with groups members.

Page No:

(29)

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. S. S. S. S.
Day - 2	Self help groups members writes	learning about what is the writer of self help groups.	G. S. S. S. S.
Day - 3	Responsibilities for self help groups members.	I am learning about self help groups responsibilities members.	G. S. S. S. S.
Day - 4	What is the purpose of self help groups village level.	learning about self help groups village level.	G. S. S. S. S.
Day - 5	About Srinidhi life employment loan scheme.	Study about policies of Srinidhi life employment loans.	G. S. S. S. S.
Day - 6	Self help groups duties, responsibilities and benefits of	Study about duties and benefits and profit of group members.	G. S. S. S. S.

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 community members to participate.
2. Every member should participate in the meetings of the association and Express their leadership responsibilities.
3. leaders in the community must perform their leadership responsibility properly.
4. Every member must borrow from the funds of the association.
5. All the member of the community should maintain the books related to the community.
6. The objectives of the association should be the commitment of the all the members to the main objectives.
7. Even one should be aware of the rules and regulations of the association.
8. members have to pay a fixed amount of savings to the societies.

Page No:

(31)

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 21 to 30 group members details.	collected data.	Gr. Aritk
Day - 2	we are collected the data 31 to 35 group members details	collected data	Gr. Aritk
Day - 3	we are collected the data 36 to 40 members details	collected data	Gr. Aritk
Day - 4	VOA conducting the meeting with group maintains	group meeting with members.	Gr. Aritk
Day - 5	we are collected the dates 41 to 43 group members details.	collected data	Gr. Aritk
Day - 6	we are collected the data 44 to 45 group members details	collected data	Gr. Aritk

Page No:

(32)

WEEKLY REPORT

WEEK - 6 (From Dt. 01-11-22 to Dt. 06-11-22)

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

Detailed Report:

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

on day 2 we are collected the data 31 to 35 group member details around the 50 members details collected the data.

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

on day 4 VOA conducting the meeting with group members, we interacted and discussing that members.

on day 5 we are collected the data 41th to 45rd group members details.

on day 6 we are collected the data 46 to 45 group member details around 20 members details collected them.

Page No:

(33)

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 interacted 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 loans, schemes in the SHG.

They were not satisfy or satisfy members about the schemes.

facilities available and maintenance :-


my VOA very helpful to completed. the project very simple method. we are asking any type of information she definitely helpful.

protocols :-

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 of the loan of an additional district magistrate. The project director should preferably be a senior scale officer of the all India Services.

Page No:

(35)



maintainance 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 on: experience)

* Technical Skills :-

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

* Job Related Skills :-

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

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

* Hands on Experience :-

Our mentor of Internship "VOA" teaches them. How Record the 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 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 well catered 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 VOA guidance, 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, reports books, sedges etc...

Page No:

(39)



⇒ under standing others :-

understanding others does not mean that you have to agree with their feelings 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".

we are asking the group members what type of benefits you get in these schemes. are you satisfy the in this schemes, we are discussing 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 if you need to leave the conservation to go some were.

Page No:

(40)



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 planning was to improve the rural developed, to implement-
ed 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 month of 10th
collected the leader of group.

⇒ Leadership :-

making the decision on
one scheme (or) New scheme. first of all
members that means, leaders of the organi-
-zation, conducted the meeting discussing
about that scheme classify the doubts
and implemented that schemes.

⇒ Decision Making :-

In DRDA, Every mandal
has one APM, 8 CCS and 8 VOA'S under
the CC the main person of the mandal
is APM, control the "CC". "CC" control the "VOA".

Page No:

(41)



I wish we could talk
some more but I have to go it's
been lovely talking to you but I
need to get to an appointment.
I'm afraid I've lost track of time.



Describe how 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 comprises 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 15 minutes to every one.

Some times more than 15 minutes to every preparation time 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 15 minutes (minus the preparation time) in some special cases. The discussion may continue for more than 30 to 45 minutes.

⇒ Participation in team

Team participation is primarily about communicating with your teammates and then executing what you have communicated, we are discussing about schemes and what type of loans.

Page No:

(43)



to get them. The interest 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

A team leader role is to instruct 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 hg 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 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 searching the social media about the DRDA, we can know the what type of the schemes and loans to rural peoples.

The group members leader "vo" is using the mobile book keeping "app" mostly used, In this app "vo" my member 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 know the any member of group (or) any member details of group we have to see the mobile book keeping.

Page No:

(45)



In DRDA we are using
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





48

Student Self Evaluation of the Short-Term Internship

Student Name: T. chenchamma

Registration No: 201112018

Term of Internship:

From: 21-09-22

To: 31-10-2022

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Naikupeta

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: 18-11-2022

T. chenchamma
Signature of the Student

Page No:

79

Evaluation by the Supervisor of the Intern Organization

Student Name: T. Chenchamma

Registration No: 201112018

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

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA Naidupeta

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	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

G. Stitt
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:
 - 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.

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: P. Chenchamma
Programme of Study: DRDA,
Year of Study: 2021
Group: B.A
Register No/H.T. No: 20112018
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	22
	GRAND TOTAL	100	90

Date: 18-11-2022



Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Page No:





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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)

Submitted in accordance with the requirement for the degree of

B.A (HED)

Under the Faculty Guideship of

CH. NAGIAMALLESWARI

(Name of the Faculty Guide)

Department of

Govt. DEGREE - COLLEGE - NAIDUPET

(Name of the College)

Submitted by:

Y. HARSHA VARDHAN

(Name of the Student)

Reg.No: 20112021

Department of

Govt. DEGREE - COLLEGE - NAIDUPETA

(Name of the College)

Instructions to Students

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

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

Page No:

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.

-----<<@>>-----

Official Certification

This is to certify that Y. HARSHA VARDHAN (Name of the student) Reg. No. 80112021 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HFD) in the Department of Govt Degree College, Naidupet (Name of the College).

This is accepted for evaluation.

Y. Hassha Vardhan

Endorsements

T. Prasad
(Signature with Date and Seal)
Assistant Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

ch. m. s. r.

Faculty Guide

Head of the Department

Principal
to
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Student's Declaration


I, Y. HARSHA VARDHAN a student of B.A [HEP]
Program, Reg. No. 20112021 of the Department of ECONOMICS
College do hereby declare that I have completed the mandatory internship
from 21-09-22 to 31-10-22 in DRDA (Name of
the intern organization) under the Faculty Guideship of
Ch. Nagamalleswari (Name of the Faculty Guide), Department of
Economics, Govt. degree. College. Naidupeta
(Name of the College)

Y. Harshavardhan
(Signature and Date)

Certificate from Intern Organization

This is to certify that Y. Harsha vardham (Name of the intern)
Reg. No 201112021 of Government Degree College ^{Naidupeta} (Name 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 (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 these persons who have contributed towards the successful 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

thank to my VOA mandal sarith in pudur for taking part in used in decision and guidances and arranged all facilities to make life easier. I chose this moment to acknowledge her contribution gratefully. I thank her for Encouragement guidance and valuable suggestions.

Contents

1. Introduction :- short term Internship (DRDA)
onsitel offline
 - i) An Internship Report on
 - ii) program Book for short term Internship
 - iii) Instruction to short term students
 - iv) student declaration
 - v) official certifications.
2. Certificate from Intern organization
3. ACKNOWLEDGEMENTS (Acknowledgements)
4. chapter :- Executive summary.
5. chapter 2 :- over view of the organization.
6. chapter 3 :- Internship past
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 Intern organization
12. photos and video files
13. Evaluation :- Inter Evaluation for short term
Page No: Internship (virtual)
14. mark statement :- Internal 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.

This is the internship report based on the 2 months short term internship programme that I had successfully completed in DRDA (District Rural Development YSR agency) YSR under the project director DRDA. YSR Kranti Patham collectorate camp, S.P.S.R (S) Tirupathi (Dist) from to as requirement of my B.A (HEP) programme on developed department of Economics in US university.

This report includes

how an performance social welfare, work distribution in on DRDA, training and development of rural areas. how I interact with people and give information briefly about the DRDA. I informed the schemes and loans of DRDA to the people.

Page No:

I have worked in district rural development Agency under the Nellore Zilla SAMAKHYA with almost all the wings of vo (village organiser) like learning, rural development (training), teaching how to with the training wing 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 & as of recruitment with and the next them the next two weeks I got attached with group members and interact the people.

I have worked with different types of recruitment 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 Journal
- * How to enter expenditure and profit entries in books.
- * How to note / calculate the balance sheet entries.
- *

Out comes achieved :-

- * I can Improve the communication skills
- * How to sale (or) Interact the people
- * 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

- 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 oversee the implementation of different anti poverty programmes of the ministry of rural development. It is supporting and facilitates DRDA implemented central/state in 1- April -1999 zilla implemented in 2003. organization which plays a very effective role as a caret in the development process.

B. vision, mission, and values of the organization? :-

The objective of the scheme is to strengthen and professionalise the DRDA so that they can effectively enhance the quality of implementation.

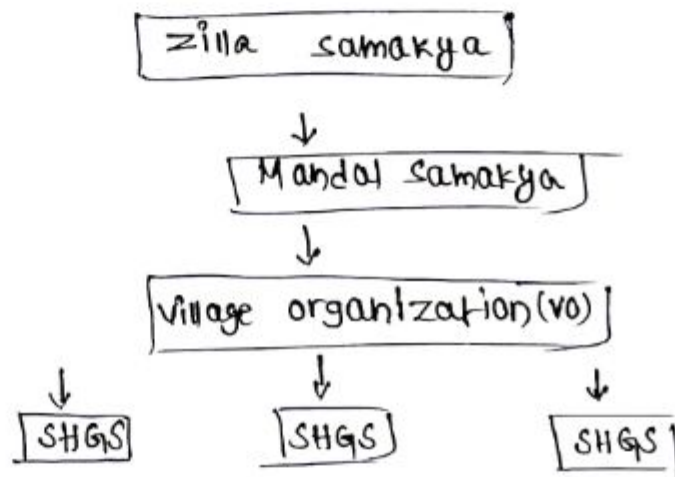
Page No:

∴ policy of the organization, in relation to the intern role :-

Implementation of policies to the people who lives in the rural areas, the people who to decrease the poverty. that the main person to the implementation of different policies.

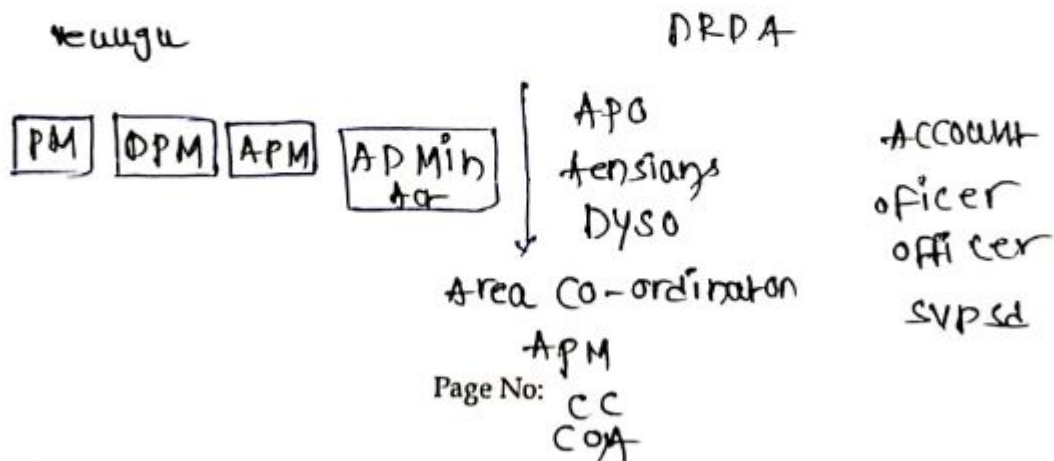
D. organization structure :-

Community Based organization



staff organization

Collector & Executive chairman
project directors



Page No:

CC
COA

F. roles and responsibilities of the employees in which the intern is placed :-

They work for a select amount of time in departments and location to better understand what the job entails. depending upon their placement and programme, they perform various tasks, from shadowing ~~of~~ staff to administrative.

assistance to tasks in -

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 intern acquired.

⇒ Activities of DRDA :-

The District rural development agency is situated 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 poverty eradication in the district.

⇒ Responsibilities of DRDA :-

The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti poverty programmes of the ministry of rural development. It is a supporting and facing organization which plays a very effective role as constant in development process.

⇒ working conditions :-

The district Rural development

agency has traditional been the principal organ at the district level to oversee the implementation of different anti poverty programmes since its inception. The administration cost of part a share of the allocate for each programme.

⇒ weekly work schedule :-

In every district has (or) Every mandal of the district offices of DRDA organization. In mandal has one APM under the SCC and control the 35 to 45 groups. Every group has has 10th to 12 members. Every month on 10th date pay. The loans Interest and pradhana amount "Vot" one person of a Every group. she can handle that group.

⇒ Equipment used :-

In DRDA always maintains the books. Enter entries of Expenditure and income. Allot 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 -1	V.O.A meeting with group leaders.	I am attend the meeting and I observe the group discussion	M. Jayal
Day -2	In APM office meeting with APM madam	some APM madam give instruction to students.	M. Jayal
Day -3	MLA sir meeting with V.O.A's (madams) and APM's	MLA sir speech delivery about saving societies group development	M. Jayal
Day -4	I am attend with V.O.A madam leaders discussion about sreenidhi loan.	I am learning something V.O.A work also recovery agent	M. Jayal
Day -5	V.O.A madam with meeting with group leaders discussion about sreenidhi loan.	I am learning observe meeting the reasoning the discussion.	M. Jayal
Day -6	V.O.A madam discussion with me types of loans	I am learning recovery method	M. Jayal

WEEKLY REPORT

WEEK - 1 (From Dt. 21.09.22 to Dt. 27.09.22)

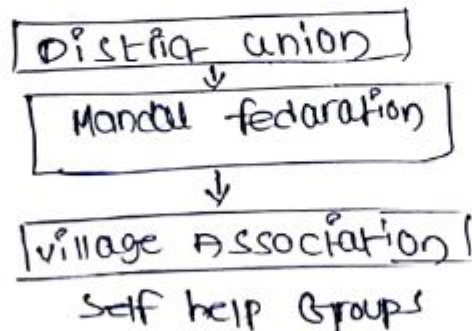
Objective of the Activity Done:

Introduction and structure of D.R.P.A

Detailed Report:

Andhra Pradesh rural poverty alleviation organization work towards the strengthening of self help societies and village societies through several schemes with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising standard of living through the Andhra Pradesh rural poverty alleviation organization Tirupati district 42895 communities and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families.

structure



D.R.P.A
Page No:

-AREA Co. Ordinated, 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	profile of the district rural development agency (D.R.D.A)	I am studying what is definition and	M. Jayal
Day -2	D.R.D.A organization structure	I am learn about D.R.D.A structure	M. Jayal
Day -3	How many savings societies under are V.O.A. (village organization) Assistant	Total groups guidance by Panchayat V.O.A	M. Jayal
Day -4	What is the V.O.A duties and responsibilities	I am study about self help group responsibilities	M. Jayal
Day -5	Self help group leaders duties and responsibilities	I am learn about V.O.A. duties responsibilities	M. Jayal
Day -6	What are the benefits available to the members through savings societies	I am learning and know savings societies benefits members.	M. Jayal

WEEKLY REPORT

WEEK - ² (From Dt.../.../... to Dt.../.../...)

Objective of the Activity Done:

Verify the books

Detailed Report:

- * on day 1 we are verify the books under the VOA control. verify the all books under the control of VOA.
- * on day 2 learning the how to enter the book teaching the enter the books of groups of self help groups.
- * on day 3 learning how to enter the entries in the books. entries in the books.
- * on day 4. how to Enter verify the income and expenditure account
- * on day 5 verify the amount of the every group and cheche the every group of pathpu:-
- * VOA teaching how to enter entries in books we are enter entries in the books. we are learn how to learn.

Page No:

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	V.O.A. meeting with group leaders	I am attend the meeting and observe the group discussion	M. Jayal
Day -2	In ATM office meeting with APM madam.	Some APM madam give instruction to students	M. Jayal
Day -3	MLA sir meeting with V.O. A (Arundha) and APMS	MLA sir speech delivery about saving societies and developments.	M. Jayal
Day -4	I am attend with V.O. A madam meeting chief of recovery agent	I am learning sometimes V.O.A work also recovery agent	M. Jayal
Day -5	V.O.A madam meeting with group leaders discussion about sareedhi lot.	I am observe meeting the leasing the discussion	M. Jayal
Day -6	V.O.A madam discussion with 09 types of loans.	I am learning recovery method	M. Jayal

WEEKLY REPORT

WEEK - 3 (From Dt. 10.10.22 to Dt. 15.10.22)

Objective of the Activity Done: profit and purpose to self help

Detailed Report: group members

1. All members of the community should attend on the date fixed by the self help group leader.
2. The community discusses what happened in the cluster
3. mobile keeping includes the owed by the member.
4. Internal loans are give to the needy members are savings are paid by all
5. These types are paid by all
6. They bank receipt of the payments is shown to the members during the self help groups meeting and kept
7. Decision regarding srinidi loans, bank linkage, SC, ST unni, C.F will be announced
8. SC, ST unni unni loan is available only the SC, ST and this loans is application from 30000 to 50,000
9. C.F loans provides by songa mitra.

Page No: .

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About savings societies group history	I am learning 40 groups history	M. Jayal
Day -2	savings societies programmes goals	I am learning about savings societies goals programme	M. Jayal
Day -3	purpose of savings societies	I am learning about what is The saving societies purposing.	M. Jayal
Day -4	what is about this songa bandam	I am learning about songa bandam	M. Jayal
Day -5	what is the banking linkage loan	I am learning about banking linkage	M. Jayal
Day -6	what are the duties to songa bandam group leaders	I am learning about songa bandam group leaders duties	M. Jayal

WEEKLY REPORT

WEEK - 4 (From Dt. 17-11-22 to Dt. 23-11-22)

Objective of the Activity Done:

Collected the data of group members.

Detailed Report:

- * on day 1 we collected data about 6 to 10 groups. It was around the 45 member details collected.
- * on day 2 we interacted with ST Colony group and discussing interacted 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, interact with group meeting with members.
- * on day 5 we are collected data about 16 to 20 members around 40 members details.
- * on day 6 we taken pictures with groups members.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About savings societies group history.	I am learning about group history.	M. Tajal
Day -2	savings society programmes goals	I am learning about savings societies goals programme.	M. Tajal
Day -3	purpose of savings societies	I am learning about what is the savings society purpose.	M. Tajal
Day -4	what is the banking linkage loan	I am learning about banking linkage.	M. Tajal
Day -5	what is about this songa-banda bandam	I am learning about songa bandam.	M. Tajal
Day -6	what are the duties to songa bandam group leaders	I am learning about songa bandam group leaders duties.	M. Tajal

WEEKLY REPORT

WEEK - 8 (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 community members to participate
2. Every member should participate in the meetings of the association and Express their leadership responsibilities
- 3.

Page No:

ACTIVITY LOG FOR THE THIRD 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	M. Jayala
Day -2	self help groups members writes	learning about what is the writing of self help groups	M. Jayala
Day -3	Responsibilities for self help groups members.	I am learning about self help groups responsibilities members.	M. Jayala
Day -4	What is the purpose of self help village level	learning about self help group village level	M. Jayala
Day -5	About srinidhi life Employment loan scheme	study about policies of srinidhi life Employment loan	M. Jayala
Day -6	self help groups duties, responsibilities and benefits of	study about duties and benefits and profit of group members.	M. Jayala

Page No:

WEEKLY REPORT

WEEK - 6 (From Dt. 01.11.2022 to Dt. 06.11.2022.)

Objective of the Activity Done: collected data of group members

Detailed Report:

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

on day 2 we are collected the data 31 to 35 group member details around the 50 members details collected the data.

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

on day 4 VOA conducting the meeting with group members, we instructed and discussing that members

on day 5 we are collected the data 41th to 43rd group members

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

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 DRDA, we are trained in the under the UOA we are interacted with UOA first. Some my UOA introduce the some groups to me (or) my team. we are interaction with that members. I am asking about their loans, schemes in the SHG. They were not satisfy or satisfy members about that schemes.

Facilities available and maintenance :- my UOA very helpful. the complete. The project very simple method. we are asking any type of information. she definitely helped.

Protocols :- protocols provide us with a medium and set of rules to establish communication between different device. Each DRDA should be headed by a project director, who should be of the loans of an additional district magistrate. the project director should preferably be a senior scale officer of the all India services.

Page No:

maintainance of the accounts. how do
decided 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)

* Technical Skills :-

In this time I am / I can improve my skills. I can forget the fearness of interact with new people. I can improve my communication skills. How to interact with people how to speak with new people and how to interact with new people how to collect the data of group members with the help of "viva" alleged organization agent.

* Job related skills :-

I have to learn in this project period, how to speak politely with members, how to attract with our words, we can notice the problems of members, and so we solve them.

Any time of / any type of or scheme discussing with group.

* Hands on experience :-

our member of Inter-ship VOA. teachers then, 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 transmit ideas from your brain to either one person or a group of people. Good use of verbal skills means presenting an idea clearly in which each presenting an idea is called in a cohesive manner. 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 needed to write (a) writing records, notes as per VOA, guidance, 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, reports, books, e-mails etc.

→ Under standing others :-
understanding other does not mean that you have to agree with their feelings or point of view, Instead, it means that you recognise their point of view and accepted that it's different from yours.

In group meeting time my mentor introduced the group to me we all started with greeting and introducing my self, we are discuss the about the scheme "illa' samathya"

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

⇒ closing conversation :-

we are conducting (or) attend the group meeting, first we started with greeting, it been great, the closing the meeting time, it's been great to see you at you need to leave, the conversation to go some where.

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.,)

⇒ Text of Planning :-

the DRDA planning was to improve the rural developed, no implement ed, different schemes and policies, less to the rural.

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 (Go) normally composes 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 5 minutes to every preparation time may be give only 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 minutes (minus the preparation time) in some special cases. The discussion may continue for more than 30 to 45 minutes.

=> participation in team

Team participation is primary about communication with your teammates and then executive what you have communicated. We are discussing about schemes and what type of lang.

The interest 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.

A team leader role is to

Instruct 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 his 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)

=> Digital Technologies mobile Bookkeeping

Digital technologies are electronic tools, systems, devices and resources that generate store or process are social media, me and my team searching the social media about the PRDA, we can know the what type of the schemes and loans to rural people.

The group members leader "VO" is using the mobile book keeping app mostly used, In this app "VO" my member collected the data of all 45 groups members names, husband (or) father name of the village etc.

This type of information collected and stored in the mobile book keeping app. The benefit of the mobile know the any member of group or any member details of group we have to see the mobile book keeping. ~~to see them.~~

Page No:

In DRDA we are 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 vardhan	Registration No: 20112021
Term of Internship: From: 21-09-22	To: 31-09-22
Date of Evaluation: 18-11-2022	
Organization Name & Address: DRDA, 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: 18-11-2022

Y. Harsha vardhan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Y. Harshavardhan	Registration No: 20112021
Term of Internship: From: 21-09-2022	To: 31-09-2022
Date of Evaluation: 18-11-2022	
Organization Name & Address: DRDA, Naidupeta	
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

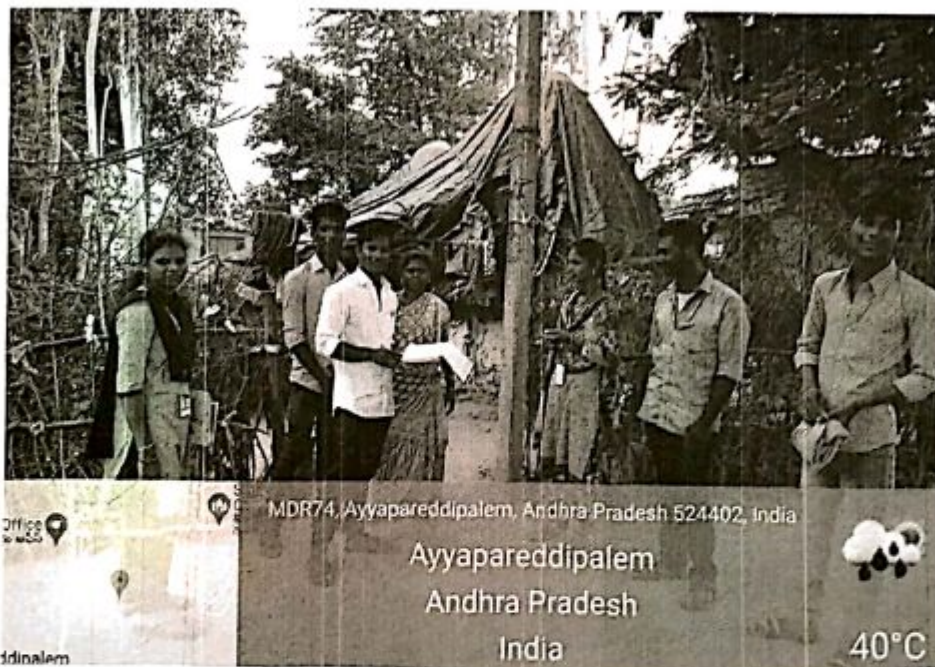
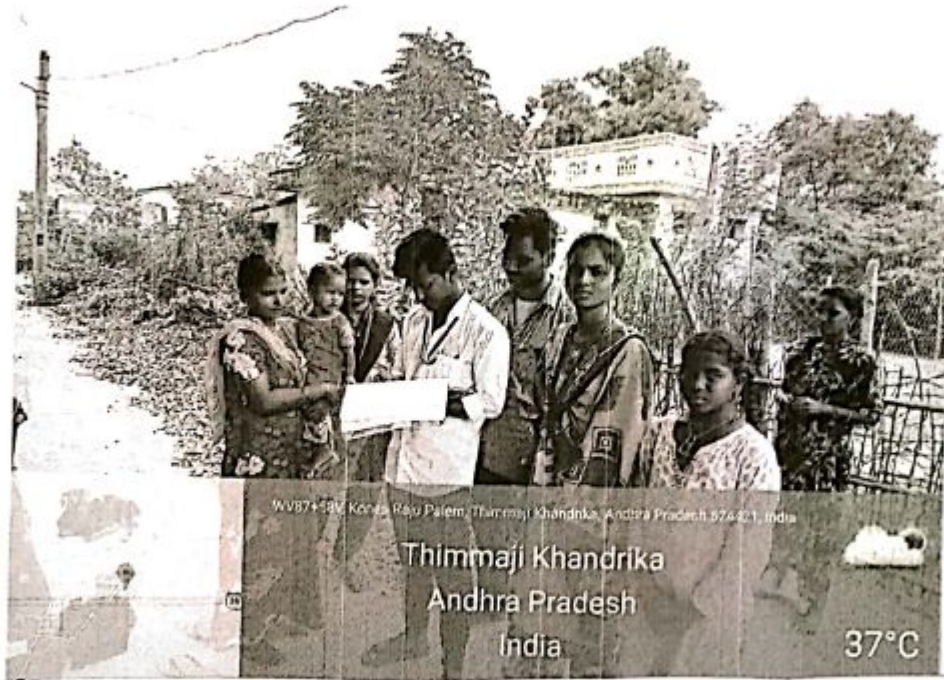
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Date: 18-11-2022

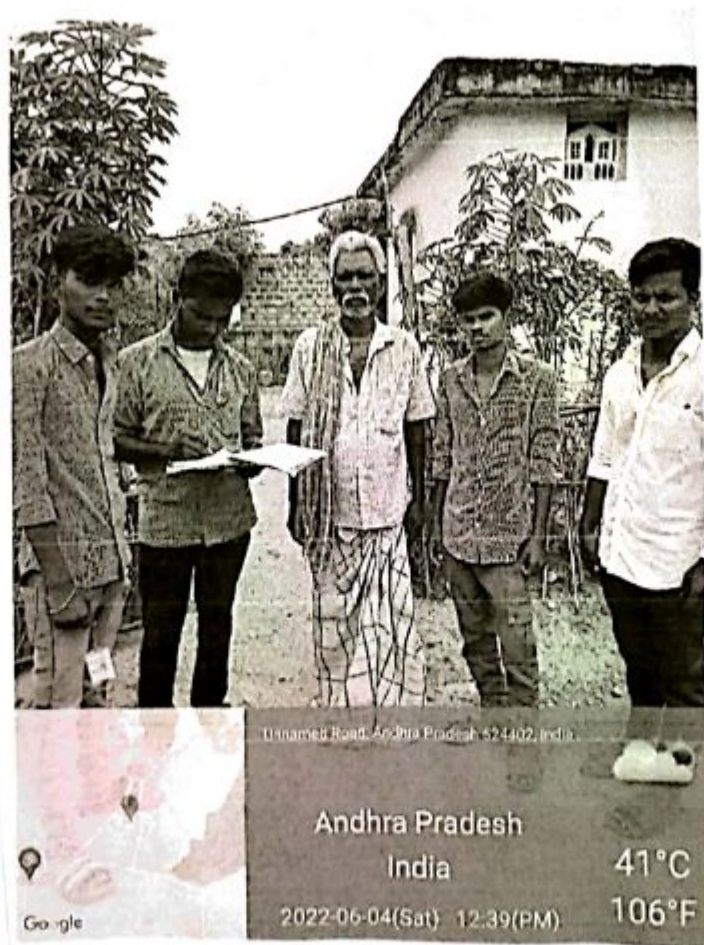
M. Jayalalitha
Signature of the Supervisor

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 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
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. Harsha vardhan
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HEP) B.A
Register No/H.T. No: 20112021
Name of the College: Govt. degree. College. Naidupeta
University: vikrama simhapuri

SLNo	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/Principal

Seal:


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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: 201112003

Period of Internship: From: 29-09-2022 To: 31-10-2022

Name & Address of the Intern Organization DRDA

Vikrama Simhapuri University
YEAR

**An Internship Report
On
(Title of the Internship)**

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

Name of the College: *Govt. degree college. Naidupeta*

Department: *Economics*

Name of the Faculty Guide: *Ch. Nagamalliswari*

Duration of the Internship: From *29-09-22* 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>

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

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

Certificate from Intern Organization

This is to certify thatB. yohan..... (Name of the intern) Reg. No. 201112003.. of Govt. O. No. Naidupet (Name of the College) underwent internship in DRDA..... (Name of the Intern Organization) from 21-09-22. to 31-10-2022.

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

Authorized Signatory with Date and Seal 14/11/2022
Assistant Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

Student's Declaration

I, B. yohan, a student of B.A. Program, Reg. No. 201112003 of the Department of Eco., Govt. Naidupeta College do hereby declare that I have completed the mandatory internship from 29-07-22 to 31-07-2022 in DRDA..... (Name of the intern organization) under the Faculty Guideship of Ch. Nagamalleswari (Name of the Faculty Guide), Department of Economics..... Govt. degree college. Naidupeta (Name of the College)

B. yohan
(Signature and Date)

B. yohan

Endorsements

Ch. Nagamalleswari
Faculty Guide

Head of the Department

[Signature]
Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati DL

Official Certification

This is to certify that B. Yohan (Name of the student) Reg. No. 201112002 has completed his/her Internship in D.R.D.A (Name of the Intern Organization) on D.R.D.A (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HED) in the Department of Govt degree collage ^{Naidupeta} (Name of the College).

This is accepted for evaluation.

B. Yohan

Endorsements


(Signature Project and Seal)
Assistant Project Officer
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)


Faculty Guide

Head of the Department


Principal


PRINCIPAL
Govt Degree College
NAINADUPET, Tirupur

"= ACKNOWLEDGEMENTS ="

I would like to thank all these persons who have contributed towards the successful 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 VOA madam Saritha in pudur for talking past in used in decision and guidances and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution gratefully. I thank her for encouragement guidance and voluble suggestions.

contents

1. Introduction :- short term internship (DRDA) onsite/online.
- i) An internship Report on
- ii) programme book for short term internship
- iii) internship instructions to students
- iv) student declaration.
- v) official certificates.
2. 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.
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 intern organization.
12. photos and video links.
13. Evaluation : Intern Evaluation for short term internship (virtual)
14. marks Statement : Internal 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.

This is the internship Report based on the 2 months short term Internship programme that I had successfully completed in DRDA (district rural development agency) YSR under the project director DRDA, YSR Kranthi patham collectorate compound, S.P.S.R. (A) Tirupathi (Dis) from programme on developed department of Economics in V.S university.

This reported includes how an performance social welfare, work distribution in an DRDA, training and development of rural areas. how I interact with people and given information briefly about the DRDA. I informed the schemes and loans of DRDA to the people.

I have worked in district rural development agency. under the Nellore zilla Samakhya with 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.

First four weeks of my internship programme on NRDA under the VOA (village organisation agent) I have worked with the full support of recruitment wing and the next 2 weeks I worked with the training wing then the next two weeks I got attached with group members and interact the people.

I have worked with different types of recruitment 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 journals
- * how to enter expenditure and profit entries in books
- * how to note / calculate the balance sheet entries.

outcomes achieved :-

- * I can improve the communication skills
- * How to sale (or) interact 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

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

A. Introduction of the organization :-

The DRDA is the principal organization at the district level to manage and oversee the implementation of different anti-poverty programmes of the Ministry of Rural Development. It is supporting and facilitates DRDA implemented central/state in 1-April-1999. Zilla organization which plays a very effective role as a cabinet implemented in 2003. in the development process.

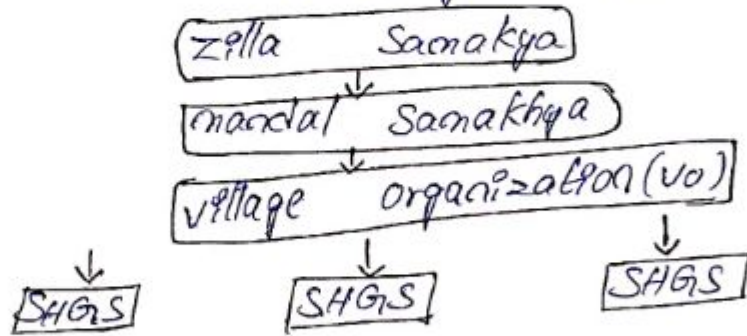
B. vision, mission, and values of the organization :-

The objectives of the scheme is to strengthen and professionalize the DRDA so that they can effectively enhance the quality of implementation.

E. Role and responsibilities of the employees in which the intern is placed :- They work for a select amount of time in departments and locations to better understand what the job entails. depending upon their placement and programme, they perform various tasks, from shadowing staff, to administrative assistance to taking in-depth projects with fellow interns.

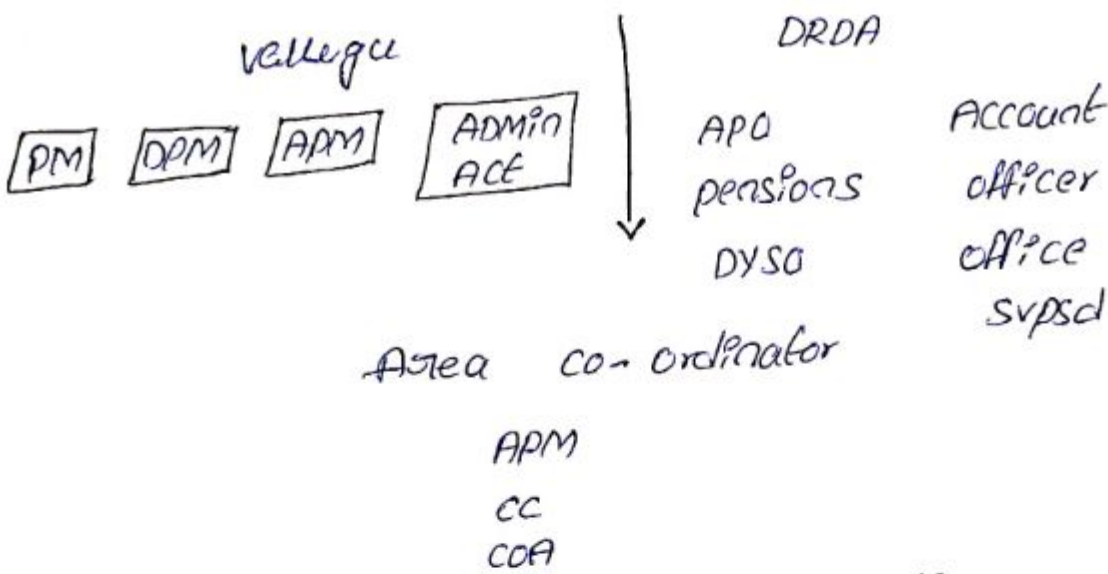
e. policy of the organization, in relation to the intern role:-
 Implementation of policies to the peoples who lives in the rural areas, to decrease the poverty. that the main person, to the implementation of different policies.

D. organization structure:-
 community based organization.



staff organization

collector & executive chairman
 project directors



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 intern acquired.

⇒ Activities of DRDA :- The district rural development agency is visualised 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 to the overall effort of poverty eradication in the district.

⇒ Responsibilities of DRDA :- The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti-poverty programmes of the ministry of rural development. It is a supporting and facing organization which plays a very effective role as a constant in development process.

⇒ working conditions :- The district rural development agency has traditionally been the principal organ at the district level to oversee 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 offices of DRDA organization. In mandal has one APM under the SCC and every CC has under the SVVA; every VVA has control the 35 to 45 groups. Every group has 10 to 12 members. Every month on 10th date pay the loans interest and podhupu amount "VVA" 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 - 1	profile of the district rural development agency (DRDA)	I am study what is definition and	M. Jayal.
Day - 2	DRDA organization structure.	I am learn about DRDA structure.	M. Jayal.
Day - 3	how many savings societies under our VOA (Village organization Assistant)	total groups guidance by panch VOA.	M. Jayal.
Day - 4	what is the VOA duties and responsibilities.	I am learn about VOA duties respons-ibilities.	M. Jayal.
Day - 5	Self - help group leaders duties and responsibilities	I am study about self help group responsibilities.	M. Jayal.
Day - 6	what are the benefits available the members through savings societies.	I am learning and know saving soc. -ies benefits memb-ers.	M. Jayal.

WEEKLY REPORT

WEEK - 1 (From Dt. 21/09/22 to Dt. 29/09/22.)

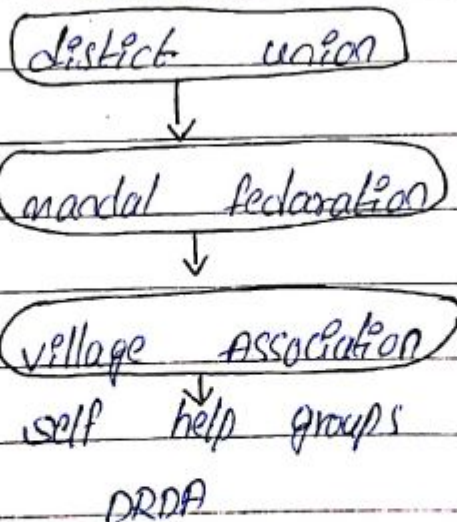
Objective of the Activity Done:

Introduction and structure of DRDA

Detailed Report:

Andhra Pradesh rural poverty alleviation organization works towards the strengthening of self help societies and village societies through several schemes with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising their standard of living through the Andhra Pradesh rural poverty alleviation organization Tirupati district 42895 communities and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families.

structure.



AREA Co-ordinated, APM, CC, VOA

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VOA meeting with group leaders.	I can attend the meeting and I absent the group discussion.	M. Jayal
Day - 2	In APM office meeting with APM madam.	Some APM madam give instruction to students.	M. Jayal
Day - 3	MLA Sir meeting with VOA (madams) and APM's	MLA Sir speech delivery about saving Societies group developments.	M. Jayal
Day - 4	I can attend with VOA madam meeting duties of Recovery agents.	I can learning some times VOA work also Recovery agent.	M. Jayal
Day - 5	VOA madam meeting with group leaders discussion about sree-nidhi loan.	I can absent meeting the learning the discussion.	M. Jayal
Day - 6	VOA madam discussion with me types of loans	I can learning recovery method.	M. Jayal

WEEKLY REPORT

WEEK - 2 (From Dt 01/10/22... to Dt 08/10/22..)

Objective of the Activity Done:

verify the books.

Detailed Report:

- * on day 1 we are verify the books under the voa control. verify the all books under the control of voa.
- * on day 2 learning the how to enter the books. learning the 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 income account entries verify the income and expenditure account.
- * on day 5 verify the amount of the every group and cheche 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 - 1	About savings societies group history	I am learning to groups history.	M. Jayal.
Day - 2	Savings societies programmes goals.	I am learning about savings societies goals programme.	M. Jayal.
Day - 3	purpose of savings societies.	I am learning about what is the saving societies purpose.	M. Jayal.
Day - 4	what is the banking linkage loan.	I am learning about banking linkage.	M. Jayal.
Day - 5	what is about this sangha bandam.	I am learning about Sangha bandam.	M. Jayal.
Day - 6	what are the details to sangha bandam group leaders.	I am learning about Sangha bandam group leaders duties.	M. Jayal.

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 members of the community should attend on the date fixed by the self help group leader.
2. The community discusses what happened in the cluster.
3. mobile keeping includes the owed by the members.
4. Internal loans are again given to the needy members and savings are paid by all.
5. These types of transactions are discussed during community meetings.
6. The bank receipt of the payments is shown to the members during the self help groups meeting and kept.
7. Decisions regarding sridahi loans, bank linkage, SC ST unati, CIF will be announced.
8. SC, ST unati loan is available only the SC, ST and this loan is application from 20,000 to 50,000
9. CIF loans provides by Sanga mitra.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	About SC, ST unani.	I am learning about SC, ST unani	M. Jayal.
Day - 2	About of Srinidhi societies.	learning about purpose of Srinidhi societies.	M. Jayal.
Day - 3	what is CIF	learning about CIF.	M. Jayal.
Day - 4	what is Saaga mitra	I am studying about Saaga mitra.	M. Jayal.
Day - 5	what is the purpose of Saaga Rakshana.	Study about Saaga Rakshana.	M. Jayal.
Day - 6	what is the RP duties.	learning about RP duties and Respon- -ing	M. Jayal.

WEEKLY REPORT

WEEK - 4 (From Dt. 17/10/22... to Dt. 22/10/22.)

Objective of the Activity Done:

collected the data of group members.

Detailed Report:

1. on day 1 we are collected data about 6 to 10 groups. It was means around the 15 member details collected.
2. on day 2 we are interacted with ST colony group and discussing interacted with group.
3. on day 3 we are collected data about 10 to 15 groups members details around the 50 members details.
4. on day 4 VOA conducted the group meeting with members, interact with group meeting with members.
5. on day 5 we are collected data about 16 to 20 members around 40 members details.
6. on day 6 we are taken pictures 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.	m. Jayal.
Day - 2	self help groups members writes	learning about what is the writes of self help groups.	m. Jayal.
Day - 3	Responsibilities for self help groups members.	Learn learning about self help groups responsibilities members.	m. Jayal.
Day - 4	what is the purpose of self help groups village level.	learning about self help groups village level.	m. Jayal.
Day - 5	About srinidhi life employment loan scheme.	study about policies of srinidhi life employments loans.	m. Jayal.
Day - 6	Self help groups duties Responsibilities and benefits of	study about duties and benefits and profit of group members.	m. Jayal.

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 community members to participate.
2. Every member should participate in the meetings of the association and express their leadership responsibilities.
3. Leaders in the community must perform their leadership responsibility properly.
4. Every member must borrow from the funds of the association.
5. All the member of the community should maintain the books related to the community.
6. The objectives of the association should be the commitment of the all the members to the main objectives.
7. Every one should be aware 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 "VOA". we are interacted 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 loans, schemes in the SHG.

they were not satisfy or satisfy members about the schemes.

facilities available and maintenance :-

my VOA very helpful to completed. the project very simple method. we are asking any type of information she definitely helpful.

protocols :-

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 of the loan of an additional district magistrate. the project director should preferably be a senior scale officer of the all India services. maintainance 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 on experience)

* Technical skills :-

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

* Job related skills :-

I have to learn in this project period. How to speale politely with members, how to attracted with our words. we can notice the problems of members and so we them. Any time of / any type of or scheme - discussing with group.

* Hands on Experience :-

our meator of intership VOA 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 transmit ideas from your brain to either one person or a group of people. good use for verbal skills means presenting an idea clearly which each thoughts is articulated in a cohesive manner. it has everything to do with the language that we choose to use.

⇒ written communication :-

written communication is important for every day activities. In this work space. written communication skills are need to written (or) writing records, notes as per VOA guidance 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, reports 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 their point of view and accepted that it is different from

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

we are asking the group members what type of benefits you get in these schemes, are you satisfy the in this schemes, we are discussing 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. It's been great to see you if 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 planning :-

The DRDA planning 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 month of work collected the leader of group.

⇒ leadership :-

making the decision on one scheme (or) new scheme, first of all members that means, leaders of the organization, conducted the meeting discussing about that scheme clarify the doubts and implemented that schemes.

⇒ decision making :-

In DRDA, every mandal has one APM & CCS and 8 VOA's under the CC. the main person of the mandal is APM, control the "CC" control the "VOA".

I wish we could talk some more but I have to go it's been lovely talking to you but I need to get to an appointment I'm afraid I've lost track 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) normally comprises 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 15 minutes to every one.

Some times more than 15 minutes 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 is primarily about communicating with your teammates and then executing what you have communicated. we are discussing about schemes and what type of loans to get them. The interest is paid or not for taken the loans, every month on 10th.

⇒ leading a team/activity :-

A team leader role is to instruct 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 by 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 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 searching the social media about the DRDA, we can know the what type of the schemes and loans to rural peoples.

The group members leader "vo" is using the mobile book keeping "app" mostly used. In this app "vo" my mentor collected the data of all 25 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 benefits of the mobile book keeping app we have to know 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 mobile keeping book. It was using the collected data of member at any time with sit in one place.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *B. yohan*
Term of Internship: From *29-9-22* - *31-10-2022*
Date of Evaluation: *18-11-2022*
Organization Name & Address: *DRDA pudur, Nandupeta*
Name & Address of the Supervisor
with Mobile Number: *pudur*

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. yohan
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *B. yohan*

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
with Mobile Number: *pudur*

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

M. Jayalabhi
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	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
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. yohan
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HEP)
Register No/H.T. No: 201112003
Name of the College: Govt. degree. College. Naidupeta
University: vikrama Simhapuri

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

Date:
Seal:

Signature of the Head of the Department/Principal


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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. Suneetha

Name of the College: Govt. Degree College, Naidupeta

Registration Number: 20112005

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

Name & Address of the Intern Organization: DRDA

Vikrama Simhapuri 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.A (HED)

Under the Faculty Guideship of

Exogu. Suneetha

(Name of the Faculty Guide)

Department of Economics

Govt. Degree. College. Naidupeta

(Name of the College)

Submitted by:

E. Suneetha

(Name of the Student)

Reg.No: 20112005

Department of Economics

Govt. Degree College. Naidupeta.

(Name of the College)

Instructions to Students

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

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

Page No:

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, E. Suneetha a student of B.A [HEP]
Program, Reg. No. 20112005 of the Department of Economics
College do hereby declare that I have completed the mandatory internship
from 21-09-22 to 31-10-22 in DRDA (Name of
the intern organization) under the Faculty Guideship of
Ch. Nagamma Heguadi (Name of the Faculty Guide), Department of
Economics, Govt, Degree, College, Nitupeta
(Name of the College)

E. Suneetha
(Signature and Date)

Official Certification

This is to certify that E. Suneetha (Name of the student) Reg. No. 20112005 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HED) in the Department of Govt degree. College Naidupeta (Name of the College).

This is accepted for evaluation.


(Signature with Date and Seal)
Assistant Professor
VELUDU - D R.D.A
Naidupet Mandal
SPS Nellore (Dt.)

E. Suneetha
Endorsements


Faculty Guide

Head of the Department


Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Certificate from Intern Organization

This is to certify that E. Suneetha (Name of the intern)
reg. No 20112005 of Govt. Degree College (Name 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 (Satisfactory/Not Satisfactory).


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

Acknowledgements

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

I express my deepest thanks to B. Amaravathi in pudducherry for taking part in useful decision and giving necessary advice and guidance and arranged all facilities to make life easier. I chose this movement to acknowledge her contribution great fully I thank her for encouragement guidance and valuable suggestions.

Contents

- Introduction :- short-term internship of DR. DA
- (i) An internship report on
 - (ii) Programme Book for short term internship
 - (iii) instructions to students
 - (iv) student declaration
 - (v) official certificates
2. certificate from intern organisation
 3. Acknowledgements :- [ACKNOWLEDGEMENTS]
 4. Chapter 1 :- Executive summary
 5. Chapter 2 :- overview of the organisation
 6. Chapter 3 :- internship Part
 7. Activity log Book for 1st week to the 6th week
 8. weekly report 1st week to 6th week
 9. Chapter 5 :- out come description.
 10. student self evaluation of the short form internship
 11. Evaluation by the supervisor of the intern organisation
 12. photos and video links.

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 internship programmes that I had successfully completed in DR DA [District Rural Development Agent] you under the project director DR. DA you congratulates collective community SPSV (or) Thirupathi (DST) from 21-09-22 to 31-10-22 of requirement of B.A programme on department in a DR. DA Training and development of rural areas how important with people and gives information directly about the DR DA informed the schemes and loans of DR. DA to the people.

I have worked in rural social development agency under the midupet make with almost all the wing of vo [village organiser] life learning rural development teaching like how to write entries in the books how to learning the book keeping

Page No:

First four weeks of my 'internship programme on DR DA and by the VOA village organisation agent I have worked with the full support of recruitment wing the next 2 weeks I worked with the training them next two weeks I got attached with group members and interact the people I have worked with different types of agent controlled the 5 groups each group contain 3 to 5 members.

Learning Objectives :-

- * Learning about the DR DA Mandal office
- * How to write the Books
- * How to enter the Journals
- * How to enter expenditure and Profit entries in Books
- * How to note calculated the Balances sheet entries

Out comes achieved :-

- * I can improve the communication skills
- * How to face import the Papers
- * I can learning the discipline 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.

1. Introduction of the organisation

The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti poverty programs of the ministers of rural development central state in 1 April - 1999 zilla prasthite implemented in 2003 organisation which very effective role as a contractor the development process

2. vision mission and values of the organisation.

The objectives of the schemes is strength and professionalise they can effectively handle the quality implementation

3. Policy of the organisation reaction with the intern role

Implementation of policies to the peoples who lives in their rural areas to decrease the poverty that main reason for the implementation of different policies

Page No:

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 DRDA :- The District Rural Development Agency is visualised 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 these to the overall effort of Poverty Eradication in the district.

⇒ Responsibilities of DRDA :- The DRDA is the Principal organ at the district level to manage and oversee the implementation of different anti Poverty Programmes of the ministry of rural development. It is a supporting and facing organization which plays a very effective role as a constant in development process.

⇒ Working conditions :- The District Rural Development Agency has traditionally been the Principal organ at the district level to oversee the implementation of different anti Poverty Programmes since its inception the administration cost of the DRDA were met by way of setti

Page No:

ing part a share of the allocate for Each Program.

⇒ weekly work schedule :- In Every district has (or)

Every mandal of the district different offices of DRDA organization. In mandal has one APM under the 8cc and every cc has under the 8 voa ; Every voa has control

the 35 to 45 groups. every group has 10 to 12 members

Every month on 10th date pay. The loans interest and

Podhupu amount "voa" one person of a every group. has

10 to 12 members every month on 10th date pay the loans

interest and Podhupu 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 -1	my self Introduction to our "Vof" also introduce his self to me	vof self' introduction	B. Amara W
Day -2	Vof Teaching (or) learn mg He to functions of DA DA velugu	learning function of DA DA velugu	B. Amara W
Day -3	our vof Teacher He org anisation structure zilla samakya	learn He Function zilla samakya	B. Amara W
Day -4	we are interact with vof	we are know the about He vof	B. Amara W
Day -5	vof introduce every group leader	introduce myself to group leader	B. Amara W
Day -6	we are taken the photos google lens app with	Taken the pics with vof	B. Amara W

WEEKLY REPORT

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

Objective of the Activity Done:

self introduction learning of DRDA

Detailed Report:

Day 1 :- my self introduction to our VOA our introduction as his self to me that's the first day of the introduction
Day 2 we are learning here to functions DR. DA village we are learning about the ten functions.

Day 3 :- our own teaches the organizational structure of Zilla Samakya we are learn the flow chart structure of Zilla Samakya

Day 4 :- we are interact with VOA were are know the about the VOA it means what is the VOA

Day 5 :- VOA introduce every group leader we are also introduce my self to the other persons

Day 6 :- we are taken the dies with VOA and some members of the group in Google maps making location app.

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Each group must be 3 to 5 members	must be 3 to 5 member in group	B. Anuravathi.
Day - 2	VoA under the 5 groups it was means 15 members	over all 15 members under the VoA	B. Anuravathi
Day - 3	we are learning 15 group names	learning group names	B. Anuravathi.
Day - 4	we are collected the data first group to fifth group	collected the data	B. Anuravathi.
Day - 5	we are interact with one group under the VoA control	interact with one group	B. Anuravathi.
Day - 6	we are interact with another groups and discuss about schemes	Discuss with group members	B. Anuravathi.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Verify the Books

on Day 1 :- we are verify the Books under the VOC con
trol verify the all Books under the control VOA.

on Day 2 :- learning the how enter the Books learning
the enter the Book group of self groups

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

on Day 4 :- How to enter the expenditure and income
account entries verify the income and expenditure
Amount

on Day 5 :- verify the amounts of the every group
and check the every group of Ashu

* VOA teaching how to enter entries in Books we
are enter that entries in the Books we are to
learn how to learn.

Page No:

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 our "VOA" also introduce his self to me	VOA self introduction	B Anwarulhaq
Day - 2	VOA Teaching (or) learning He to Functions of DR DA Velugu	learning function of DRDA Velugu	B Anwarulhaq
Day - 3	our VOA Teacher He organisation structure zilla samakya	learn the flowchart zilla samakya	B Anwarulhaq
Day - 4	we are interact with VOA	we are know the about the VOA	B Anwarulhaq
Day - 5	VOA introduce every group leader	introduce my self to group leader	B Anwarulhaq
Day - 6	we are taken the photos using whatsapp with	Taken the pics with VOA	B Anwarulhaq

WEEKLY REPORT

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

Objective of the Activity Done:

learning VSA controlling groups

Detailed Report:

⇒ each group must be 5 to 15 members must be minimum 10 members where learning on Day

⇒ on Day 2 Voc under the control 15 groups it was means 15 members over all 15 members under the Voc

⇒ on Day 3 we are learning 15 group names learning group names of 15 groups

⇒ on Day 4 we are collected the data of the first group to fifth group then we all collected the data

⇒ we are interact with one group and discuss 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	B. Anuravathi
Day - 2	we are interacted with secondary group and discussing	interacted with group	B. Anuravathi.
Day - 3	we are collected data about 10 to 15 group members	collected data	B. Anuravathi
Day - 4	we conducted the group meeting with members.	interact with group meeting with members	B. Anuravathi.
Day - 5	we are collected data about 15 to 20 members groups	collected groups	B. Anuravathi.
Day - 6	we are taken pictures with group members	discuss with the weekly learning matter.	B. Anuravathi.

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 1 we are collected data about 6 to 10 group
so it was means around the 45 members details collect
ed.

★ on day 2 we are interacted with SC colony group
and discussing interacted with group

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

★ on day 4 VOA conducted the group meeting with
members interact with group meeting with members.

★ on day 6 we are taken pictures with group
members.

Page No:

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, untouchability	I am learning about SC, ST untouchability	B. Anuravathie
Day - 2	About of simidhi societies	learning about purpose of simidhi societies.	B. Anuravathie.
Day - 3	What is CIP	learning about CIP	B. Anuravathie
Day - 4	What is sangamittha	I am an studying about sangamittha	B. Anuravathie.
Day - 5	What is the purpose of Sangha Rakshana	study about sangha Rakshana	B. Anuravathie.
Day - 6	What is the RP duties	learning about RP duties and responsibilities.	B. Anuravathie.

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 community members to participate
2. Every member should participated in the meetings of the association and express their leadership responsibility.
3. leaders in the community must perform their leadership relation properly
4. Every members must borrow from the funds of the association.
5. All the members of the community shown maintain the books related to the community
6. the objectives of the association should be the commitment of the all the members to the main objectives

Page No:

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 21 to 30 group members details	collected data	B. Anuravathu
Day - 2	We are collected the data 31 to 35 group members details	collected data	B. Anuravathu
Day - 3	We are collected the data 36 to 40 members details	collected data	B. Anuravathu
Day - 4	Wk. conducting the meeting with group maintain	group meeting with members	B. Anuravathu
Day - 5	We are collected the data 41 to 43 group members details	collected data	B. Anuravathu
Day - 6	We are collected the data 44 to 45 group members details	collected data	B. Anuravathu

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:

on day 1 we are collected the data of 21th to 30th group members details around the 9 members details.

on day 2 we are collected the data 31 to 35 group member details around the 5 members details collected the dates.

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

on day 4 we are conducting the meeting with group members . we interacted and discussing that members.

on day 5 we are collected the data 41th to 43rd group members . details.

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

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 the VOA. We are interacted with VOA first after some my VOA. introduce. The same groups to be (or) my team we interaction with that members I am asking a boot their loans schemes in the SHG. They were not satisfy or satisfy members about the schemes

Facilities available and maintenance :- My VOA very be full to completed. The project very simple method. we are asking any type of information she definitely helpful

Protocols :- Protocols provide us with a medium and set of rules. to establish communication between different divisions each DR. DA. should be headed by a project director who should be of the rank of an additional district magistrate. The project director should preferably be a senior scale officer of the all the India services

Page No:

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

★ Technical skills :- In this time I am / I can improve my skills. I can forget the fearness of interact with new peoples. I can improve my communication skills. How to space with new peoples and how to interact with new peoples and how to interact with group members. how to collected the date of group members. with the help of voa village organization agent.

★ Job Related skills :- I have to learn in this project period. How to speak clearly with members, how to attracted with our words. we can notice the problems of members and so we help them.

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

★ Hands on experience

our mentor of Internship "voa" teaches them how record the 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 your brain to either one person or a group of people. Good use of verbal skills means presenting an idea clearly which each thought is articulated in a cohesive manner. 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 writing records notes as per your guidance. My team and my mentor discuss how to write notes about their project. We are putting my team members' thoughts and my mentor's thoughts discussed to putting them in notes. Can be transmitted via reports, books, slides 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) normally 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 requires longer statements.

The Average duration of most Group discussion may Continue for more than 30 to 45 minutes

⇒ participation in team!

Team participation is primary about Communicating with your teammates and then executing what you have Communicated we are discussing about Schemes and what type of loans

Understanding others! Under standing others does not mean that you have to agree with their feelings or point of view instead it means that you

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 searching the social media about the DR, DA, we can know the what type of the schemes and loans to rural peoples.

The group members leader "vo" is using the mobile book keeping app mostly used, in this app "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 know the any member of group we have to see the mobile book keeping.

In DRDA we are using 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.

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 planning :- The DRDA Planning was to improve the rural developed, to implement different schemes and policies, loans to the rural areas people, they are improved that using this type of schemes, these organizations provide some amount to that peoples.

After every month of both collected the ledger of group.

⇒ Leadership :- making the decision on one scheme (or) new scheme. First of all members that means, leader of the organization, conducted the meeting discussing about that scheme clarify the doubts and implemented that schemes.

⇒ Decision making :- In DRDA every mandal has one APM, 8 CCs and 8 VOA's under the CC the main 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 its been lovely talking to you but I need to get to an appointment. I'm in a hurry I've lost track of time.

Page No:

Recognise their point of view and accepted that it is different from yours

In group meeting time by members introduce their group to me we are started with group to me we are started with greeting

We are asking the group members what type of benefits you get in these schemes are you satisfied in this schemes their that person open their opinion schemes

→ Closing Conversation: we are conducting (or) attend the group meeting first we started with greeting. Time it has been great to get them the interest it paid or not for taken the loans

→ leading a team/activity A team leader role is to instruct to group of people providing directions and guidance 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. Suneetha Registration No: 20112005
Term of Internship: From: 21-09-2022 To: 31-10-2022
Date of Evaluation: 18-11-2022
Organization Name & Address: DADA, Naidupeta

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	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

E. Suneetha
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	E. Suneetha	Registration No:	20112005
Term of Internship:	From: 21-09-2022	To:	31-10-2022
Date of Evaluation:	18-11-2022		
Organization Name & Address:	DRDA Naidupeta		
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	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. Anaravathi
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS



Unnamed Road,
Gottiprolu, Andhra Pradesh 524127, India overcast clouds



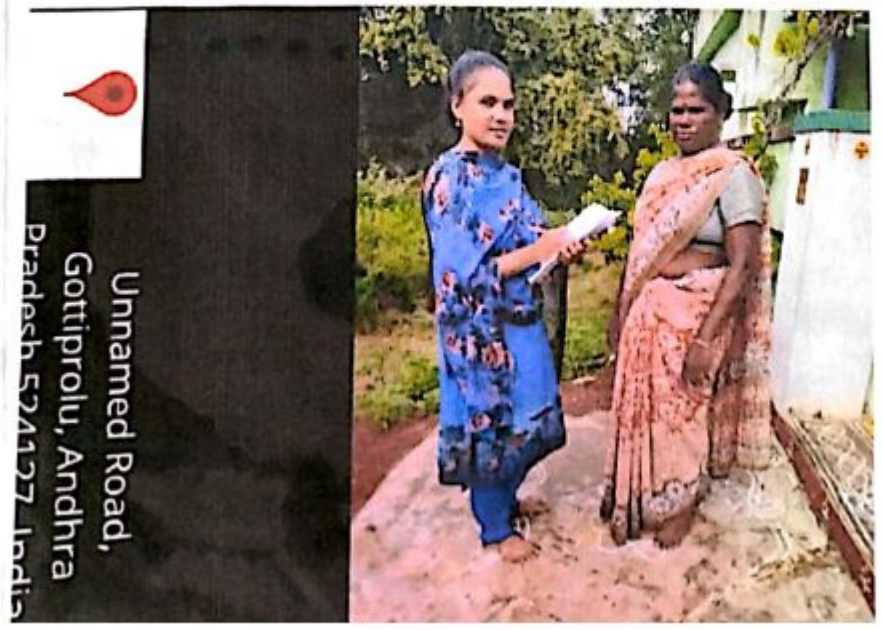
Google
Unnamed Road,
Gottiprolu, Andhra Pradesh 524127, India
15 Nov 2022 08:19 am
overcast clouds
27.0 °C



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Gottiprolu, Andhra
Pradesh 524127, India
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cloud



Google
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Gottiprolu, Andhra
Pradesh 524127, India
15 Nov 2022, 08:19 am
overcast
clouds
27.0 °C



Unnamed Road,
Gottiprolu, Andhra
Pradesh 524127, India

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
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: E. Suneetha
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HEP)
Register No/H.T. No: 201112005
Name of the College: Govt. college, Naidupeta.
University: Vikrama Sarma Ravi University

Sl.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


Date: 18-11-2022


Signature of the Faculty Guide

Certified by

Date:

Seal:


Signature of the Head of the Department/Principal

PRINCIPAL
Govt. Degree College
NAIDUPETA, Tirupati DL

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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)

2022/11/17 11:5

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

K. Mounika

Name of the College:

Government Degree College Naidupeta

Registration Number:

201112008

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

Name & Address of the Intern Organization

DRDA

Vikrama Simhapuri
Ch. Nagarajeswari 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.A

Under the Faculty Guideship of

ch. nagamalleswari

(Name of the Faculty Guide)

Department of

Govt degree college Naidupeta

(Name of the College)

Submitted by:

K. Mounika

(Name of the Student)

Reg.No: 20112008

Department of

Govt degree college Naidupeta

(Name of the College)

Instructions to Students

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

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

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

-----<<@>-----

Student's Declaration

I, K. Mounika a student of B. A [HCP]
Program, Reg. No. 20112008 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 DRDA (Name of
the intern organization) under the Faculty Guideship of
ch. nagamalleswari (Name of the Faculty Guide), Department of
Economics, Govt. Degree college. Naidupeta
(Name of the College)

(Signature and Date)

k. mounika.

Official Certification

This is to certify that K. Maunika (Name of the student) Reg. No. 20111208 has completed his/her Internship in ORDA (Name of the Intern Organization) on D.R.D.A (Self Help Group) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A [HEP] in the Department of Govt. degree. colleg. maidup (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide

Head of the Department


Principal

Certificate from Intern Organization

This is to certify that K. Manjika (Name of the intern)
Reg. No 20112008 of Govt. Degree. Colleg. Naidupeta (Name of the
College) underwent internship in DRDA (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. (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal 21/11/2022
Assistant Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Nellore (Dt.)



Acknowledgements



Government degree college naidupeta. one of the many colleges under vikrama simhapuri university my name is K. Manika I am doing third year degree in this Government Degree college naidupeta. as part of my studies. an internship course was official for two months in the third year. our faculty advised an internship. definitely completes this internship course which is a part of the third year of degree

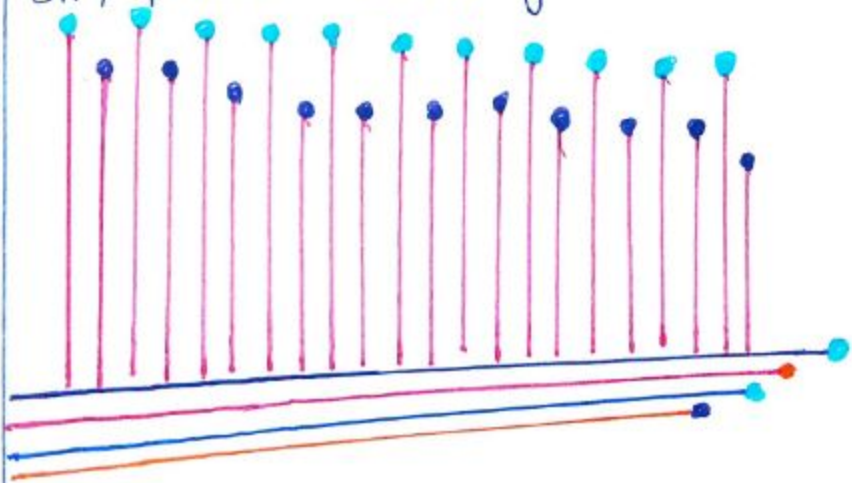
I was sent to D.R.D.A as a part of this internship in. APM in D.R.D.A office suggested that this internship course should be completed under the guidance of U.O.A saritha in Puduru village

first of all I would like to express my sincere gratitude and thanks to the commissioner sir as was as our college principal madhusudhan varma sir for giving this internship course as part of the third year of the degree.



Similarly in our college DR Nagamalleswari madam continues up the telugu lectures. As part of the internship I successfully completed the internship under the auidence of DR Nagamalleswari madam, he gave me his vaksble time and advice. Istnseting. cotioned. following the suggestions givon by ~~Pijoukumar~~ Nagamalleswari madam I kure successfull completed my project and express my sincere grothitude to him.

-As part of my intanship I visited monakur village a lot of duincy the voit saritha gara is the present VOA of that vilage. spent her precious time me and ldd me many things chat D.R.D.A and Help group I lerpers my sincere grottitude and thaks to U.OA sunitha madam as the informed me of many things that would like to express my sincere grottitude to my family members and friends ther this intenship shaney with commissing ~~madam~~, Pr. sir, principal sir, Nagamalleswari and VOA saritha madam.



Contents

Acknowledgements

Chapter-1 Executive summary

Chapter-2 Overview of the organization

A. Introduction of organization.

B. vision, mission and value of organization

C. policy of the organization.

D. organization structure

E. Roles and responsibilities of the employees in which
intern the place.

F. Performance of the organization.

G. future of the organization.

Chapter-3 Internship part

ex:- Activities responsibilities of organization.

weekly activities and reports.

Chapter-4 our comes description

describe the technical skills you have
required.

describe the managerial skills you have acquired.

Describe how could you could enhance your abilities on group discussions, participation in teams contribution as a team member leading a leads activating

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

student help help evolution of the short time internship evolution by the supervisors of the intern organization photos of the and video links

Evaluation

Internal evaluation for short term intern internship (onsite / virtual)

Makes statement (to be used by the seminars)

Internal assessment statement.

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 District Rural Development Agency (D.R.D.A) has been traditionally the principal organ at the district level to oversee the implementation of different anti-poverty programmes. The different anti-poverty programmes. The D.R.D.A Group Guidelines of 1999 primarily define the role of D.R.D.A as being a catalyst in the development process.

The guidelines also indicate the need for developing a greater understanding of processes necessary for poverty alleviation/eradication among different agencies for most effective results. After eight years of implementation of the scheme, the economic and monitoring wing is now sponsored a study to evaluate its performance. The study envisages to evaluate the performance of the D.R.D.A administrative services and the performance of D.R.D.As which are under the Panchayati Raj initiative via-a-vis

those under the District Administration.
Specific objectives of the study laid major
thrust on evaluation of actual functioning of the D.R.D.A
with available staff vis-a-vis the guidelines for
implementation of the various Rural Development Programmes
it covered assessment of scheme
implementation vis-a-vis the norms including
manpower deployment, adequacy and utilization of
existing manpower, or casting role to D.R.D.A staffs
in planning, implementing programmes, assessing their
rural development programmes, assessing the extent rural
development with which "D.R.D.A."

in development programmes the study also aimed at assessing
effectiveness of systems envisaged for maintaining financial
discipline and the monitoring and evaluation mechanism in place.

The study thus expanded to identify gaps in current
functioning and to suggest steps to make D.R.D.A's more effective
keeping in view the emerging requirements including
need for up-gradation of skills and expertise of the
manpower deployed as well as suggest state specific
or a common appropriate framework for D.R.D.A's in
terms of their infrastructure and functions etc

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. Organization theory helps us explain what happened in the past, as well as what may happen in organizations. Organizations are social entities that are goal-directed, designed as deliberately structured and coordinated activity systems.

activity systems.

organizations are a means to an end facilitating innovation.

B. The D.R.D.A Admin. section is the office in-charge to implementing the PRDA Admin scheme through which the central share of fund is

directly released to the District Rural Development

Agency [D.R.D.A]: The D.R.D.A is the principal organ at the District D.R.D.A level to manage and oversee the implementation of different rural development. It is a supporting. Page No:

Mission / vision statement :-

The objective of the scheme is to strengthen and professionalize the D.R.D.A.s that they can effectively enhance the creation of implementation.

C) policy of organization :-

currently, there is no uniform policy for engaging and / for recruiting the staff by the D.R.D.A in many states, there are staff both directly recruited as well as on deputation. It is essential that present personnel policies are followed if the D.R.D.A are to be a professional agency or are to perform the tasks expected of them, the following principles are laid down which must necessarily be followed.

D. organizational structure :-

Each district will have its own District Rural Development Agency. ordinarily it would be a society registered under a societies registration act. In respect of such states where District Rural Development Agency does not have a separate society should be created *zila 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 intern acquired.

If effective programme design is critical to successful implementation of rural development programmes, so is an effective delivery agency. None of the anti-poverty programmes can have impact unless they are implemented with a clarity of the anti-poverty programmes clarity of purpose and a commitment to the task. It here that the D.R.D.A's play a critical role. The D.R.D.A's are not the implementation agencies but can be very effective in enhancing the quality of implementing through overseeing the implementing or different programme and ensuring that necessary linkages are provided. To this extent the D.R.D.A's is a supporting and a facilitating organization and needs to play a very effective role as a catalyst in development process. The District Rural Development Agency is virtually as a specialised and a professional agency capable of managing the anti-poverty programmes.

ACTIVITY LOG FOR THE FIRST 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]	I am study what is definition of and purposes of the D.R.D.A	G. Spitt
Day - 2	D.R.D.A organization . structure	I am learn about D.R.D.A structure	G. Spitt
Day - 3	How many saving societies under our v.o.a [village organization Assistant]	Total groups guidance by puduru. v.o.a	G. Spitt
Day - 4	What is the v.o.a duties and responsibilities	I am learn about v.o.a duties, responsibilities	G. Spitt
Day - 5	self help group leaders duties and responsibilities	I am study about self help group responsibilities	G. Spitt
Day - 6	What are the benefits available the members through savings societies	I am learning and I know saving societies benefits members	G. Spitt

WEEKLY REPORT

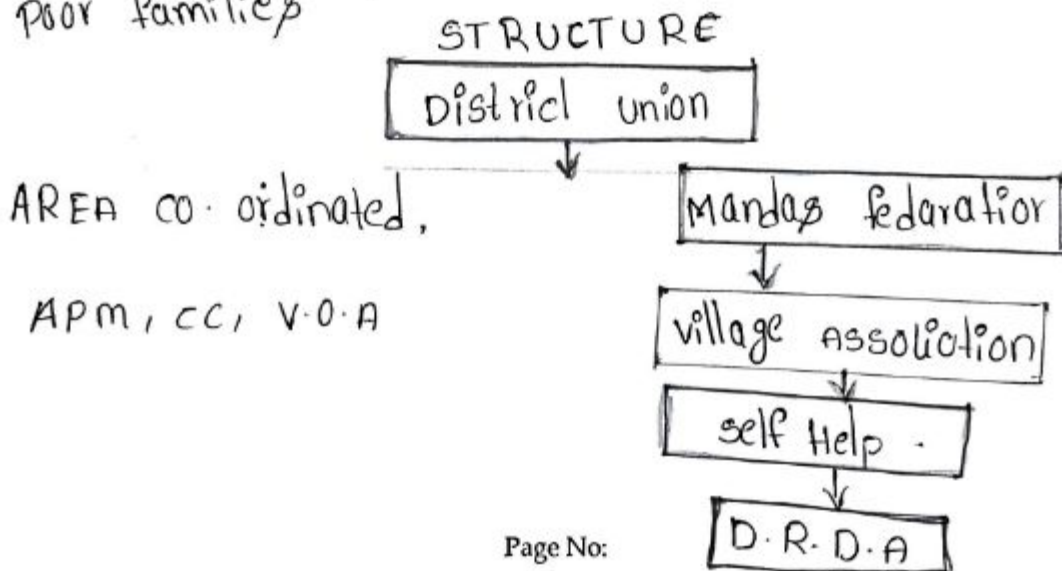
WEEK - 1 (From Dt. 21-9-22 to Dt. 27-09-22)

Objective of the Activity Done:

Introduction and structure of D.R.D.A

Detailed Report:

Andhra Pradesh Rural poverty Alleviation organization works towards the strengthening of self help societies with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising their standard of living through the Andhra Pradesh Rural poverty alleviation organization Tirupati District, 42895 communities and 428950 community members are working livelihood and human development indicators to improve the per capita income and living standards of rural poor families.



Page No:

D.R.D.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	I am attend the meeting and I observe the group disation	G. Prithi
Day - 2	In APM office meeting with APM madam	some APM madam give instruction to students	G. Prithi
Day - 3	MLA sir meeting with V.O.A's and APMs	MLA sir speech delivery about saving societies group development	G. Prithi
Day - 4	I am attend with V.O.A madam meeting duties of recovery agent	I am learning sometimes V.O.A work also recovery agent	G. Prithi
Day - 5	V.O.A madam meeting with group leaders discussion about sreenidhi loan	I am observe meeting the teaching the discussion	G. Prithi
Day - 6	V.O.A madam discuss of with mety pes of loans	I am learning recovery method	G. Prithi

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: types of loans self help groups

1. bank linkage
2. srinidhi loan
3. SC, ST loan
4. CIF

1) Bank linkage :- 1) savings should be made for six months after formation of bank linkage association. Each member has to pay one hundred

2. In six month, the bank will provide then thousand rupees to each member.

3. Every month the to each To pay one thousand rupees, interest is credited in the 11th month, through the 100% zero interest scheme, the interest paid by us goes bank to the members.

2. srinidhi loan :- 1. each community has the deposit of Rs. 7200 first

2. 50 thousand rupees are granted to five members of the community for the development of their business and this is called srinidhi loan.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About savings societies Group History	I am learning about Group's history	G. Smith
Day -2	savings societies programmes goals	I am learning about savings societies goals programme	G. Smith
Day -3	Purposes of savings societies	I am learning about what is the saving the saving societies purposes	G. Smith
Day -4	what is the Banking linkage loan	I am learning about Banking linkage	G. Smith
Day -5	what is about this sanga bandham	I am learning about sanga bandham	G. Smith
Day -6	what are the duties to sanga Bardham Group leaders	I am learning about sanga Bardham Group leaders duties	G. Smith

WEEKLY REPORT

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

Objective of the Activity Done: Profits and purposes 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
2. The community discusses what happened in the cluster
3. Mobile keeping includes the owed by the members
4. Interest loans are given to the needy members and savings are paid by all.
5. These types of transactions are discussed during community meetings
6. The bank receipt of the payments is shown to the members during the self help groups meeting and kept.
7. Decisions regarding sridhi loans, Bank linkage loans, se, st unnat, c.f will be announced.
8. SC, ST unnat loan is available only the SC, STS and this loan is applicable from 20,000 to 50,000
9. C.F loans provided by songa mitra.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	About sc, si unnati?	I am learning about sc, si unnati?	G. A. Mittal
Day -2	About of sinidhi socities	learning about purpose of sinidhi socities	G. A. Mittal
Day -3	What is CIF	learning about CIF	G. A. Mittal
Day -4	What is sangha mitra	I am studying about sangha mitra	G. A. Mittal
Day -5	What is the purpose of sangha Rakshana	study about sangha Rakshana	G. A. Mittal
Day -6	What is the RP Duties	learning about RP duties and Responsibility	G. A. Mittal

WEEKLY REPORT

WEEK - 4 (From Dt. 17-10-22 to Dt. 22-10-22)

Objective of the Activity Done: self help groups suggestion

Detailed Report:

1. self help groups: due some suggestions so groups leaders and group members
2. as a member of self help groups satisfying it is the responsibilities of the member to attend every meeting of the society.
3. Every member must carry a pass book along with attending every meeting of the association.
4. members should record their savings and loan transaction in the pass book
5. if any changes are made in the members pay book, print them immediately in the book
6. members pass book is very valuable and should be kept carefully.
7. Every member should note the hominee's name in the pass book and other books of the association.
8. If the pass book is lost, duplicate pass books should be prepared by paying a fixed fee
9. The member should do care fully in the pass book and share each and every transaction accurately.

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 abouts that suggestion	G. S. Mittal
Day -2	self help groups members writes	learning about what is that writes of self help groups	G. S. Mittal
Day -3	Responsibilities for self help groups members	I am learning about self help groups. Res. pers. lity members	G. S. Mittal
Day -4	what is the purpose of self help group village level	learning about self help groups village level	G. S. Mittal
Day -5	About srinidhi life employment loan scheme	study abouts policies of srinidhi life employment loans.	G. S. Mittal
Day -6	self help groups duties, responsibilities and benefits	study about duties and benefits and profits of group members	G. S. Mittal

WEEKLY REPORT

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

Objective of the Activity Done:

self Help groups wries and Responsabilities

Detailed Report:

1. of the community Each programme realies members to participate
2. Every member should participate in the meetings of the association and express their leadership responsibilities
3. leaders in the community must perform their leadership responsibility properly
4. every member must borrow from the funds of the association
5. All the members of the community should maintain books related to the community.
6. the objectives of the association should be the commitment of the all the members to the main objective
7. every one should be aware 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.)

My name is K. Mounica and I am studying in the third year of degree in Government Degree College, Naidupeta. As part of this.

My teachers ordered me to do an internship for one or two months in the D.R.D.A. After going to the D.R.D.A organization I was told to complete an internship course for two months in ~~Reddicheruvu~~ village so I completed two month internship with V.O.A a good experience during my internship there, D.R.D.A is an organization which provides basis of women for their employment opportunities.

D.R.D.A is an organization which provides employment opportunities to women and strives to improve their employment. Many schemes for women have been set up by savings societies and many employees are working savings societies and in the D.R.D.A system while working for higher employment for women.

After Cwaz sent to D.R.D.A as part of an Internship under the guidance of manakur wa sanitha I learned about D.R.D.A and the duties and responsibilities of the people working in that organization. D.R.D.A. maintenance and facilities are also very good measures taken for people and especially for the employment of women. D.R.D.A always works for higher employment of women. D.R.D.A organization empowering women thought savings. self help groups under D.R.D.A organization. This been formed since many years. Every year since its inception D.R.D.A has been developing it self and supporting the development of

women a part from the womens issue, the D.R.D.A organization works as an affiliate in many matters. since the established of D.R.D.A the officers working in that organization have been performing their duties properly.

always working for the welfare of the people and moving forward. from the smallest officer to the senior officers working in D.R.D.A they are performing their duties properly and without any elitism. I like the behaviour style of people working in D.R.D.A organization very much.

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

Technical skills refer to the specialised knowledge and experience needed in accomplish complex actions. tasks and prorg relating to computational and physical technology adrees as a diverse group of other enterprises. those who posses technical skills are often refered to as "technicians" with the expression referring to auto technicians, electricians,

technicians, engineering technicians and a variety of other designators. Technicians, and a variety of other designators, technical skills, may also refer to the expertise or a certain type of market participone who uses technical skills, furnis signals to adsoned technical skills reasing seclite education or training, after with a hands on learning component and many advanced tonical elements. technical skill requirements are listed for the majority being employment in areas involving scientific, technological.

Engineering, Computational, and mathematical capabilities. Some employees officer training course to help their employees develop technical skillset within the financial markets. traders and investor participation in the technical analysis skillset requires the use of various mathematical and pattern recognition tools these include the ability and expertise to determine what historical data is required and how it needs to be applied to elicit the required 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.

During my internship in D.R.D.A I was very surprised by their procedures. I am so excited they are working for the development of D.R.D.A organization and for the development of women at that time, their behaviour style, their workmanship and planning leadership team work etc. I liked them very much.

I really liked the main feature and manners and mannerism of main officer

It is very good that the chief officers give time tables planning to the officers working under them, and on the basis of which the officers work and develop.

I think D.R.D.A organization is improving every year and they are all working as an alliance to move forward and provide

benefits. Management skills are a collection of abilities that include things such as business planning, delegation, and time management. Management skills can be defined as certain.

attributes or abilities that an executive should possess in order to face all specific tasks in an organization

they include in an organization while avoiding crisis situations and promptly solving problems when they occur.

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.,)

I was able to develop my communication skills after going to manatur village as part of my internship. Because the working practice of B.R.D.A employees helped me to develop my communication skills the methods they follow in the way they work, I learned communication skills from them through the way they interacted with other employees as well as the way they interacted with me and their behavioural style. It is the ability to communicate successfully something that is a natural part of human personality or something one can learn many believe it is a mixture of both.

Some of the greatest communications in history do seem to have been 'born' speakers and their tone, delivery and words leave an indelible stamp. Take for instance Martin Luther King's messages and phrases are still used today, in a multitude of ways especially 'I have a dream' and his belief.

that people should not be judged on the colour of their skin, but by the content of their character." He certainly had a charismatic character!

However, there are many business leaders, entertainers, politicians and well known orators who describe themselves as naturally shy.

So, there's plenty of evidence that you can develop effective, confident and successful speaking and writing abilities especially if you're truly invested in what you want to say.

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 can evaluate how well an individual can perform in a team. He can very easily find out how well an individual can perform in teams, how good a leader he is and also his creative skills and intelligence quotient. Every individual must learn these successful tips of group discussion to fair well in the interactions as well as the screening process of educational institutes.

Here are some tips for a successful group discussion. The first and the foremost tip for an individual to perform well in the D.R.D.A is to learn the art of participation. Don't expect others to force you to speak - take the initiative, participate, in the discussion and share your ideas with others.

Never shout in a group discussion and always wait for your turn to speak. It is a discussion, not a fighting ground. Be profile but

firm regarding purpose of a group discussion
is greater than simply judging your

knowledge the underlying reason why a GP is
conducted is to assess you as a team
member you are supposed to possess a set of
group discussion skills to ace in this round

please go through some crucial group
discussion skills below to craft your very
own go strategy accordingly.

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

In the internship program efficiently combination the internship with self help group's sponsored class some education time will be spent on specific project assignment, with exposure to a variety of technology and business experiences that will help you prepare for an position. this internship is flexible and can be 5 minutes weeks, 120 hours time in length. As an intern. you will work on a wide range of projects while attending frequent educational seminar you will gain exposure to different technology areas through varied project assignment for a three to six month period throughout the programme you will have the opportunities to meet with D.R.D.A organization executives and the attend a series of work shops and seminars on business and professional development.

That they also get alert for information technology internship, one of the primary responsibilities is to follow directions from supervisors and gain practical experience.

Mult of the tasks revolve around lending assistance in generating codes and building a database, participation in trouble shooting, and developing network systems under the supervision network systems of more experienced colleagues. Furthermore, the tasks will vary on the directions handed, which is why it essential to coordinate with team members at all times and adhere to the D.R.D.A guidances and policies to the self help groups

Student Self Evaluation of the Short-Term Internship

Student Name: K. Mounika

Registration No: 20112001

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

Date of Evaluation:

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

Signature of the Student

K. Mounika

Evaluation by the Supervisor of the Intern Organization

Student Name: **K. Mounika** Registration No: **20112008**

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

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 self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

K. Mounika
Signature of the Supervisor

Page No:

G. Sritika

PHOTOS & VIDEO LINKS





The D.R.D.A guidelines define monitoring as one of the important functions. However, this understanding has not reached D.R.D.A's at district level. Lack of project economists in four fifths of districts has limited the scope of monitoring secondary districts which have project economists pose also use them in scheme coordination leaving behind their primary functions. Field visits are occasionally undertaken by the APAs including more the project prechecks, however in both D.R.D.As take up more visits regularly for about 10-12 days in a month. Constraints for about visits in dictated by the APAs are travel support and overall budget availability for field visit based monitoring. The support engaged through scheme budgets is too specific and they get submerged leading to reduced monitoring even inclusion of a separate and specific provision for field based monitoring in guidelines will go along way to streamline the operations. Newer schemes like NRGS have operations never included social audit in the scheme guidance. Such community based systems need to be introduced for all D.R.D.A scheme.

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
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Mounika
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HEP)
Register No/H.T. No: 201112008
Name of the College: Govt. degree. college. Noidupeta
University: Vikrama Simhapuri


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

Date:


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 Statutory 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. degree College Naidupeta

Registration Number:

2011/2009

Period of Internship:

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

Name & Address of the Intern Organization

DRDA

Vikrama Simhapuri

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.A (HED)

Under the Faculty Guideship of

CH. NAGAMALIESWART

(Name of the Faculty Guide)

Department of ECONOMICS

GOVT. DEGREE. COLLEGE. NAIDUPETA

(Name of the College)

Submitted by:

K. ABHILASH

(Name of the Student)

Reg.No: 201112009

Department of ECONOMICS

GOVT. DEGREE. COLLEGE. NAIDUPETA

(Name of the College)

Instructions to Students

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

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

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

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Student's Declaration

I, K. Abhilash a student of B.A [HEP]
Program, Reg. No. 20112009 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 DRDA (Name of
the intern organization) under the Faculty Guideship of
Ch. Nayamalleswari (Name of the Faculty Guide), Department of
Economics, Govt. Degree, College, Naidupeta
(Name of the College)

K. Abhilash
(Signature and Date)

Official Certification

This is to certify that K. Abhilash (Name of the student) Reg. No. 20112009 has completed his/her Internship in D.R.D.A (Name of the Intern Organization) on DR.DA [Self help Group] (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A [HEP] in the Department of Govt. Degree College, Naidupeta (Name of the College).

This is accepted for evaluation.

K. Abhilash
Endorsements


Faculty Guide

Head of the Department


Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati DL


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

Certificate from Intern Organization

This is to certify that K. Abhilash (Name of the intern)
Reg. No 20112009 of Government Degree College ^{Naidupeta} (Name 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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal 21/11/2022
Assistant Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
SPS Mallore (D)

Acknowledgements

I would like to thank all these persons who have contributed towards the successful 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 saritha thanks to my VOA madam saritha in puducherry for taking part in used in decision and judgements and arranged all facilities to make life easier. I choose this movement to acknowledge her contribution gratefully. I thank her for encouragement, guidance and valuable suggestions.

Contents

1. Introduction :- Short term Internship (DRDA) on site/ offline.
 - i) An Internship Report on
 - ii) Program Book for Short term Internship
 - iii) Instructions to students.
 - iv) Students delegation
 - v) official certificates.
- 2) Certificate from Intern organization
- 3) Acknowledgments (Acknowledgments)
4. Chapter 1 :- executive Summary
5. Chapter 2 :- over view of the organization.
- 6) Chapter 3 :- Internship Post
- 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 Intern organization.
- 12) Photos and video links.
13. Evaluation :- Intern evaluation for short term Internship (virtues)
14. marks Statement :- Internal 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.

This is the Internship Report based on the 2 months short term Internship programme that I had successfully completed in DRDA (District Rural Development Agency) YSR under the project director DRDA - YSR Kranti Patham Collectorate Compound, SR.SR (or) Tirupati (dist) from

to as requirement of my B.A (HEP) programme in developed department of Economics in V.S University.

This Report includes how on performance social welfare, work distribution in DRDA, training and development of rural areas. how I interact with people and given information about the DRDA I informed the schemes and loans of DRDA to the people.

I have worked in district Rural development Agency under The Nellore (02) Tirupati Zilla Samakhya with almost all the wings of VO (Village Organisation) like Learning Rural development (training) teaching how to write entries in the books, how to Learning The Bookkeeping.

First four weeks of my Internship programme on DRDA under The VOA (Village Organisation Agent) I have worked with the full support of Recruitment wing and the next 2 weeks I worked with the training wing then the next two weeks I got attached with group members and interact the people.

I have worked with different types of Recruitment 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 Journals
- * How to enter expenditure and Profit entries In books.
- * How to note / calculate The balance sheet entries.

Out Comes ~~Is~~ Achieved :-

- * I can improve The communication skills
- * How to sale (or) Interact 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

- 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 oversee the implementation of different Anti Poverty programme of the ministry of Rural development. It is supporting and facilitates DRDA implemented Central / State In 1-April - 1999 Zilla Implemented In 2003. organization which plays a very effective role as a catalyst in the development process.

B. Vision, mission, and values of the organization :-

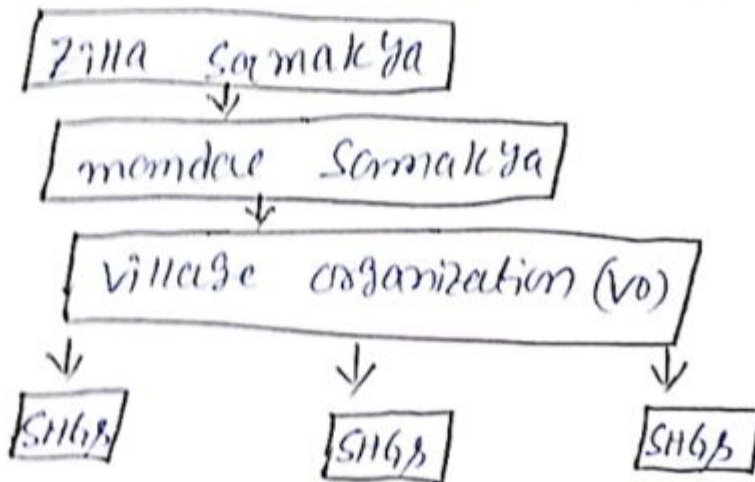
The objectives of the scheme is to strengthen and professionalize the DRDA so that they can effectively enhance the quality of ~~the~~ implementation.

C. Role of The organization, In Relation to The Inter Role:-

Implementation of policies to the peoples who lives in the rural areas, to decrease the poverty that the main reason to the implementation of different policies.

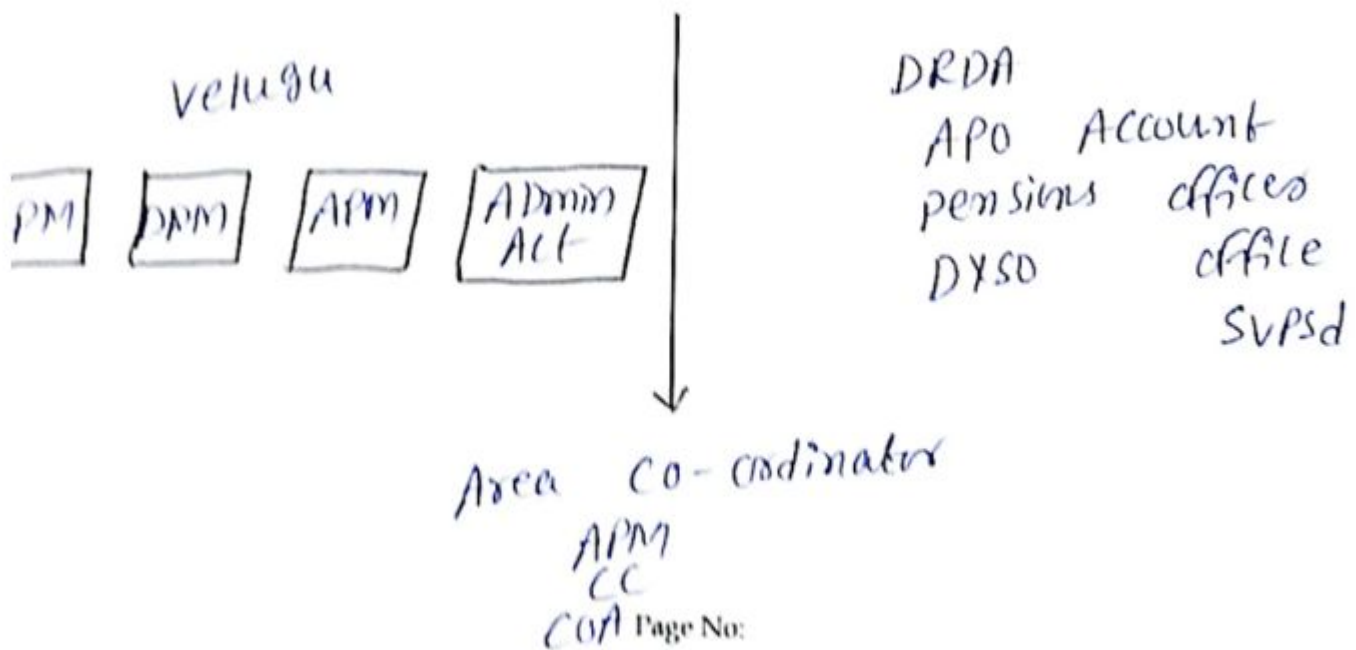
D. organization structure :-

Community Based organization



staff organization

Collector + executive Chairman
Project Director



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

They work for a select amount of time in departments and locations to better understand what the job entails depending upon their placement and programme, they perform various tasks, from shadowing staff, to Administrative Assistance to talking in-depth projects with fellow interns.

G. Future Plans of The organization:-

to decrease 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 intern acquired.

⇒ Activities of DRDA :-

The District Rural Development Agency is visualised 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 to the overall effect of poverty eradication in the district.

⇒ Responsibilities of DRDA :-

The DRDA is the principal organ at the district level to manage and oversee the implementation of different Anti poverty programmes of the ministry of Rural development. It is a supporting and feeding organization which plays a very effective role as a consent in development process.

⇒ working conditions :-

The district Rural development Agency has traditionally been the principal organ at the district level to oversee the implementation of different anti poverty programmes. Since its inception the Administration cost of the DRDA were met by way of setting part of a share of the Allocate for each programme.

⇒ weekly work schedule :-

In every district has (or) every mandal of the district different offices of DRDA organization. In mandal has one APM under the SCC and every CC has under the 8 VOA, every VOA has control the 35 to 45 groups. Every group has 10 to 12 members. Every month on 10/15 date pay the Loans interests and podhupu 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 and DRDA also maintain the mobile Book keeping - It was using the enter the date 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	Profile of the district Rural development Agency (DR-DA)	I am studying what is definition and	G. Srit
Day -2	D.R.D.A organization Structure	I am Learn about D.R.D.A structure	G. Srit
Day -3	How many savings societies under the V.O.A (Village organization Assistant)	Total groups guidance by Puduruvu V.O.A.	G. Srit
Day -4	What is the V.O.A duties, and Responsibilities.	I am Learn About VOA duties, Responsibilities	G. Srit
Day -5	Self help Group Leaders duties and Responsibilities	I am Study about self help Group Responsibilities	G. Srit
Day -6	What are the benefits Available The members Through savings Societies	I am Learning and I know savings societies benefits members	G. Srit

WEEKLY REPORT

WEEK - 1 (From Dt. 21.09.22 to Dt. 27.09.22)

Objective of the Activity Done:

Introduction and Structure of D.R.D.A

Detailed Report:

Andhra Pradesh Rural Poverty alleviation organization works towards the strengthening of self help societies and village societies through several schemes with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising these standards of living through the Andhra Pradesh Rural poverty alleviation organizations. Grouped district 42895 communities and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families.

Structure



Page No:

Area Co-ordinated, APM, CC-Vo-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.	I am Attend The meeting and I Absene The group discussion.	G. Spitt
Day -2	In APM office meeting with A.P.M. medam.	Some APM medam Give Instruction to Students.	G. Spitt
Day -3	MLA. Six meeting with VOA (medams) and APM's	MLA Six speech delivery about Sainy Sanchies group developments.	G. Spitt
Day -4	I am Attend with VOA medam meeting duties of Recovery Agent	I am Learning Sometimes VOA work also Recovery Agent	G. Spitt
Day -5	VOA medam meeting with Group Leaders discussion About Sreenidhi Loan	I am observe meeting The Leasing The discussion.	G. Spitt
Day -6	V.O.A medam discussion with me types of Loans.	I am Learning Recovery method.	G. Spitt

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 VOA Control verify the all books under the Control of VOA.
- * on "day 2" Learning the how to enter the books Learning the enter the books of groups of Self help 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 Income Account entries verify the Income and expenditure Account
- * on "day 5" verify the Amount of the every groups and cheche the every Groups of Podupu
- * VOA teaching how to enter entries in books we one enter that entries 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 Societies Group history	I am Learning 40 groups history	G. Spitt
Day - 2	Savings Societies Programme goals	I am Learning about Savings Societies goals programme	G. Spitt
Day - 3	Purpose of Savings Societies.	I am Learning about what is the Savings Societies Purposing.	G. Spitt
Day - 4	What is the banking In case Loan.	I am Learning about banking In case.	G. Spitt
Day - 5	What is about This Samse bandham	I am Learning about Samse-Bandham	G. Spitt
Day - 6	What are the duties to Samse bandam Group Leaders.	I am Learning about Samsebandam group Leaders duties.	G. Spitt

WEEKLY REPORT

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

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.
2. The Community discusses what happened In The cluster.
3. mobile keeping Includes The owned by The members.
4. Internal Loans are given to The needy members and savings are paid by all.
5. These types of transactions are discussed during Community meetings.
6. The bank Receipt of The payments is shown to The members during The self help groups meeting and kept
7. Decisions Regarding Sainidhi Loans, bank linkage, SC, ST Umnati, CIF will be announced
8. SC, ST Umnati Loan is Available only the SC, ST and This Loan is application from 30,000 to 50,000.
9. CIF Loans Provides by Sanyamitra

Page No:

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 Unnati.	I am Learning about SC, ST Unnati	G. Shilpa
Day -2	About of Srinidhi Societies.	Learning About Purpose of Srinidhi Societies	G. Shilpa
Day -3	What is CIF	Learning About CIF.	G. Shilpa
Day -4	What is Samamitra	I am Studying About Samamitra	G. Shilpa
Day -5	What is the Purposes of Sansa Rakshana	Study About Sansa Rakshana	G. Shilpa
Day -6	What is the RP duties	Learning About RP duties and Responsibilities.	G. Shilpa

WEEKLY REPORT

WEEK - 4 (From Dt. 17-10-22 to Dt. 22-10-22)

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

Detailed Report:

- * on "day 1" we are collected data about 6 to 10 groups. It was means around the 45 members details collected.
- * on "day 2" we are interacted with ST colony group and discussing interacted with group
- * on "day 3" we are collected data about 10 to 15 groups members details around the 50 members details.
- * on "day 4" WA conducted the group meeting with members / interact with group meeting with members.
- * on "day 5" we are collected data about 16 to 20 members around 40 members details
- * on "day 6" we are taken pictures 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. Arith
Day -2	Self help groups members writes	Learning about what is the writes of self help groups	G. Arith
Day -3	responsibilities for self help groups members	I am Learning about self help groups responsibilities members.	G. Arith
Day -4	What is the purpose of self help groups village level	Learning about self help groups village level	G. Arith
Day -5	about Sainidhi Life employment Loan Scheme	Study about policies of Sainidhi Life employment Loans	G. Arith
Day -6	Self help groups duties, responsibilities and benefits of	Study about duties and benefits and profit of group members.	G. Arith

WEEKLY REPORT

WEEK - 5 (From Dt. 25-10-24 to Dt. 31-10-24)

Objective of the Activity Done: Self help Groups writes and
responsibilities

Detailed Report:

1. of The community each programme community members to participate.
2. every members should participate in the meetings of the Association and express their Leadership responsibilities
3. Leaders in the community must perform their Leadership responsibility properly
4. every members must borrow from the funds of the Association
5. all the members of the community should maintain the books related to the community
6. The objectives of the Association should be the commitment of the all the members to the main objectives
7. every one should be aware of the rules and regulations of the Association
8. members have to pay a fixed amount of savings 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 collected The data 21 to 30 Group members details	Collected data	G. S. Prithvi
Day -2	we are collected The data 31 to 35 Group members details	Collected data	G. S. Prithvi
Day -3	we are collected The data 36 to 40 members details	Collected data	G. S. Prithvi
Day -4	VSA Conducting The meeting with Group details	Collected data	G. S. Prithvi
Day -5	we are collected The data 41 to 43 group members details	Collected data	G. S. Prithvi
Day -6	we are collected The data 44 to 45 Group members details	Collected data	G. S. Prithvi

WEEKLY REPORT

WEEK - 6 (From Dt. 01.11.22... to Dt. 06.11.22)

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

Detailed Report: on "day 1" we are collected the data of 2115 to 3075 Group members details around the 90 members details.

on "day 2" we are collected the data 31 to 35 Group members details around the 50 members details collected the data

on "day 3" we are collected the data 36 to 40 members details around the 40 members details we taken the details of them

on "day 4" VOA conducting the meeting with Group members - we interacted and discussing that members.

on "day 5" we are collected the data 41 to 43rd 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.)

Interactions :-

In DRDA, we are trained in the under the "VOA" we are introduced with VOA first after some my "VOA" introduce the same groups to me (or) my team. we are interaction with that members I am asking about their loan, schemes in the SHG. They were not satisfy or set members about the schemes.

Facilities available and maintenance :-

my VOA very helpful to completed the project very simple method - we are asking only type of information she definitely helpful

Protocols :-

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 of the loan of an Additional district magistrate. The project director should perfectly be a senior scale officer of the all India service.

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

* Technical Skills :-

In This time I am / I can Improve my skills I can forgot The fearness of Interact with new peoples. I can Improve my Communication skills. how to Interact with people how to spale with new peoples and how to Interact with new peoples and how to Interact with group members. How to collected the data of Group members. with the help of VOA village organization Agent.

* Job Related Skills :-

I have to Learn In This project period how to special polity with members, how to Attracted with our words we can notice the problems of members and so we them our time of / Any types of or scheme discussing with Group.

* Hands on experience :-

our mentored of- Internship "VOA" teaches them. how Record the books.

maintain of The 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.

⇒ Term of planning :- The DRDA planning was to improve the rural development, to implement different schemes and policies, loans to the rural areas people, they are improved that using this type of schemes, these organizations provide some amount to that peoples.

After every month of 10% collected the leaders of group.

⇒ Leadership :-

(or) new scheme making the decision on one scheme leaders of the organization, first of all members that means, about that scheme clarify the doubts and implemented that schemes. Conducted the meeting discussing

⇒ Decision making :-

APM, 8 CCs and 8 VOA's under the CC the main person of the mandal is APM, control, the "CC" "CC" control the "VOA". ~~APM~~, ~~control~~.

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 thought is articulated in a choice 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 needed to write (or) writing records, notes as per VOA guidance, 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, reports, books, scribes etc-----.

Page No:

⇒ Under Standing Others :-

Understanding Others does not mean that you have to Agree with Their feelings or point of view. Instead, It means that you Recognise Their point of view and Accepted that It is different from yours.

In a Group meeting time my mentor Introduce Their group to me we are started with greeting and Introduce my self. we are discuss the and about the scheme "Zilla Sannayka". we are asking the Group members what type of benefits you the group members what schemes are you satisfy the In This schemes, we are discussing the future schemes their (or) that person open their opinion In way, away satisfy the their schemes.

⇒ Closing Conversation :-

we are conducting (or) Attend the Group meeting. First we started with greeting, It been great the closing the meeting time. It's been great to see you. It you need to leave the conversation to go some were.

I wish we could talk some more but
I have to go It's been lovely talking to you
but I need to get to an appointment
I am Afraid I've 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) ~~are~~ namely comprises 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 5 minutes to every preparation time 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 15 minutes (minus the preparation time) in some special cases. The discussion may continue for more than 30 to 45 minutes.

⇒ PARTICIPATION IN TEAM:-

Team participation is primary about communicating with your teammates and then executing what you have communicated. We are discussing about schemes and what type of loans.

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

⇒ Leading a team / Activity:-

Role is to Instaurate to group of people, providing directions and guidance to the team in order to ensure the completion of tasks a good team leader will motivate and inspire his 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 Bookkeeping"

Digital technologies are electronic tools, systems, devices and resources that generate store or process data, mostly commonly used devices, are social media, about the DRDA, we can know the what type of the schemes and loans to rural peoples.

The group members leader "vo" is using the mobile book keeping "APP" mostly used, in this APP "vo" my mentor 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 know the only members of group (or) only member details of group 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 collected data of members at any time with sit in one place.

Student Self Evaluation of the Short-Term Internship

Student Name: <i>K. Abhilash</i>	Registration No: <i>20112009</i>
Term of Internship: From: <i>21-09-22</i> To: <i>31-10-22</i>	
Date of Evaluation: <i>18-11-2022</i>	
Organization Name & Address: <i>DRDA. Naidupeta</i>	

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: *18-11-2022*

K. Abhilash →
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	K. Abhilash	Registration No:	20112009
Term of Internship:	From: 21-09-2022	To:	31-10-2022
Date of Evaluation:	18-11-2022		
Organization Name & Address:	DRDA. Naidupeta		
Name & Address of the Supervisor with Mobile Number	padar		

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

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

Rating Scale: 1 is lowest and 5 is highest rank

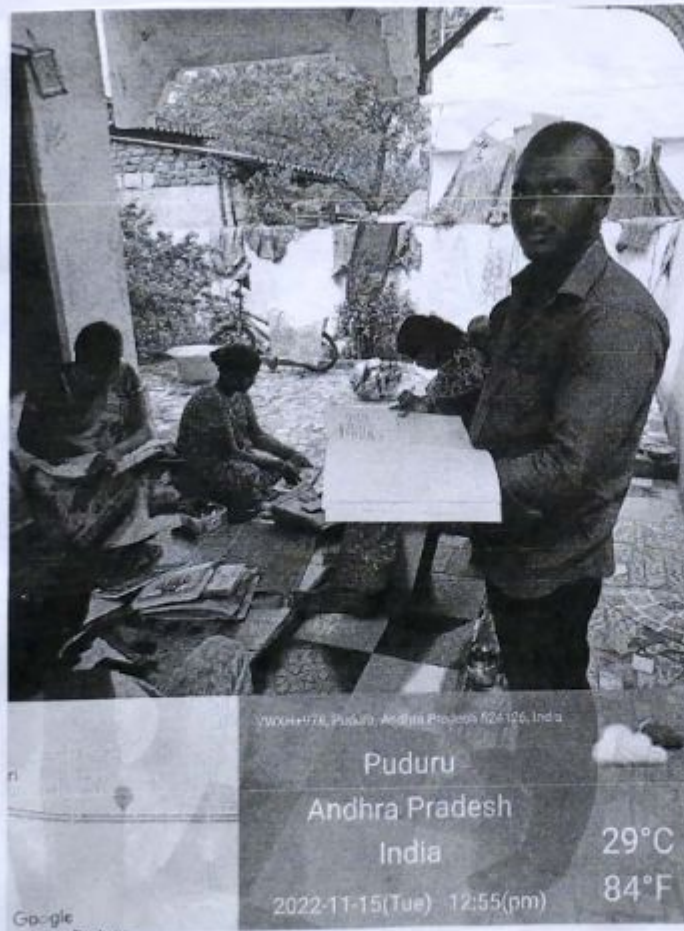
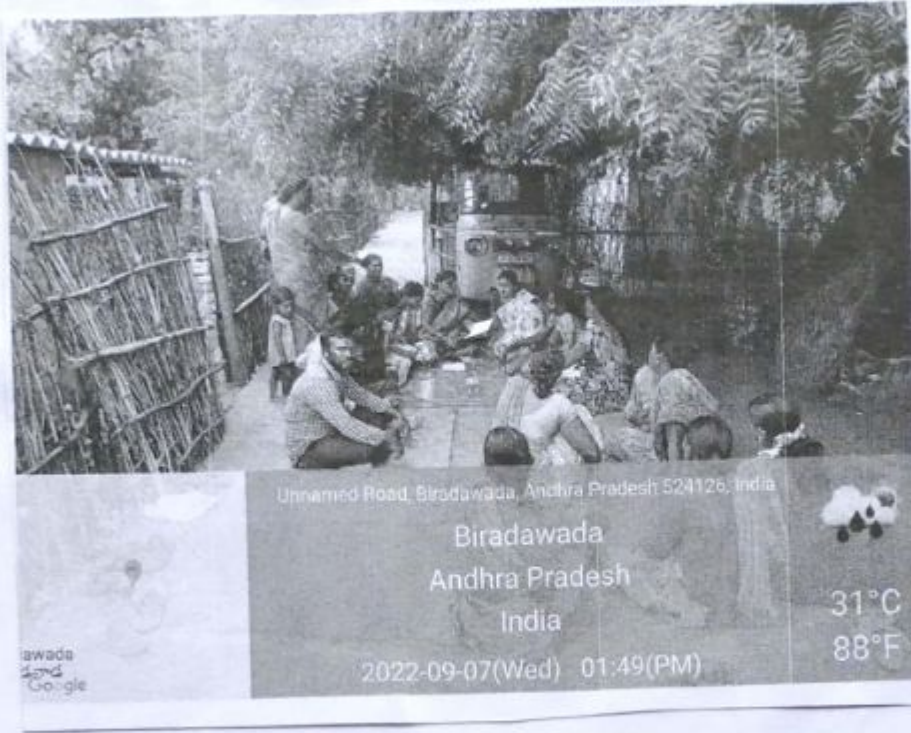
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: 18-11-2022

G. Saritha
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS





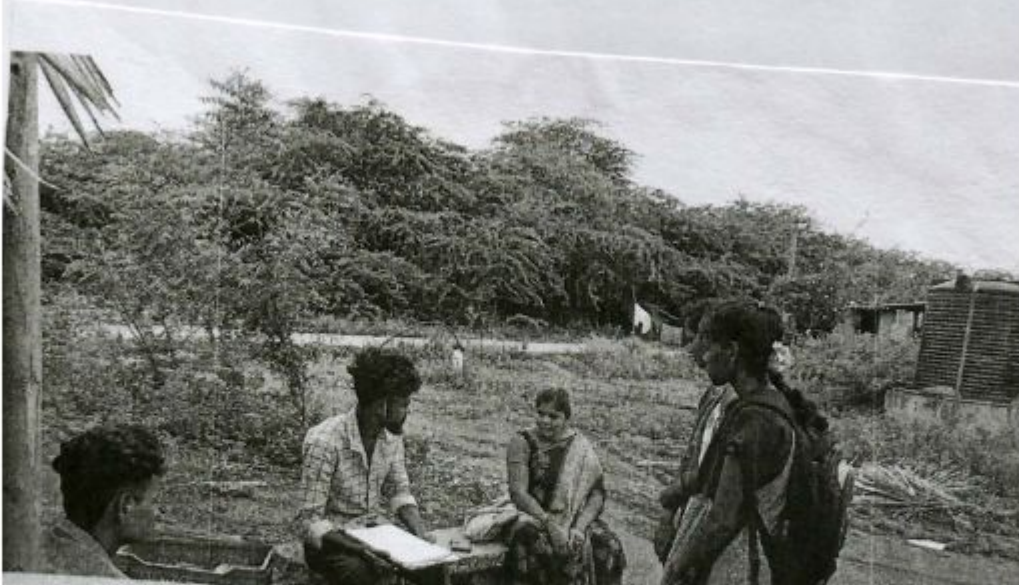
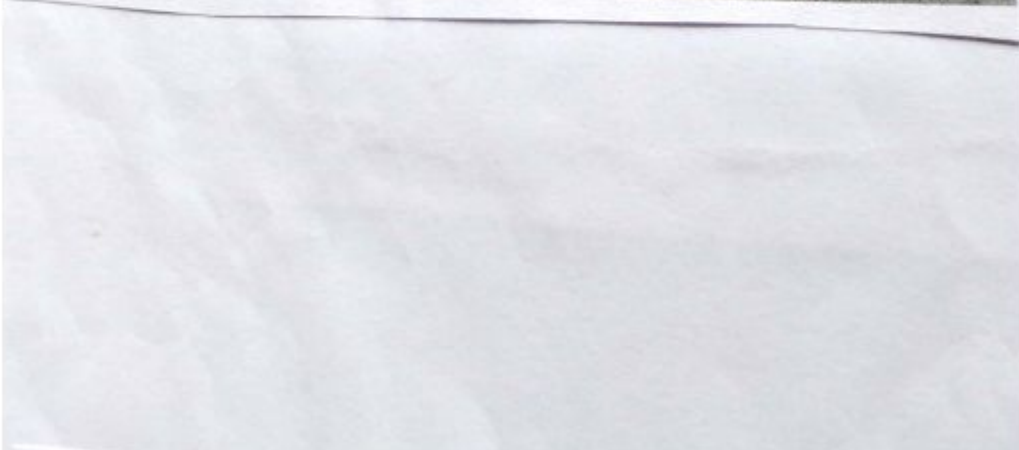
MDR74, Ayyapareddipalem, Andhra Pradesh 524402, India

Ayyapareddipalem
Andhra Pradesh
India

40°C
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2022-06-04(Sat) 11:46(AM)

Google



True God church
అథలపాలెం

VWXW+G8M, Naidupeta - Puduru Rd, Athalapalem, Andhra Pradesh 524126, India

Athalapalem
Andhra Pradesh
India

31°C
88°F

2022-09-07(Wed) 12:38(PM)

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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.

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)

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Abhilash
Programme of Study: DRDA
Year of Study: 2021
Group: B.A [HEP]
Register No/H.T. No: 201112009
Name of the College: Govt. degree. college, Naidupeta
University: Vikrama Simhapuri University

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

Date: 18-11-2022

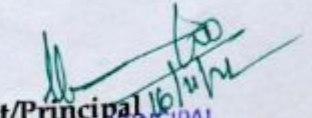

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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. Ankaiah

Name of the College: Govt. degree college. Naidupeta

Registration Number: 201112011

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

Name & Address of the Intern Organization DRDA

Vikrama Simhapuri University
YEAR

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 Rural Development
Agency Naidupet.

An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt Degree college

Department: Economics

Name of the Faculty Guide: ch. Nagamall'swari

Duration of the Internship: From 21/09/22 To 31/10/22

Name of the Student: m. Ankaiah

Programme of Study : DRDA

Year of Study: 3rd year.

Register Number: 201112011

Date of Submission: 18-11-2022

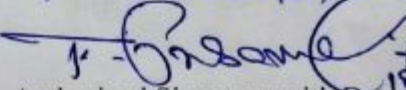
Certificate from Intern Organization



This is to certify that M. Ankaiah..... (Name of the intern) Reg. No. 201112011 of Govt. Degree College (Name 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 satisfactory (Satisfactory/Not Satisfactory).

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


18/11/2022

Authorized Signatory with Date and Seal

Student's Declaration

I, M. Ankaiah student of Internship Programme, Reg. No. 2011/2011.....of the Department of B.A.H.P. Govt. Degree College do hereby declare that I have completed the mandatory internship from 21/9/22 to 30/10/22 in D.R.D.A...... (Name of the intern organization) under the Faculty Guideship of Ch. Sangothi (Name of the Faculty Guide), Department of Economics..... Govt. Degree College..... (Name of the College)

M. Ankaiah
(Signature and Date)

Endorsements

Ch. Sangothi
Faculty Guide

Head of the Department

[Signature]
Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati DL

Official Certification

This is to certify that M. Anukalah (Name of the student) Reg. No. 20112011 has completed his/her Internship in D.R.D.A (Name of the Intern Organization) on D.R.D.A (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HEP) in the Department of Govt. Degree Collage Naidupeta (Name of the College).

This is accepted for evaluation.

M. Anukalah
Endorsements

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

Ch. M. L.
Faculty Guide

Head of the Department

Principal
Principal
Govt. Degree College
NAIDUPET, Tirupati Dt.

ACKNOWLEDGEMENTS

I would like to thank all these persons who have contributed towards the successful 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 VOA madam Savitha in pudhuvu for taking part in used in decision and guidance and provided all facilities to make life easier. I choose this moment to acknowledge here contribution greatfull. I thank her for encouragement, guidance and valuable suggestions.

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 District Rural Development Agency (DRDA) has been traditionally the principal organization at the district level to oversee the implementation of different anti-poverty programmes. The (DRDA) Guidelines of 1999 primarily define the role of DRDA as a supporting and validating organization and being a catalyst in the development process. The guidelines also indicate the need for developing a greater understanding of processes necessary for poverty alleviation/eradication as well as developing capacity to build synergies among different agencies for most effective results. After eight years of implementation of the scheme, the economic and monitoring wing or more sponsored a study to evaluate its performance. The study envisaged not only evaluation of the DRDA administration since then that is in existence. The study also sought to assess relative performance of DRDA which are under the panchayathi raj institution vis-a-vis those under the District Administration, specific objective of the actual functioning of the DRDA with available staff vis-a-vis the guidelines for implementation of the various Rural Development Programmes. It covered assessment of scheme implementation vis-a-vis the norms, including manpower development, adequacy and usefulness of existing manpower ascertaining role of DRDA/ZPs in planning, implementation programmes, assessing LEC or overall development with which DRDA integrate other agencies institution and networks in it fold and bring synergy 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 theory helps us explain what happened in the past as well as what may happen in the future, so what that we can manage organization more effectively. Social entities that are goal-directed designed as deliberately structured and coordinated activities systems.

Organization are a means to an end and facilitate innovation.

(B) The DRDA Admin section is the office in charge of implementing the DRDA Admin scheme through which the central share of funds is directly released to the District Rural Development Agency (DRDA). The DRDA is the principal organ at the district level to manage and oversee programmes of the ministry of Rural development.

(C) Policy of Organization

currently there is no uniform policy engaging currently and for recruiting the staff by DRDA in many states. There are staff both directly recruited as well as on deputation. It is essential that present personal policies are followed if the DRDA are to be a profit of them. The following Points are laid down which must necessarily be followed.

(D) Organizational structure :-

Each district will have own district rural Development Agency. Ordinary It would be a Society registered under a societies registration act. In respect of such states where District rural development Agency does not a separate & duties should be created zilla Parishath

(E) future plans of (DRDA) :-

The district rural development agency, the Principal mechanism to oversee the implementation of the ministry of rural Development at the district level, are facing an axe once again. following the recommendation of a committee - the union ministry announced That it is discounting the scheme and advised the state governments - not to take necessary action.

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.

If effective Programme design is critical to successful implementation of rural development Programmes so is an effective delivery agency. None of the anti-poverty Programmes can have impact unless they are implemented with a clarity. Like the "DRDA" are not the implementation agencies but can be very effective in enhancing the quality of implementing through overseeing the implementing on different Programmes and ensuring that necessary linkages are provided to them. Except the DRDA is a supporting and a facilitating "organization" and needs to play a very effective role as a specialised and a professional agency of managing the anti-poverty Programmes.

→ Activities of DRDA :-

The District rural development organization is used as a special 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 these to the overall effort of poverty eradication in the district.

→ Responsibilities of DRDA :-

The "DRDA" is the principal organ at the district level to manage and oversee the

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

⇒ Weekly work schedule :-

In every district has (or) Every mandal of the district different offices of DRDA organization, In mandal has one APM under the SC and every CC has under the "SVA": Every VOA has control the 35 to 45 groups. Every group has 10 to 12 members. Every month on 10th date pay. The loans interest and "PODHUPU" amount at "VOA" one person of a Every group. She can handle that group.

⇒ Equipment used :-

In "DRDA" always maintaining the books. Enter the entries of expenditure and income at least "DRDA" also maintain the mobile book keeping It was using the enter the data of every person.

First
ACTIVITY LOG FOR THE ~~SECOND~~ WEEK

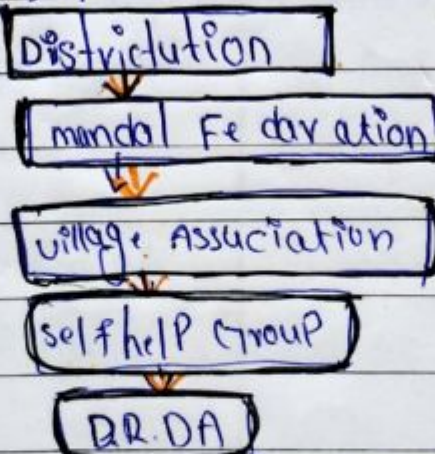
DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 21/9/22	Profile of the District Rural Development Rural Agency (D.R.D.A)	I am study what is Defination And Purpoez of the (D.R.D.A)	M. Jayal
Day - 2 22/9/22	D.R.D.A Organization Structure	I am learn about (D.R.D.A) structure	M. Jayal
Day - 3 23/9/22	How many saving socities Under our V.O.A (Village. organization Assistant.)	Total 41 Groups Guidance by mena -Kusee 2 V.O.A	M. Jayal
Day - 4 24/9/22	what is the VOA Dutiez and Responzibilities	I am learn about VOA, Dutiez, Responzibilities	M. Jayal
Day - 5 25/9/22	Self help Group leadery duties and Responzibilities	I am learn about self Go help Group Responzibilities	M. Jayal
Day - 6 26/9/22	what are the benefits avail e the members through savings Socities	I am learning and I know saving Socities benefits The members	M. Jayal

Objective of the Activity Done: **Introduction And structure of D.R.D.A**

Detailed Report:

Andhra Pradesh Rural Poverty Alleviation organization works towards the strengthening of self help societies and village societies through several schemes with the aim of achieving poverty eradication by increasing the livelihood of the member families and raising their standard of living. Though the Andhra Pradesh Rural Poverty Alleviation organization in Thirupathi District has 2895 communities and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families.

Structure



Area CO - Co-ordinated, APM, CC, V.O.A

ACTIVITY LOG FOR THE ~~FIRST~~ ^{Second} WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 1/10/22	VOA meeting with Group Leaders	I am attend the meeting and I ad-serve the group Discussion	M. Jayalal
Day - 2 3/10/22	In Apm office meeting with Apm madam	Some Apm madam give instruction to students	M. Jayalal
Day - 3 4/10/22	MLA sig meeting with VOA's and Apm's	MLA sig speech delive-ry about saving societies Group Development.	M. Jayalal
Day - 4 6/10/22	I am attend with VOA madam meeting details of recovery Agent	I am learning sometimes VOA work also recovery Agent	M. Jayalal
Day - 5 7/10/22	VOA madam meeting with Group leaders discussion about sreenidhi loan	I am observe meeti-ng and leasening The discussion.	M. Jayalal
Day - 6 8/10/22	VOA madam Disussion of with me types of loans	I am learning Recovery method	M. Jayalal

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 loans self help Groups

① "Bank linkage"

② "Sainidhi Loan"

③ "SCST Loan"

④ "CIF"

(1) Bank linkage: (1) Savings should be made for six months after formation of bank linkage association each member has to pay one hundred rupees

(2) In six months, The bank will provide ten thousand rupees to each member

(3) Every month the member has to pay one thousand rupees. Interest is credited in 11th month. Through the YSR zero interest scheme the interest paid by us goes back to the member

(2) Sainidhi Loan :-

(1) Each community has the deposit RS. 7000 first

(2) 50 thousand rupees are granted to the five members of the community for the development of their business and this is called Sainidhi Loan.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 10/10/22	About savings societies Group History	I am learning HI Group's history	M. Jayal
Day - 2 11/10/22	Savings societies Programmes goals	I am learning about savings soci- ties goals Programmes	M. Jayal
Day - 3 12/10/22	Purpos of savings Society	I am learning about what is the saving society Purposing	M. Jayal
Day - 4 13/10/22	What is the Banking Inkage loan	I am learning about Banking Inkage	M. Jayal
Day - 5 14/10/22	What is about this Sanga Bandham	I am learning about Sanga Ban- dham.	M. Jayal
Day - 6 15/10/22	What are the details of Sanga Bandham Group leaders	I am learning about Sanga Bhandhan Group leaders details	M. Jayal

WEEKLY REPORT

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

Objective of the Activity Done: Profits and purposes to self help Group members

Detailed Report:

- (1) All members of the community should attend on the date fixed by the self help group leaders
- (2) The community discusses what happened in the cluster
- (3) mobile keeping includes the do owed by members
- (4) internal loans are given to the needy members and savings are paid by all
- (5) These types of transactions are discussed during communities meetings
- (6) The bank receipts of the payment is shown to the members during the self help groups meeting and kept
- (7) Discussions regarding special loans Banks linkage loans SC, ST unnat, CIF will be announced
- (8) SC, ST unnat loan is available only to SC, ST and this loan is applicable from 30,000 to 150,000
- (9) CIF loans provided by sangamitra

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 17/10/22	About SC, ST unity	I am learning about SC, ST Unity	M. Jayal.
Day - 2 18/10/22	About of Sreenidhi Societies	Learning about Purpose of Sreenidhi society	M. Jayal.
Day - 3 19/10/22	What is Cif	Learning about Cif	M. Jayal.
Day - 4 20/10/22	What is Sangamitja	I am studying about sangamitja	M. Jayal.
Day - 5 21/10/22	What is the purpose of Sangarakhana	Study about Sangarakhana	M. Jayal.
Day - 6 22/10/22	What is the RP Duties	Learning about RP duties and Responsibility	M. Jayal.

WEEKLY REPORT

WEEK - 4 (From Dt. 17/10/22. to Dt. 22/10/22.)

Objective of the Activity Done: self help Groups suggestions

Detailed Report:

- (1) self help groups due some suggestions to Group leaders and group members
- (2) As a members of self help society it is the responsibilities of the members to attend every meeting of the society
- (3) Every member must carry a pass book along with attending every meeting of the association
- (4) members should record their savings and bank transaction in the pass book
- (5) If any changes are made in the members pass book, print them immediately in the book
- (6) members pass book is very valuable and should be kept carefully
- (7) Every member should more the nominee's name in the pass books of the association.
- (8) If so pass book is lost, duplicate pass books should be prepared by paying fixed fee.
- (9) The member should check carefully in the pass book and each and every transaction accurately

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1 25/10/22	Suggestion for members of self help groups	study about that suggestions	m. Taylor.
Day - 2 26/10/22	self help groups members writes	Learning about what is the writes self help groups	m. Taylor.
Day - 3 27/10/22	Responsibilities for self help group members	I am learning about self help group responsibilities members	m. Taylor.
Day - 4 28/10/22	what is purpose of self help groups village level	Learning about self help group village level	m. Taylor.
Day - 5 29/10/22	About sreenidhi life employment loan scheme	Study about policies of sreenidhi life employment loans	m. Taylor.
Day - 6 31/10/22	Self help groups duties responsibilities and benefits	Study by about duties and benefits and profile of group members	m. Taylor.

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 communities each programme is 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 propose their leadership Responsibilities
- (4) Every member must borrow from the funds of the association.
- (5) All the members of the community should maintain the books related to the community.
- (6) The objectives of the association should be the commitment of the all the members to the main objectives
- (7) Every one should be aware of the rules and regulation of the association.
- (8) members have the pay a friend 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.)

my name is m. Ankaiah and I am studying in the 3rd year of degree in Government Degree college Naidupeta. As part of that my future ordered me to do an internship for me of 3 months in the 3rd year for that I was selected to DRDA after going to the DRDA organization I was told to complete an internship course for 3 months in Pudhuru village so I completed 3 months internship with vna in pudhuru village. I had good experience during my internship these DRDA is an organization - on which provides basic of women for their employment opportunities DRDA is an organization which provides employment opportunities to women and strives to improve their employment many schemes for women have been set up by savings societies and many employees are working in the DRDA system while working for higher employment of women.

Always working for the welfare of the people and moving forward from the smallest officers to the senior officers working in DRDA they are performing their duties properly and without any criticism I like the behaviour style of 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)

Technical Skills refer to the specialized knowledge and experience needed to accomplish complex actions, tasks and processes relating to computational and physical technological as well as a diverse group of other Enterprises these who possess technical skills are often referred to as technicals with the expression referring to audio technicals, electrical, technical, market technicians, computer technicians, engineering technicians, and a variety of other designations. Technical skills may also refer to the expertise of a certain analysis signals to by and sea books, bonds, future and other financial instruments. The aqueous other financial technical, after with a hands and learning comment and many advanced topical elements. Technical skill requirements are listed for the majority of cover fields with the highest concentrations being employment in areas involving scientific technological, engineering, computational and mathematical capabilities, some employees after training courses to help their employees develop technical skills. within the financial markets, traders and investor participation in the technical analysis skills requires the use of various mathematical and pattern recognition tools. These include the ability and expertise to determine what historical data is required and how it needs to be applied to elicit the required 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" :-

Oral communication is the ability to transmit ideas from your train^{to} either one person or a group of people. Good use for verbal skills means presenting an idea clearly with each thought is articulated in a cohesive manner. → It has everything to do with the language that we choose to use.

⇒ "Written Communication" :-

Written communication is important for every day activities. In this work space, written communication are need to written (or) writing records, notes as per "VOA" guidance my team and my mentor discuss how to write notes about their project, we are putting my team members thoughts and my matter thoughts discussed to putting them in notes can be transmitted via report books, sedges etc.

⇒ "Understanding Others" :-

Understanding others does not mean that you have to agree with their feelings or points of view. Instead it means that you recognize their point of view and accepted that it is different from in group meeting time my matter introduce their group to me. we are started with greeting and introduce my self we discuss the about the scheme.

We are asking the group members what type of benefits you get in these schemes are you satisfy the in this scheme - i.e. we are discussing the future schemes.

→ "closing conversation" —

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 if you need to leave the conversation to go some where.

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 rural development, to implemented different schemes and policies, loans to the rural areas people, They are improved that using this type of schemes, these organization provide some amount to that peoples after every month of 10th collected the leader of group.

⇒ "Leadership" :-

making the decision on one scheme (or) new scheme. first of all members that means, leaders of the organization, conducted the meeting discussing about that scheme clarify the doubts and implemented that schemes.

⇒ "Decision making" :-

In DRDA Every mandal has one Apm & cc and 8 vva's under the cc the main person of the mandal is Apm control the cc control vva

I wish we could talk some more but I have to go it's been lovely talking to you but I need to get appointment I'm afraid I have lost track 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 discussion (GD) normally comprises 10 to 15 members participants at a time. The group discussion process commences by the deliberation of the type topic of the group which is followed by giving preparation time 3 to 5 minutes to every one.

→ "Participation in team" :-

Team participation is primarily about communication with your teammates and then executing what you have communicated. We are discussing about schemes and what type of loans to grant them. The interest is paid or taken the loans every month one 10th.

→ "Leading a team activity" :-

A team leader's role is to instruct 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 by team 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 book keeping

Digital technologies are electronic tools, systems, devices and resources that generate store & process data, monthly commonly used devices, are social media 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 members leaders ^{vo's} is using the mobile book keeping app mostly used, in this app ovo my ~~mate~~ mentor 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 benefits of the mobile book keeping app. the ~~be~~ we have to know the any member of group (or) any member details of group we have to see the mobile book keeping

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

PHOTOS & VIDEO LINKS

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: M. Ankaiah 201112011

Term of Internship: ~~5~~ weeks From 21-09-2022 To 31-10-2022

Date of Evaluation: 18-11-2022

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

Name & Address of the Supervisor with Mobile Number: *puvur*

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

M. Jayaboli
Signature of the Supervisor

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *m. Ankaiah 20112011*

Term of Internship: From *21/9/22* to *31/10/22*

Date of Evaluation: *18-11-2022*

Organization Name & Address: *DRDA Naidupet.*

Name & Address of the Supervisor with Mobile Number: *puduch*

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

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

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. Suneel*

Name of the College: *Govt. Degree College Naidupeta*

Registration Number: *201112012*

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

Name & Address of the Intern Organization *D.R.D.A*

Vikarawa Sempati **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.A (H.P.)

Under the Faculty Guideship of

Ch. nagama-suri

(Name of the Faculty Guide)

Department of Economics
Govt. degree. College. Naidupeta

(Name of the College)

Submitted by:

m. Saneel

(Name of the Student)

Reg.No: 20112012

Department of
Govt. Degree. College. Naidupeta.

(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>

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10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

Page No:

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 B.A (H.P)
Program, Reg. No. 20142019 of the Department of Economics
College do hereby declare that I have completed the mandatory internship
from 21-09-22 to 31-10-22 in ORDA (Name of
the intern organization) under the Faculty Guideship of
ch. ragamalleswari (Name of the Faculty Guide), Department of
Economics, govt. degree college
(Name of the College)

m. Suneel
(Signature and Date)

Official Certification

This is to certify that M. Suneel (Name of the student) Reg. No. 20112012 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of Govt. degree. college (Name of the College). naidupeta

This is accepted for evaluation.

M. Suneel
Endorsements.


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


Faculty Guide

Head of the Department


Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Certificate from Intern Organization

This is to certify that M. Suneel (Name of the intern)
Reg. No 20112019 of Govt. Degree (Name of the
College) underwent internship in D.R.D.A (Name of the
Intern Organization) from 21-9-2022 to 31-10-2022

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


Authorized Signatory with Date and Seal
Assistant Project Manager
VELUDU - D.R.D.A
Naidupet Mandal
C.R.

Acknowledgements

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

I express my deepest thanks to B. Amara

- vathi is pudur for being part in every decision and giving necessary advices and guidance and arranged all facilities to make life easier. I choose this moment to acknowledge her contribution with great joy. I thank her for encouragement, guidance and valuable suggestions.

* evaluation :- Intern evaluation fac short term
internship

* marks statements :- internal 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.

This is the internship report based on the 2 months short term internship programme that I had successfully completed under the project director DR. DA YSR Congress Collectorate Compound spur (or) thisupathi (or) from VOA. Saritha in pudhuru as requirement of B.A programme in department of history in V.S.U. university.

This reported includes how an performance social welfare work distribution in an DR. DA Training and development of rural local important 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 mandal rural development agency under the ovaldapat samaraya with almost all the wings of VO (village organization) like running rural development Training the how to work the entries in the books how to learning the Booking keeping

Page No:

I have worked in district rural development agency, under the ~~the~~ talbar zilla samakaya with almost all the wings of VO (village organization) like learning rural development (training), teaching how to write entries in the books, how to learning the bookkeeping

first four weeks of my internship programme on DRDA under the VOA (village organization agent) I have worked with the full support of worked with the training wing them the next two weeks I got attached with group members and interact the people

I have worked with different types of recruitment procedure of DRDA under the VOA village organization agent controlled the 24 groups each group contains 10 to 12 members.

* learning objectives :-

- * learning about the DRDA (zilla samakaya)
- * how to write the books
- * how to enter the journals.
- * how to enter expenditure and profit entries.

Page No:

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 principal organ at the district level to manage and oversee the implementation of different anti-poverty programmes of the ministry of rural development. It is supporting and facilitating DRDA. Implemented central / state in 1- April - 1999. Zilla implemented in 2003. organization which plays a very effective role as a catalyst in the development process.

* vision, mission, and values of the organization

The objectives of the scheme is to strengthen and professionalise the DRDA so that they can effectively enhance the quality of implementation.

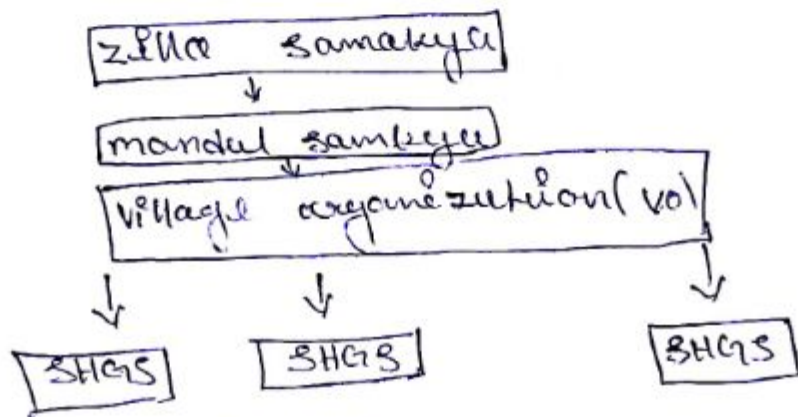
Page No:

c. policy of the organization, in relation to the intern role: -

Implementation of policies to the people who lives in the rural areas, to decrease the poverty. That the main reason. To the implementation of different policies.

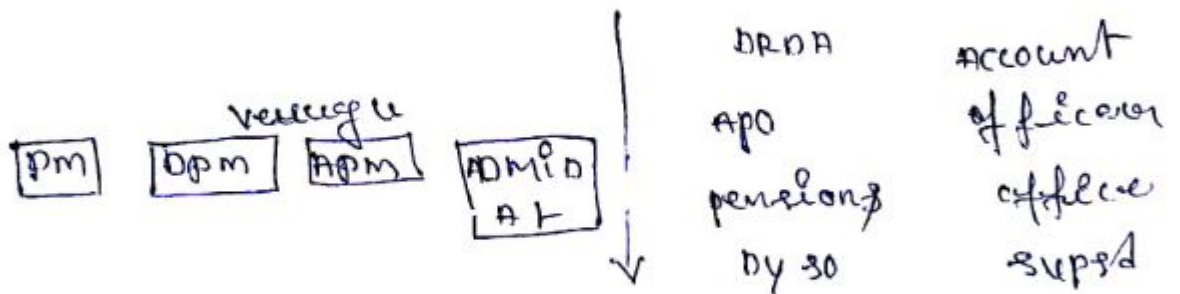
* organization structure: -

community based organization



staff organization

collector & executive chairman
project directors



Area Co-ordinator

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.

→ activities of DRDA :-

The district rural development agency is visualised 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 to the overall effort of poverty eradication in the district.

→ responsibilities of DRDA :-

The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti poverty programmes of the ministry of rural development. It is a supporting and facing organization which plays a very effective role as a constant in development process.

→ working conditions :-

The district rural development agency has traditionally been the principal organ at the district level to oversee 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 allocated for each programme.

→ weekly work schedule :-

In every district has (or) every mandal of the district different offices of DRDA organization. In mandal has one APM center the SCC and every CC has under the 8 VOA: - every group has control the 35 to 45 groups. every group has has 10 to 12 members every month on 10th date pay the loans interest and perhaps amount "VOA" one person of a every group. He can handle that group.

→ equipment used :-

In DRDA always maintaining the books enter the entries of expenditure and income all over 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 - 1	profile of the district rural development agency (PRDA)	I am study what is definition of and purposes of the D.R.D.A	B. Anuravathi
Day - 2	D.R.D.A organization structure	I am learn about D.R.D.A structure	B. Anuravathi
Day - 3	how many saving societies under our V.D.A (Village organization assistant)	Total group of guidance by panchayat. V.O.A	B. Anuravathi
Day - 4	what is the V.O.A duties and responsibilities	I am learn about V.O.A duties, responsibilities	B. Anuravathi
Day - 5	self help group leaders duties and responsibilities.	I am study about self help group organizations	B. Anuravathi
Day - 6	what are the benefits available the members through saving societies.	I am learning and I know saving societies benefits members.	B. Anuravathi

WEEKLY REPORT

WEEK - 1 (From Dt. 21-09-22 to Dt. 27-10-22)

Objective of the Activity Done:

verify the Books

Detailed Report:

- * on day 1 we are verify the books under the VOA control, verify all books under the control of VOA.
- * on day 2 learning the How to enter the books. Hearing the enter the books of groups of self help groups.
- * on day 3 learning how to enter the entries in the books. tabular in the books
- * on day 4 how to enter the expenditure and income account entries the waste free. income and expenditure amount
- * on day 5 verify the amount of the every group and check the every group of tabular.
- * NDA teaching how to enter entries in books we are enter. that entries in the books, we are team who learn

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VOA meeting with group leaders.	I am attend the meeting and I abse -vive the group disation	B. Anaravathi
Day -2	In apm office meeting with apm madam	some apm madam give instruction to student &	B. Anaravathi
Day -3	mHA sir meeting with V.O.A & and apm's	mHA sir speech delivery about saving societies & group disicment	B. Anaravathi
Day -4	I am attend with V.O.A madam meeting duties of recovery agent	I am learning sometimes VOA k. also recovery agent	B. Anaravathi
Day -5	VOA madam meeting with group leaders disa assign about Sreenidhe loan	I am observe meet -ing the leasening the discussion	B. Anaravathi
Day -6	VOA madam discuss of with me by part of loan &	I am learning recovery method	B. Anaravathi

WEEKLY REPORT

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

Objective of the Activity Done:

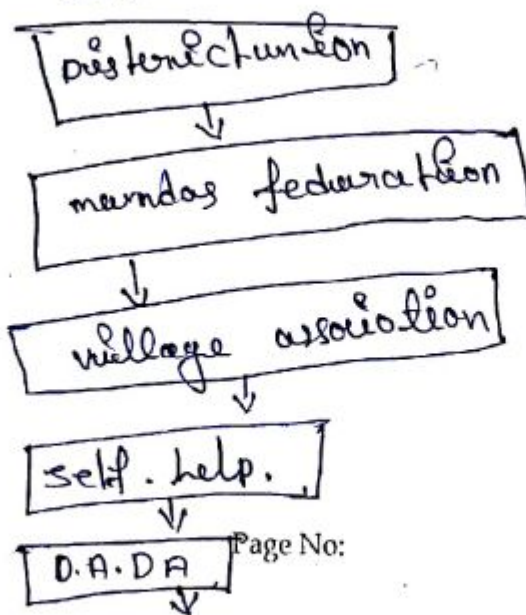
Introduction and Structure of

Detailed Report:

O.P.D.A

andhra pradesh rural poverty alleviation works towards the strengthening of self help societies with the aim of achieving poverty eradication by increasing their likelihood of the members families and raising their standard of living through the andhra pradesh rural poverty alleviation organization (APRA) districts 42895 committees and 428950 community members are working on livelihood and human development indicators to improve the per capita income and living standards of rural poor families

STRUCTURE



APRA co. organized, Apr, .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 group must be 10-12 members	must be 10-12 members in group	B. Anaravathi
Day - 2	VOA under the 45 groups. It was means 450 members	over an 450 members under the VOA	B. Anaravathi
Day - 3	we are learning 45 group names,	learning group names	B. Anaravathi
Day - 4	we are collected the data of first group to first group	collected the data.	B. Anaravathi
Day - 5	we are interact with one group under the VOA control	Interact with one group.	B. Anaravathi
Day - 6	we are interact with another group and discuss about the schemes.	Interact with group members	B. Anaravathi

WEEKLY REPORT

WEEK - 3 (From Dt. 1.10.2020 to Dt. 5.10.2020)

Objective of the Activity Done: projects and purposes to self help group members

Detailed Report:

- * all members of the community should attend on the date fixed by the self help group leader
- * the community discusses what happened in the cluster.
- * mobile keeping includes the owed by the members.
- * interest loans are given to the needy members and savings are paid by all.
- * these types of transactions are discussed during community meetings.
- * the bank receipt of the payments is shown to the members during the self help groups meeting and kept.
- * decisions regarding sending loan, bank linkage loan, sc, st unati, c.f. will be announced
- * sc, st unati loan is available only the sc, sts and this loan is applicable from 50,000 to 50,000
- * self loans provided by sangha mitara.

Page No:

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 10 groups	collected data	B. Amaratille
Day -2	we are interacted with 87 colony group and discussing	interacted with group	B. Amaratille
Day -3	we are collected data about 10 to 15 groups members	collected data	B. Amaratille
Day -4	VOA conducted the group meeting with members	interact with group meeting with members	B. Amaratille
Day -5	we are collected data about 10 to 20 members groups.	collected data	B. Amaratille
Day -6	we are taken pictures with group members.	by car with the weekly learning matter.	B. Amaratille

WEEKLY REPORT

WEEK - 4 (From Dt. 17.11.22 to Dt. 22.11.22)

Objective of the Activity Done:

collected the data of group members,

Detailed Report:

* on day 1 we are collected data about 6 to 10 groups. It was means around the 45 members details collected.

* on day 2 we are interacted with ST colony group and discussing interact with groups

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

* on day 4 VOA conducted the group meeting with members, interact with group meeting with members,

* on day 5 we are collected data about 16 to 20 members around 120 members details.

* on day 6 we are taken pictures with groups members.

Page No:

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 short suggestion	B. Amaraavathi
Day - 2	self help groups members writes	learning about what is the writes of self help groups.	B. Amaraavathi
Day - 3	responsibilities for self help group & members.	I am learning about self help groups responsibilities members.	B. Amaraavathi
Day - 4	what is the purpose of self help groups village level.		B. Amaraavathi
Day - 5	about sevidhi life employment loan scheme.	study about policies of sevidhi life employments loan	B. Amaraavathi
Day - 6	self help groups duties, responsibilities and benefits of	study about duties and benefits and profit of group members.	B. Amaraavathi

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 21 to 30 group members details	collected data	B. Amarathe
Day -2	we are collected the data 31 to 35 group members details	collected data	B. Amarathe
Day -3	we are collected the data 36 to 40 members details	collected data	B. Amarathe
Day -4	now conducting the meeting with group members	group meeting with members	B. Amarathe
Day -5	we are collected the data 41 to 45 group members details.	collected data	B. Amarathe
Day -6	we are collected the data 46 to 50 group members details	collected data	B. Amarathe

WEEKLY REPORT

WEEK - 6 (From Dt. 21.11.22 to Dt. 27.11.22)

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

Detailed Report:

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

on day 2 we are collected the data 31 to 35 group member details around the 30 members details collected the data.

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

on day 4 we are conducting the meeting with group members, we interacted and discussing that members.

on day 5 we are collected the data 41 to 45 group member & details.

on day 6 we are collected the data 46 to 50 group member details collected them.

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 DRDA, we are trained in the under the "VOA". we are interacted with the VOA first. after some day "VOA" introduce the some groups to me (or) my team. we are interaction with that members. I am asking about their learning, schemes in the SHC. they are not satisfy or satisfy the members about the schemes.

→ facilities available and maintenance.

my "VOA" very help full to completed the project very simple method. we are receiving any type of information the definitely help full.

→ protocols :-

protocols provide us with a medium and set of ways to establish common action between different services. each DR DA should be headed by a project director. who should have ²strate. The project director should preferably be a senior scale. officer of the all India services. senior officer of the state services, eligible for appointment.

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

→ technical skills :-

In this time span I can improve my my skills. I can forget the fearness of interact with new people. I can improve my communication skills how to peoples and how to interact with people, how to spe all with new peoples and how to interact with new group members. how to collected the data of group members with the help of "VOA" village organization agent.

→ soft created skills :-

I have to learn in this project period how to spece policy with our words, we can notice the problem of members, and some them. any time of / any type of or scheme discussing with group
→ hands on experience :-

our mentary of internship "VOA" teaching them. how record the books, maintence. of. the accounts. how to divided the amount of loan 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.,)

→ 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 thought is articulated in a cohesive manner. 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 needed to write (or) working records, notes as per VOA guidance, my team and my mentor thoughts. discussed to putting them in notes can be transmitted via, reports, books, slides etc.,

- muted ~~the~~ VO book sedges ear.

→ consider standing others :-

consider standing others does not mean that you have to agree with their feelings or point of view. and accept that it is different from yours.

in group meeting time my mentor in front their group. here, we started with greeting and intro. then my self about my member & intro. then my self. ~~then~~ my member we are discuss the about the scheme "zilla sanghat" we are asking the group members what type of benefit target in this scheme, are you satisfy the in this schemes, we are discussing the future schemes their (on), that person open their opinions in words, away satisfy the their schemes.

→ considering considerations.

we are considering (on) attend the group meeting. first we started with greeting, it been great; the wasing the meeting time it's been great to see you & you need to leave the consideration to go some where. I wish we could talk some more but I have to go it's been lovely talking to you but I need to get to an appointment. I'm afraid I've lost track of time

Page No:

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 comprises 10-15 participants at a time. The group discussion process commences by giving preparation time 3 to 5 minutes to every one. Some times more than 5 minutes to every one. Some time may be given only in the case that the topic is based on a case study and requires longer statement. The average duration of most group discussion is about 15 minutes (minus the pre preparation time) in some special cases, the discussion may continue for more than 30 to 45 minutes.

→ participation in team.

Team participation is primarily about communicating your summary, and then executing what you have communicated, and then executing about schemes and what type of loan to get them. The interest was paid not for taken the loan. every month on 10th how much amount (paddy) we have to saving to their group accounts.

⇒ leading a team / activity :-

a team leader leads us to instruct, to group of people providing directions and guidance to tasks a good team will motivated inspire by team solving problems and empowering others 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 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 searching the DRDA. we can know the about type of schemes and loans to word peoples.

The group members leader "vo" is using the mobile book keeping "app" mostly used. In this app "vo" my mentor collected the data of all 15 groups members names, husband (or) father 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 know the any number of group (or) any member details of group we have to see the mobile book keeping

Student Self Evaluation of the Short-Term Internship

Student Name: m. Suneel

Registration No: 20112012

Term of Internship:

From: 21-09-22

To: 31-10-22

Date of Evaluation: 18-11-2022

Organization Name & Address: DRDA, 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: 18-11-2022

m. Suneel
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: *m. Suneel*

Registration No: *201112012*

Term of Internship: ~~20~~ From: *21-9-2022* To: *31-10-2022*

Date of Evaluation: *18-11-2022*

Organization Name & Address: *O.R.D.A vaishupetta*

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

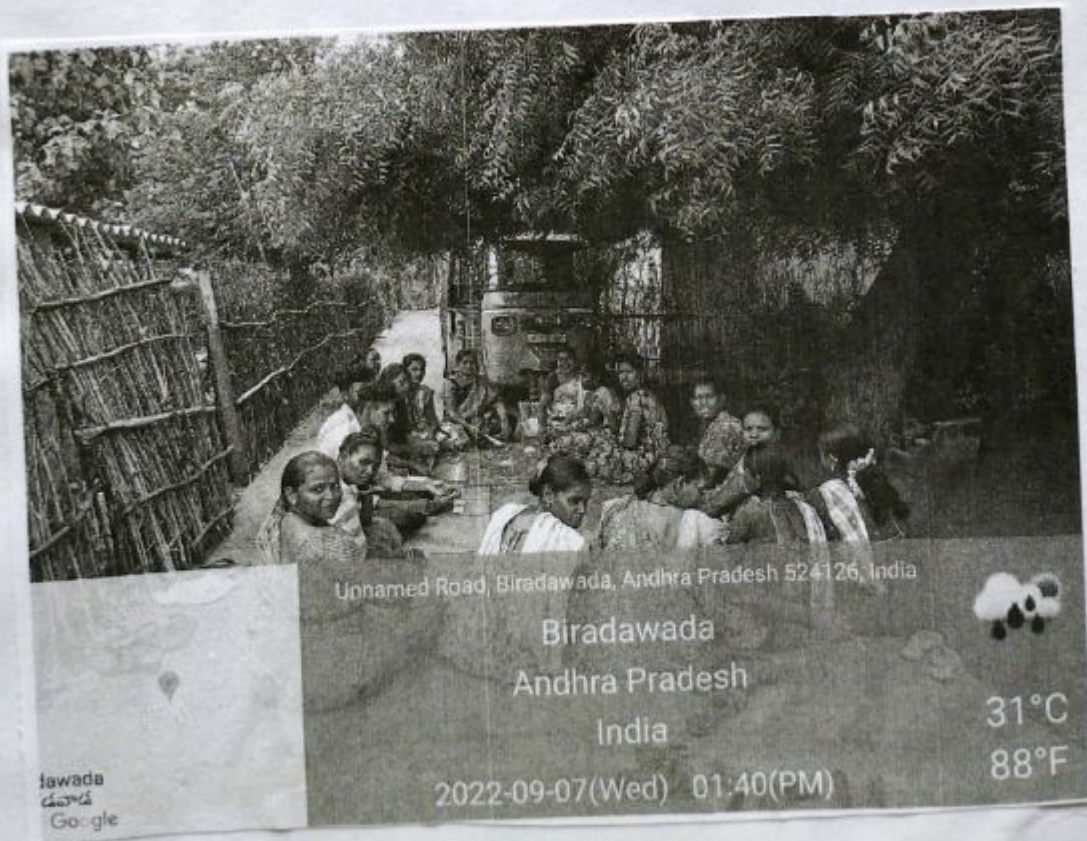
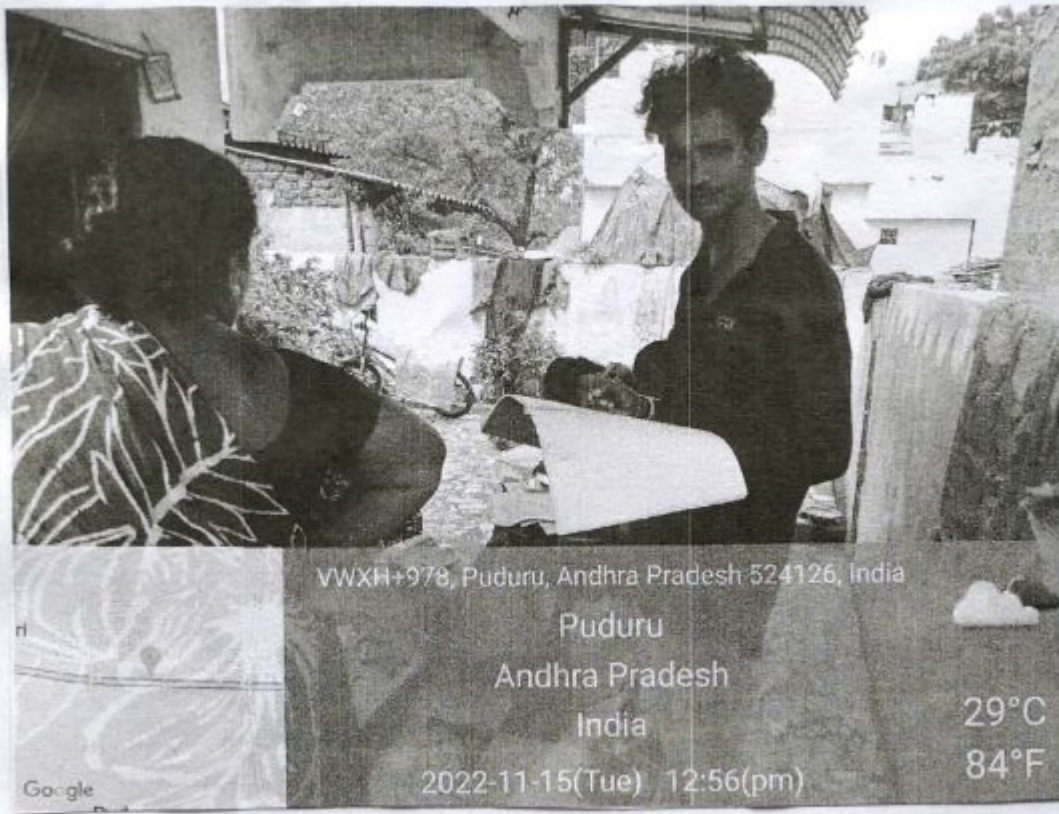
Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	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. Amarareshi
Signature of the Supervisor

Page No:



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True God church
అథలపాలెం
Athalapalem

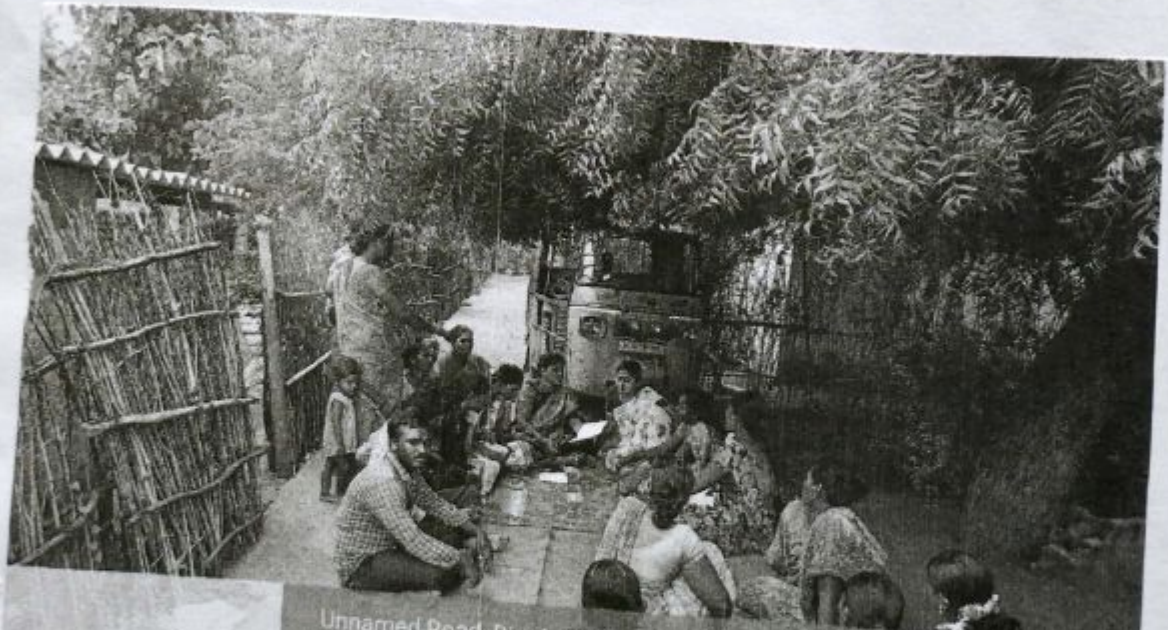
VWXW+G8M, Naidupeta - Pururu Rd, Athalapalem, Andhra Pradesh 524126, India

Athalapalem
Andhra Pradesh
India

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Google



Unnamed Road, Biradawada, Andhra Pradesh 524126, India

Biradawada
Andhra Pradesh
India

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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
- f. Technological Developments recorded.


MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: m. Sunell
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HCP)
Register No/H.T. No: 20142012
Name of the College: govt degree naidupeta
University: vikram university

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

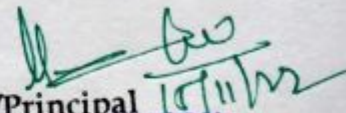
Date: 18-11-2022


Signature of the Faculty Guide

Certified by

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

Seal:


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati DL

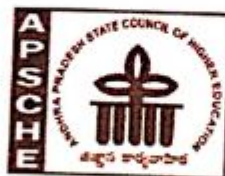
Model Program Book



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 Rural Development Agency

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.A (HED)

Under the Faculty Guideship of

P. Raghunath

(Name of the Faculty Guide)

Department of Economics

Government Degree College Naidupet

(Name of the College)

Submitted by:

P. Raghunath

(Name of the Student)

Reg.No: 20112015

Department of Economics

Government Degree College Naidupet

(Name of the College)

Instructions to Students

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

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

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

-----<<@>>-----

Student's Declaration

I, P. Raghu a student of B.A [H.E.P]
Program, Reg. No. 20112015 of the Department of economics
College do hereby declare that I have completed the mandatory internship
from 21-09-22 to 31-10-22 in DRDA (Name of
the intern organization) under the Faculty Guideship of
Ch. Nagamalleswari (Name of the Faculty Guide), Department of
economics, Govt degree College Naidupet
(Name of the College)

P. Raghu
(Signature and Date)

Official Certification

This is to certify that P. Raghur (Name of the student) Reg. No. 201112015 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (HED) in the Department of Government Degree College Naidupet (Name of the College).

This is accepted for evaluation.

P. Raghur

Endorsements

[Signature]
(Signatory with Date and Seal)
Assistant P.C.,
VELUDU - D.K.U.M
Naidupet Mandal
SPS, Nellore (Dt.)

ch. meli
Faculty Guide

Head of the Department


[Signature]
Principal
PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati Dt.

Page No:

Certificate from Intern Organization

This is to certify that P. Raghun (Name of the intern)
Reg. No 201112015 of Govt degree College (NYP) (Name of the
College) underwent internship in DR. DA. (Name of the
Intern Organization) from 21-09-22 to 31-10-2022

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


Authorized Signatory with Date and Seal 14/11/2022
Assistant Project Manager
VELUDU - D.R.D.A.
Naidupet Mandal
SPS ~~M~~ellore (Dt.)

Acknowledgements

I would like to thank all those persons who have contributed towards the successful 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 B. Amaravathi
in pudur village. for taking

part in useful decision and giving necessary advice and guidance and arranged all facilities to make life easier. I choose this movement to acknowledge her contribution greatly. I thank her for encouragement, guidance and valuable suggestions.

Contents

1. Introduction : short - term internship of DR.DA
 - i) An internship report on
 - ii) Programme Book for short term internship
 - iii) instructions to students
 - iv) student declaration
 - v) official Certificates
2. Certificate from intern organisation
3. Acknowledgements [ACKNOWLEDGEMENTS]
4. Chapter 1 : Executive 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 term internship
11. Evaluation by the Supervisor of the intern organisation
12. photos and videolinks
13. Evaluation : intern Evaluation for short term internship
14. marks statements : internal 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.

This is the internship report based on the 2 months short term internship programme that I had successfully completed in DR.DA [District Rural development Agent] youg under the project director DR.DA Yr Congrats Collectorate Compound Spx (or) Thirupathi (DT) from 21-09-22 _____ To 31-10-2022 as requirement of B.A. programme on department of history in V.S.U. University.

This reported includes how an performance social welfare work distribution in an DR.DA Training and development of rural areas how important with people and gives information briefly about the DR.DA informed the schemes and loads of DR.DA to the people

I have worked in mandal rural development agency under the mandupet SAMAKYA with almost all the wings of 10 [village organiser] life learning rural development Teaching the how to write entries in the Books how to learning The Booking keeping

Page No:

first four weeks of my internship programme on DR-DA under the VOA village organisation agent I have worked with the full support of recruitment wing the next 2 weeks I worked with the training them next two weeks I got attached with group members and interact with the people I have worked with different types of agent controlled the 5 groups each group contains 3 to 5 members

learning objectives:

- * learning about the DR-DA mandal office
- * how to write the Books
- * how to enter the Journals
- * how to enter expenditure and profit entries in Books
- * how to note Calculated the Balance sheet entries

Out Comes Achieved:

- * I Can improve the Communication Skills
- * how to face interact the peoples
- * I Can learning the discipline 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.

1. Introduction of the Organisation:

The DRDA is the principal organ at the district level to manage and oversee the implementation of different anti poverty programme of the ministers of rural development Central/State in 1-April -1999 Zilla Prasthate implemented in 2003 organisation which very effective role as a Contact in the development process

B. vision mission and values of the organisation

The objectives of the schemes is strength and professionalise they can effectively handle the quality implementation

C. policy of the organisation reaction with the intern role.

implementation of policies to the peoples who lives in their rural areas to decrease the poverty that main reason to the implementation of different policies

Page No:

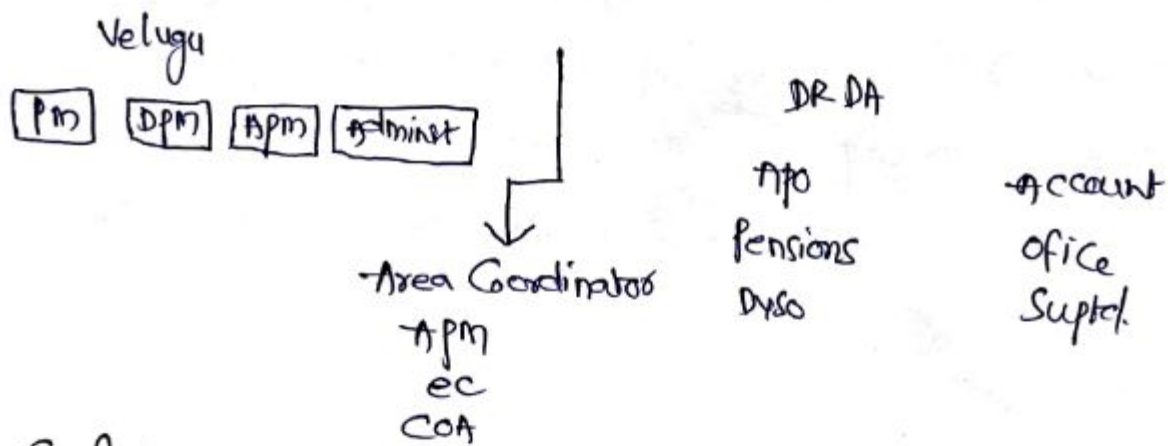
D. Organisation Structure

Community Based Organisation



Staff Organisation

Collector & executive Chairman
project directions



G. future of the organisations

To decrease 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 intern acquired.

→ Activities of DRDA

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

→ responsibilities of DRDA

The DRDA is the principle organ at the district level to manage and oversee programmes of the ministry of rural development it is a supporting effective development process

→ Working Conditions

The district rural development agency has traditionally been the principle organ at the District level to oversee implementation different anti poverty programmes since setting past stage of the allocate each Programme

→ Equipment used

In DEDA always maintain the Books enter the entries of expenditure and income about DR. DA. also maintain the possible Book keeping it was using the enter the in the Group of Self help groups it was very useful to know information of the every 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 our "voa" also introduce his self to me	VOA Self introduction	B. Amaranatha.
Day-2	VOA Teaching or learning the to functions of DRDA velugu	learning function of DRDA velugu	B. Amaranatha.
Day -3	our VOA Teacher the organisation structure zilla Samakya	learn the flowchart zilla Samakya	B. Amaranatha.
Day -4	we are interact with VOA	we are know the about the VOA	B. Amaranatha.
Day -5	VOA introduce every Group leader	introduce my self to group leader	B. Amaranatha.
Day -6	we are taken the photos Google Gps app with	Taken the pics with VOA	B. Amaranatha.

WEEKLY REPORT

WEEK - 1 (From Dt. 21.09.22 to Dt. 29.09.22)

Objective of the Activity Done: Self introduction leaving of DRDA

Detailed Report:

Day 1 : My Self Introduction to our VOA also Introduce his Self to me that's the first Day of the Internship
on Day 2 we are leaving these to functions DRDA Velugu we are learning about the ten functions

on Day 3 : our own Teaches The organisational structure of zilla Samarkya we are learn the flow chart zilla Samarkya

on Day 4 : we are interact with VOA were are know The about the VOA it means what is the VOA

on Day 5 : VOA Introduce every Group leader we are also Introduce my Self to the other persons

on Day 6 : we are taken the Dies with VOA and some members of the Group in Google Gps maping location app

Page No:

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 Under the VOB Control	Verify the Books	B. Amarathe
Day -2	learning the how to enter the Books	How to write Books	B. Amarathe
Day -3	learning how to enter the entries in the Books.	entries in the Books	B. Amarathe
Day -4	How to enter the expenditure and income Accounts entries	Verify the income and expenditure Account	B. Amarathe
Day -5	Verify the amounts of in every Group	Check the Amount every Group	B. Amarathe
Day -6	VOB teaching how to enter entries in Books we also enter the entries	We also enter the entries of Books	B. Amarathe

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 VOA Control verify the all Books under the Control VOA.
- On Day 2 : learning the how enter the Books learning the enter the Book Group of Self Groups
- On Day 3 : learning how to enter the entries in the Books entries etc
- On Day 4 : how to enter the expenditure and income Account entries verify the income and expenditure Amount.
- On Day 5 : verify the amounts of the every Group and check 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 -1	each Group must be 3 to 5 members	must be 3 to 5 member in group.	B. Amaratille -
Day -2	VOA under the 5 Groups it was means 15 members	over all 15 members under the VOA	B. Amaratille -
Day -3	We are learning 15 Group names	learning Group names	B. Amaratille -
Day -4	We are Collected the data first Group to fifth Group	Collected the data	B. Amaratille -
Day -5	We are interact with one Group under the VOA Control	interact with one Group	B. Amaratille -
Day -6	We are interact with another Groups and discuss about schemes	discuss with Group members	B. Amaratille -

WEEKLY REPORT

WEEK - 3 (From Dt. 10.10.22 to Dt. 15.10.22)

Objective of the Activity Done: learning VOA Controlling Groups

Detailed Report:

- Each Group must be 5 to 15 members must be minimum 10 members where learning on Day 1
- on Day 2 VOA under the Control 15 Groups it was means 15 members over all 15 members under the VOA
- on day 3 we are learning 15 Group names learning group names of 15 Groups
- on day 4 we are collected the data of the first Group to fifth group then we are collected the dates
- we are Interact with one group and the VOA Control Interact with one group
- we are interact with one group and discuss 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	B. Anwarulhaq
Day -2	we are interacted with sc Colony Group and discussing	interacted with group.	B. Anwarulhaq
Day -3	we are collected data about 10 to 15 group members	Collected data	B. Anwarulhaq
Day -4	VOA conducted the group meeting with members.	interact with group meeting with members	B. Anwarulhaq
Day -5	we are collected data about 15 to 20 members groups	Collected groups	B. Anwarulhaq
Day -6	we are taken pictures with group members	discuss with the weekly learning matter	B. Anwarulhaq

WEEKLY REPORT

WEEK - 4 (From Dt. 17.10.22 to Dt. 23.10.22)

Objective of the Activity Done:

Collected the data of group members

Detailed Report:

- * on day 1 we are collected data about 6 to 10 groups it was means around the 45 members details collected.
- * on day 2 we are interacted with SC Colony group and discussing interacted with group
- * on day 3 we are collected data about 10 to 15 groups members details around the 50 members details
- * on day 4 VOA Conducted the group meeting with members interact with Group meeting with members.
- * 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, Untouchability	I am learning about SC, ST Untouchability	B. Amravathie
Day - 2	About of Scheduled Societies	learning about purpose of Scheduled Societies	B. Amravathie
Day - 3	what is CIP	learning about CIP	B. Amravathie
Day - 4	what is Sangamitra	I am studying about Sangamitra	B. Amravathie
Day - 5	what is the purpose of Sangam Rakshana	study about Sangam Rakshana	B. Amravathie
Day - 6	what is the RP duties	learning about RP duties and responsibilities	B. Amravathie

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 Community members To participate
2. Every member should participated in the meetings of the association and Express their leadership responsibility.
3. leaders in the Community must perform their leadership relation properly
4. Every members must borrow from the funds of the Association
5. All the members of the Community should maintain the Books related to the Community
6. The objectives of the association should be the Commitment of the all the members to the main objectivities
7. even one should be aware of the rules and Regulations of the association

Page No:

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 21 to 30 group members details	Collected data	B. Amara ^o athe ^o .
Day - 2	we are Collected the data 31 to 35 groups members details	Collected data	B. Amara ^o athe ^o .
Day - 3	we are Collected the data. 36 to 40 members details	Collected data	B. Amara ^o athe ^o .
Day - 4	VOA. Conducting the meeting with group maintaining	group meeting with members	B. Amara ^o athe ^o .
Day - 5	we are Collected the dates 41 to 43 Group members details.	Collected data	B. Amara ^o athe ^o .
Day - 6	we are Collected the data. 44 to 45 group members details	Collected data.	B. Amara ^o athe ^o .

WEEKLY REPORT

WEEK - 6 (From Dt. 12-10-22 to Dt. 18-10-22)

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

Detailed Report:

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

on day 2 we are collected the data 31 to 35 group member details around the 50 members details collected the data.

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

on day 4 VOA conducting the meeting with group members, we interacted and discussing that members.

on day 5 we are collected the data 41th to 43rd 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.)

interactions:

in DRDA we are trained in the under the VOA. we are interacted with VOA first after some my VOA introduce the same groups to me (or) my team we interaction with that members I am asking about their loans schemes in the SHG.

They were not satisfy or satisfy members about the schemes

facilities available and maintenance:

My VOA very helpfull to completed the project very simple method we are asking any type of information she definitely helpful

Protocols:

protocols provide us with a medium and set of rules to establish communication between different divices each DRDA should be headed by a project director who should be of the loan of an additional district magistrate. the project director should preferably be a senior 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)

* Technical Skills :-

In this time I am/I can improve my skills. I can forget the fearness of interact with new peoples. I can improve my communication skills. How to interact with people. How to space with new peoples and how to interact with new peoples and how to interact with group members. how to collected the date of group members. with the help of "VOA" 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 notice the problems of members and so we them.

Any time of /ang 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.,)

⇒ 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 thought is articulated by in a cohesive manner. 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 needed to write (or) writing records, notes as per vof guidance, 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, Reports books, sashes etc:...

⇒ under standing others

understanding others does

not mean that you have to agree with their feelings or point of view. Instead, it means that you recognise their point of views 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".

we are asking the group members what type of benefits you get in these schemes. are you satisfy the in this schemes, we are discussing 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 if 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 10 to 15th. participants at 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 times to every preparation time 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 15 mints in some special cases the discussion may continue for more than 30 to 45 minutes

Preparation in team :

Team participation is primary. about Communicating with your team mates and than executing with your teammates and than executing what you. about schemes and what type of loans

To get them the interest is paid or not for taken
The loans every month on 10th How much amount
we have saving to their groups Accounts
→ leading a team/Activity :

A team leader role is to
instruct to group of people providing directions and
guidance to the team in order to ensure the
completion of tasks a good team will motivated
inspire by team solving problems and empowering
others 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 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 searching the social media about the DRDA, we can know the what type of the schemes and loans to rural peoples.

The ground member leader "vo" is using the mobile book keeping "app" mostly used, In this app "vo" my mentor collected the data of all the 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 know 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 DRDA planning aims to improve the rural developed. to implement different schemes and policies learn the rural areas peoples they are improved. that using this type schemes these organisations provide some amount to that peoples. After every month of 10th collected the leader of group.

→ leadership : making the decision on scheme (or) New scheme first of all members that means leaders of the organisation conducted the meeting discussing about that scheme clarify the doubts and implemented that schemes.

decision making : in DRDA Every mandal has one Apm, & CCS and EVOA's under the CC the main person of the mandal is Apm control the "C" "CC" Control the VOA.

Student Self Evaluation of the Short-Term Internship

Student Name: P. Raghur	Registration No: 20112015
Term of Internship: From: 21-09-22 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: 18-11-2022

Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>P. Raghur</i>	Registration No: <i>201112016</i>
Term of Internship: From: <i>21-09-2022</i> To: <i>31-10-2022</i>	
Date of Evaluation: <i>18-11-2022</i>	
Organization Name & Address: <i>DRDA Navalepet</i>	
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	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. Amaravathi
Signature of the Supervisor

Page No:

PHOTOS & VIDEO LINKS



EVALUATION

- 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. Raghav
Programme of Study: DRDA
Year of Study: 2021
Group: B.A (HEP)
Register No/H.T. No: 201112015
Name of the College: Govt. degree. college. Naidupeta
University: vikrama simhapuri

Sl.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

Date: 18-11-2022


Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal


PRINCIPAL
Govt. Degree College
NAIDUPET, Tirupati DL



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory 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)

Submitted in accordance with the requirement for the degree of
B.COM (CA)

Under the Faculty Guideship of
SMT. Bhagya Lakshmi

(Name of the Faculty Guide)

Department of
Commerce GOC Alaidupeta

(Name of the College)

Submitted by:
K. Kasthuri

(Name of the Student)

Reg.No: 202112013

Department of
Commerce GOC Alaidupeta

(Name of the College)

Instructions to Students

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

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

Student's Declaration

I, K. Kasthuraiyah a student of B.Com (CA)
Program, Reg. No. 2021/2013 of the Department of Commerce Govt Degree College Naidupeta
College do hereby declare that I have completed the mandatory internship
from 26.09.2021 to 05.11.2021 in DRDA - Mallam (Name of
the intern organization) under the Faculty Guideship of
SMT. Bhagya Lakshmi (Name of the Faculty Guide), Department of
Commerce, Govt Degree College - Naidupeta
(Name of the College)

K. Kasthuraiyah
(Signature and Date)

Official Certification

This is to certify that K. Kashiwalis (Name of the student) Reg. No. 20212012 has completed his/her Internship in DRDA (Name of the Intern Organization) on DRDA (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com (CA) Commerce in the Department of Govt. Chaitanya (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide K. Bhagyal

Head of the Department W. J. 13/11/22

Principal W. J. 13/11/22

Certificate from Intern Organization

This is to certify that K. Kasthuraiyah (Name of the intern)
Reg. No. 202112013 of GOC (Alaidepeta) (Name of the
College) underwent internship in DRDA (Chittamuru) (Name of the
Intern Organization) from 26-09-2022 to 05-11-2022

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

B. Uma Devi 14/11/22
B. UMADEVI, M.com., M.A., B.Ed.,
Assistant Project Manager
Chittamuru Mandal,
Tirupathi Dist.

Authorized Signatory with Date and Seal

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 on this project has been both illuminating and enjoyable for me.

I Express my deepest thanks to They for taking part in my decision and giving necessary advice and guidance and arranged all facilities to make life easier. I chose this moment to acknowledge her contribution Greatfully. I Thank her for encouragement Guidance and valuable suggestions.

Contents

1. Introduction :- Short Term Internship of [DRDA] on site.
 - i) An Internship Report
 - ii) program Book For short Term Internship
 - iii) Instructions To students
 - iv) Student declaration.
 - v) Official Certificate.
2. Certificate From Inter organisation.
3. Acknowledgements [ACKNOWLEDGEMENT].
4. Chapter 1:- Executive 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:- Outcome Description
10. Student Self Evaluation of the short Term Internship.
11. Evaluation By The Supervisors of the Inter-organisation
12. photos and video links
13. Evaluation : Intern Evaluation For short Term Internship

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 Internship programme that I had successfully completed in DRDA (District Rural Development Agency) YSR under the project director DRDA YSR Kranthi Parthasarthy Collectorate Compound S.P.S.R (or) Thirupathi (Dist) From as requirement of my B.com (C.A) programme on Department of Commerce in V.S University.

This report includes how an performance social welfare work distribution in an DRDA. Training and Development of rural areas. how it important with people, and Given Informance Briety about the DRDA. I informed the Schemes and to any of DRDA to the people.

I have worked in District Rural Development Agency. under the Nellore Zilla SAMAKHYA. with account all the Nellore wing of VO [village Organiser] like Learning rural Development.

[Training]. Teaching The how to write Entries in the Books
How To Learning The BOOKS keeping First Four weeks of my 3rd
program on DRDA under the VOA [village Organisation]
I have worked with the full support of recruitment wing
Next 2 weeks I worked with the Training wing then the
Two weeks I got attached with Group members and In
The weeks The people. I have worked with different The
recruitment procedures of DRDA under the VOA Village
Organisation agent Controlled the 45 Groups each Group
Continuous 10 to 12 members.

Learning Objectives :-

- ①. Learning about the DRDA.
- ②. How to write the BOOKS.
- ③. How to Enter The Journaly.
- ④. How to Enter Expenditure and profit Entries in BOOKS
- ⑤. How to note / Calculate The Business Sheet Entries.

Outcomes Achieved :-

- ①. I can Improve The Communication skills.
- ②. How to Face (or) Interest The peoples.
- ③. I can Learning The discipline to how to be in New
- ④. 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.

1) Introduction of the organization :-

The DRDA is the principal organ at the District level to manage and oversee the implementation of different anti poverty programmes of the ministry of rural development. It is supporting and functioning. DRDA implemented Central / State in 1- April - 1999. Zilla parishad implemented in 2003.

2) Vision, Mission, and values of the organization :-

The objectives of the scheme is to strengthen and professionalize the DRDA so that they can effectively enhance the quality of implementation.

3) Policy of the organization, in relation to the intern role :-

Implementation of policies to the people who live in the rural areas to decrease the poverty that the main persons to they implementation of different policies.

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 Introduction	
Day-2	VOA Teaching (or) Learning The 10 functions OF DRDA Velugu	Learning functions OF DRDA Velugu .	
Day-3	OUR VOA TEACHERS THE ORGANISATION STRUCTURE OF ZILLA SAMAYKHA	Learn the functions CHART OF ZILLA SAMAYKHA	
Day -4	we are In tract with VOA	we are In tract with VOA	
Day -5	VOA Introduce every Group Leader	Introduce The my self to Group Leader	
Day -6	we are Taken The photex in Google Gps app . with VOA	Taken the picx with VOA .	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done: Self Introduction Learning

Detailed Report:

Day - 1 my self Introduction to our VOA also
His self to me. That's the first Day of the Inter-shi

one Day 2 we are Learning the to for
of DRDA Velugu. we are Learning about the
Functions.

on Day 3 our VOA Teachers the organi
structure of Zilla Samaykha we are Learn the
of Zilla Samaykha.

on Day 4 we are Intract with VOA. we are
about the VOA It mean's what is the VOA.

on Day 5 "VOA" Introduce every Group Le
also Introduce every to the persons.

on Day 6. we are Taken the pic with
Some members of the Groups in Google Gps 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 under the VOA Controls	Verify The BOOKS	
Day-2	Learning The How to Enter The BOOKS	How to write BOOKS	
Day -3	Learning How to Enter The Entries In The BOOKS	Entries in The BOOKS	
Day -4	How to Enter The Expenditure and Income Accounts Entries	Verify The Income and Expenditure Accounts	
Day -5	Verify The Amounts of In Every Group	Check The amount of The every Group.	
Day -6	VOA Teaching How to Enter Entries in BOOKS we are Enter The Entries	we are Enter the Entries of BOOKS	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done: Verify The BOOKS.

Detailed Report:

On Day 1 :- we are verify The BOOKS under The VOA Co.
Verify The all BOOKS under The Control of VOA.

On Day 2 :- Learning the flow to Enter the BOOKS Learn
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.

On Day 4 :- How to Enter The Expenditure and income
account Entries verify The income and Expenditure acc

On Day 5 :- Verify The amount of The Entries Groups
and check the every Groups of padupu.

VOA . Teaching how to Enter Entries in BOOKS we are
Enter that Entries in the BOOKS . we are learn how to
learn.

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 DRDA :-

The District Rural Development Agency is visualised as a specialised and a professional Agency Capable of managing the poverty programme of the ministry of rural development on the one hand and to effectively coordinate these to the overall effect of eradication in the District.

⇒ Responsibilities of DRDA :-

The DRDA is the principle organization at the District level to manage and oversee the implementation of different anti poverty programmes of the ministry of rural development. It is a supporting and facilities organization which plays a very effective role in development process.

⇒ Working Conditions :-

The District Rural Development Agency has traditionally been the principle organization at the District level to oversee the implementation of different anti poverty programmes since its inception of the different and poverty programmes.

⇒ Weekly work schedule

In Every District has (or) Every Mandal of The District has Different Offices of DRDA Organisation. In Mandal has under the 8 CC and Every cchar under the 8 VOA. VOA has Control the 25 to 45 Groups. Every Group has 12 members. Every month on 10th Date Pay. The 10 any 10 poddupu. and Amount. VOA one person of a every Group handel That Group.

⇒ Equipment used :-

In DRDA always maintains The Books of the entries of Expenditure and Income account DRDA maintainance the probile Book keeping It was using The Date of Every person In the Group of self help Groups. It was very usefull to know The Intermail 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	Each group must be 10-12 members	Must be 10 to 12 membership group	
Day -2	VOA under the 45 Groups. It was means 450 members	over all 450 member under the VOA	
Day -3	We are learning 45 Group names	learning group names	
Day -4	we are collected the data of first group to fifth group	Collected the data	
Day -5	we are interact with one group under the VOA control	interact with one group	
Day -6	we are interact with another group and discuss about the scheme	Discuss with group members	

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done: Learning on Controlling groups

Detailed Report:

⇒ Each group must be 10 to 12 members amount be minimum 10 members was learning on Day 1.

⇒ on day 2 was under the control of groups it was means 450 members overall 450 members under the control

⇒ on day 3 we are learning 45 groups learning group names of 45 groups

⇒ on day 4 we collected the data

⇒ day 5 we are interact with the groups

⇒ day 6

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 10 groups	Collected data	
Day-2	we are intructed with Sc Colony Groups and Discussing	Intructed with Groups .	
Day-3	we are Collected data about 10 to 15 groups members	Collected Data	
Day -4	VOA Conducted the groups meeting with members	Intruct with groups meeting with members	
Day -5	we are collected Data about 15 to 20 members groups	Collected Data	
Day -6	we are taken pictures with group members	Discuss with the weekly Learning matters	

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done: collected The Data of group members

Detailed Report:

- ⇒ on Day 1 we are collected data about 6 to 10 group members details collected.
- ⇒ on Day 2 we are interacted with SC colony group discussing interacted with group.
- ⇒ on Day 3 we are collected data about 10 to 15 group members data about 10 to 15 groups 50 members.
- ⇒ on Day 4 VOA conducted the group meeting with members, interact with groups meeting with members.
- ⇒ on Day 5 we are collected data about 16 to 20 group members around 40 members.
- ⇒ on Day 6 we are taken pictures with group members.

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 under

the VOA we are interacted with VOA First After some VOA Introduce the some groups to me (or) my Team. we are Interaction with that members. I am asking about their Loans, schemes, in the SHG. They are not satisfy or satisfy the members about the schemes.

⇒ facilities available and maintenance.

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

⇒ protocols :-

protocols provide us with a medium and set of rules to establish community between different devices.

Each DRDA should be headed by a project Director who should be of the rank of an Additional District Magistrate

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done: Collected Data of group members

Detailed Report:

On Day 1 we are collected The Data of 21 to 30 group members Details around the 90 members Details

On Day 2 we are collected The Data 31 to 35 group members Details ground the 50 members Details collected the Data.

On Day 3 we are collected the Data 36 to 40 members Details ground The 40 members Team.

On Day 4 we are conducting The meeting with the group members. we Instructed and Dissolving that members.

Day 5 :- we are collected The Data 41 to 43 group members Details.

Day 6 :- we are collected The Data 44 to 45 groups member Details around 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	We are collected the Data 21 to 30 group members details	Collected Data.	
Day-2	we are collected the Data 31 to 35 group members details	Collected Data.	
Day-3	we are collected the Data 36 to 40 members details	Collecte d Data	
Day-4	VOA Conducting the meeting with group members	group meeting with meetings	
Day-5	we are collected the Data 41 to 43 group members details	Collected Data.	
Day-6	we are collected the Data 44 to 45 group members details	Collected Data.	

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

Technical Skills :- In This time I am/I can Improve my skills. I can forget the fearney of interact with new peoples. I can Improve my Communication skills. How to interact with people. How to speech, with new peoples and how to interant with group members. How to collected the Data of group members with The help of VOA village organisation agent.

Job related Skills :- I have to learn in this project period. How to speak poliety with members. How to attracted with our work. we can nobre the problems of the members.

Hands on Experience :- Our mentor of Intership vov' Teachers them. How record The Book. maintance of the 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.

⇒ Term of planning :- The DRDA planning 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 organisations provide some amount to that people, after

⇒ Leadership :- In DRDA every mandal has one APM, CC's and 2 VOA's under the CC's the main person of the mandal is APM control the CC's CC's control the VOA's.

⇒ Decision making ✓ making the decision on one scheme (or) new scheme. First of all members that means, Leaders of the organisation, conducted the meeting discussing about that scheme clarify the doubts and implemented that schemes.

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 thought is calculated in a cohesive manner. It has everything

⇒ Written communication :- written communication is important for every day activities in the workspace. Written communication skills are needed to write for written records, notes as per VOA guidance. My team and my mentor discuss how to write notes about their project, we are putting my team member thoughts and my mentor thoughts discussed 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 Discussion :- Group discussion normally composes 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 5 minutes preparation time 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 15 minutes.

⇒ Participation In Team :- Team participation is primary about communicating your teammates and executing what you have communicated. We are discussing about schemes, and what type of loans to get them. The interest paid or not for taken the loans, every month on 10th. How much amount (pudupu) we have saving to their group 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 Loan system, devices, and resources that generate, store or process data mostly community used 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 is using the mobile book keeping app mostly used. In this app we my mentors collected the data of all HS group members names, husband's name, father's name, name of the village etc. This type of information collected and stored in the mobile book keeping app. We have to know the any members of group & (b) member details of group we have to see the mobile book keeping app. In DRDA we are using the only one social media that was mobile book keeping. It was with the collected data of members at any time with situation the place. . .

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	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

Evaluation by the Supervisor of the Intern Organization

Student 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

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

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:

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**
- f. **Technological Developments recorded.**

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Kasthuraiah
Programme of Study: III B. Com
Year of Study: 2020 - 2023
Group: B. Com
Register No/H.T. No: 2021/2013
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. Begyal
Signature of the Faculty Guide

Certified by

Date:
Seal:

Signature of the Head of the Department/Principal