

GOVERNMENT DEGREE COLLEGE  
RAJAMPETA

SHORT TERM INTERNSHIP

RECORD BOOK  
2024-25

Designed & Developed by



ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION  
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR  
**SHORT TERM INTERNSHIP**

Name of the Student: T. Bhavaneswari

Name of the College: Government Degree College

Registration Number: 234030881072

Period of Internship: 20 days from 27-05-25 to 27-6-25

Name & Address of the Intern Organization:

YEAR

2024-25

**Yogi Vemana University**

**KADAPA**

# An Internship Report on

L.M.V Driving

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

B.Com COMPUTER APPLICATIONS

Under the Faculty Guideship of

Sri Va Rama Reddy

(Name of the Faculty Guide)

Department of

Commerce - department

(Name of the College)

Govt Degree College

Submitted by:

J. B. N. S. S. S.

(Name of the Student)

Reg.No: 23U020851072

## 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, T. BHUVARASWARI a student of B.Com(C.A)(Group)  
Program, Reg. No. 2303251073 of the Department of Commerce  
College do hereby declare that I have completed the mandatory Internship  
from 29-5-2025 to 27-6-2025 in RSETT-KADAPA (Name of  
the Intern organization) under the Faculty Guide ship of Sr. N.B. SIVARAMIREDDY  
(Name of the Faculty Guide), Department of Physics.  
Govt. Degree College, R.Rampeta  
(Name of the College)

T. Bhuvaraswari  
(Signature and Date)

## Official Certification

This is to certify that T. Bhuvaneshwari (Name of the student) Reg. No. 23UBSS1073 has completed his/her Internship in RSETT-KADAPA (Name of the Intern Organization) on L.M.V. DRAWING (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of COMMERCE in the Department of Govt Degree college (Name of the College).

This is accepted for evaluation.

  
(Signatory with Date and Seal)

### Endorsements


Faculty Guide



Head of the Department



Principal

  
PRINCIPAL  
Govt. Degree College  
RAJAMPET - 516 115  
Annamayya Dist.

## Certificate from Intern Organization

This is to certify that T. Bhuvaneshwari (Name of the intern)  
Reg. No 234030851073 of G.D. C Rajampet (Name of the  
College) underwent internship in RSETI - KADAPA (Name of the  
Intern Organization) from 29/5/25 to 27/6/25

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

  
Authorized Signatory with Date and Seal

## Contents

To know about L.M.V CAR Driving

Driving a car involves understanding  
vehicle contracts traffic rules and safe driving  
practice key aspects includes familiarizing your  
self with cars features mastering gear changes  
and understanding road signs and markings.

we did not over take the rules  
of traffic signals or legal requirement like  
existing necessary documents and practicing  
defensive driving techniques. In the driving of  
the car follows the driving rules and regula-  
-tions carefully by learning.

## CHAPTER 1: EXECUTIVE SUMMARY

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

Executive Summary for a car Driving :-

provide a concise over view of the business its services target market and competitive advantages.

Driving out comes

understanding the decided result of goals that customers are trying to achieve then designing products or services that help them achieve those out comes.

## 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.

### ORGANIZATION:-

#### Introduction :-

A group of people working together towards a common goal, leveraging their skill and resources to achieve the more objectives.

B. com. (computer) vision statement outlines organization aspirations for the future while a mission statement defines its purpose and how it will achieve its vision.

### 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 / RESPONSIBILITIES

During an internship, common activities and responsibilities include Performing clerical duties. Assisting and project participating in the meetings and coming from industry professionals.

\* Weekly work schedule out lines tasks responsibilities (tasks). Responsibility and time lines for the week often specifying equipment used and the time allocated each activity.

in help in the organization. Prioritization and efficient and the importance of the following time management.

**ACTIVITY LOG FOR THE FIRST WEEK**

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 30-05-25	Pre drive checks, operating the vehicle Post drive	Driving practices	
Day - 2 31-05-25	operating the vehicles Safe post drive proce -dures	Driving practices	
Day - 3 1-6-2025	operating the vehicle safely post drive procedures	Driving practices	
Day - 4 2-06-25	Pre drive checks operating the vehicle post safely	Driving practices	
Day - 5 3-06-25	operating the vehicle safely	Driving practices	
Day - 6 4-06-25	operating the vehicle safely	Driving practices	

## WEEKLY REPORT

WEEK - 1 (From DL30525 to DL40525)

Objective of the Activity Done:

Learn driving

Detailed Report:

The energy behind the car driving practice involves understanding the road rules, traffic signs and safe driving practices.

It is crucial to learn both the practical aspects of the driving and the close tick knowledge to become a confident and safe driving knowledge of the high way code, road signs and safe driving practices.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 5-06-25	coordinating the clutch accelerator and gear shift to control the car's speed and power	Gears, shift to driving practice	
Day - 2 6-06-25	coordinating the clutch accelerator and gear shift to control the car's speed and power	Gears shift to driving practice	
Day - 3 7-06-25	coordinating the clutch accelerator and gear shift to control the car's speed and power	Gears shift to driving practice	
Day - 4 8-06-25	coordinating the clutch accelerator and gear shift to control the car's speed & power	Gear shift to driving practice	
Day - 5 9-6-25	coordinating the clutch accelerator and gear shift to control the car's speed and power	Gears shift to driving practice	
Day - 6 10-6-25	coordinating the clutch accelerator and gear shift to control the car's speed and power	Gears shift to driving practice	



ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 11-06-25	car gear system turning refers to the process	turning & driving practice	
Day - 2 12-06-25	car gear system turning refers to the process	turning & driving practice	
Day - 3 13-06-25	car gear system turning refers to the process	turning & driving practice	
Day - 4 14-06-25	car gear system turning refers to the process	turning & driving practice	
Day - 5 15-06-25	car gear system turning refers to the process	turning & driv- -ing practice	
Day - 6 16-06-25	car gear system turning refers to the process	turning & driving practice -ce	

## WEEKLY REPORT

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

Objective of the Activity Done:

Learn Driving

Detailed Report:

When driving and approaching  
-also proper stopping and positioning  
are crucial for safety and control  
-safety aspects include using mirrors  
and signals to indicate your  
intentions, positioning your vehicle  
correctly in the lane and smoothly  
steering -the -turn maintaining appropriate  
speed and gear understanding how to  
steer especially for sharp turns &  
knowing when to initiate  
steering are important skills for  
drivers of all levels.

## WEEKLY REPORT

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

Objective of the Activity Done: overtaking

Detailed Report:

overtaking, when done unsafely is a leading cause of accidents. It requires careful assessment of the road surrounding vehicles and the potential for oncoming traffic. Drivers must ensure sufficient space and visibility before attempting the overtake and should always prioritize safety by the above all the else.

Key considerations for safe

overtaking clear visibility

clear visibility before

Attempting to overtake ensure you have a clear view of the road on a head.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 17-06-25	overstalling when done carelessly is a leading cause of accidents	over takes & driving practice	
Day - 2 18-06-25	over talking when done carelessly is a leading cause of accidents	over takes & driving practice	
Day - 3 19-06-25	over talking when done carelessly is a leading cause of accidents	over takes & driving practice	
Day - 4 20-06-25	over taking when done carelessly is a leading cause of accidents	over takes & driving practice	
Day - 5 21-06-25	over taking when done carelessly is a leading cause of accidents	over takes & driving practice	
Day - 6 22-06-25	over taking when done carelessly is a leading cause of accidents	over takes & driving practice	

## 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.)

Facility management outcomes focus on creating efficient within safe and productive environment within buildings and organization. In facility management (FM) a practical process outcomes description outlines the desired results of specific processes ensuring alignment with organizational goals & the efficient operation of facilities with in relationship facilities socialization and social support have significant positive outcomes for individual contributing to both their well being.

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

To describe your Resume technical skills  
in a cover letter : Be specific mention  
the job Relevant technical skills & and  
tools you possess that are relevant  
to the job you are applying for  
Example , your proficiency in programming  
languages , software applications data  
analysis tools or project Management  
software.

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).

Technical skills are the practical abilities and knowledge used to perform specific tasks often involving tools software or procedures within a particular field example include coding, data analysis operating machinery or using specific software applications

- programming languages
- cloud computing
- database management
- cyber security
- financial management software
- technical writing

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.,)

- ⊛ Prepare a head of time
- ⊛ Be clear and concise
- ⊛ Be mindful of non-verbal communication
- ⊛ watch your tone
- ⊛ Practice active listening
- ⊛ Practice active listening
- ⊛ Build your emotional intelligence
- ⊛ Develop a workplace communication strategy
- ⊛ create a positive organizational culture

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

TO IMPROVE YOUR GROUP DISCUSSION ABILITIES.  
FOCUS ON ENHANCING YOUR COMMUNICATION LISTENING,  
AND CRITICAL THINKING SKILLS.

1. ACTIVE LISTENING AND OBSERVATION

- \* PAY ATTENTION
- \* REFRAIN FROM INTERRUPTING
- \* SUMMARIZE OR PARAPHRASE.

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

Technological advancements have significantly impacted training and development. Introduction of more engaging, accessible, and personalized learning experiences. Key developments include the rise of Learning Management Systems (LMS), Virtual and AR Augmented Reality (AR), mobile learning, micro learning, Reality (AR), mobile learning, gamification, AI-powered adaptive learning, and online platforms for collaboration.

PHOTOS & VIDEO LINKS







ಕರ್ನಾಟಕ ರಾಜ್ಯ

ಕರ್ನಾಟಕ ರಾಜ್ಯ  
ಕೃಷಿ ಮತ್ತು  
ಪ್ರಾದೇಶಿಕ ಅಭಿವೃದ್ಧಿ

Canara Bank



RSETI  
Rural Self Employment Training Institute



# CANARA BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE, KADAPA.

(Sponsored by Canara Bank Centenary Rural Development Trust)  
Beside Girls ITI College, Tirupalli Road, KADAPA - 516 002. A.P.

Unique ID :  
Aadhar No :



## Certificate

This is to certify that Shri/Smt./Kum T. Bhuvaneshwari

S/o. / Daughter / W/o. of T. Narasimhulu

Resident of Kondayagari palli, Anantahgari palli, Annamayya

has participated and successfully completed the Training programme

LMV Driving

conducted at the institute from 29/05/2025 to 27/06/2025

The Training Programme was sponsored by CANARA BANK

Date: 27/06/2025  
Place: KADAPA

Chandhokar Reddy  
Course Co-ordinator

DIRECTOR  
CANARA BANK RURAL SELF EMPLOYMENT  
TRAINING INSTITUTE, KADAPA

## EVALUATION

### Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

### Assessment Model:

- There shall be 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 weightings for External Evaluation shall be:
  - Internship Evaluation                      100 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 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.

*Student Self Evaluation of the Short-Term  
Internship*

Student Name: T. Bhuvaneshwari	Registration No: 234030881073
Term of Internship: 30 days From: 29/05/25 To: 27/06/25	
Date of Evaluation:	
Organization Name & Address: RESTL - KADAPA	

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	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date:

30/6/2025

T. Bhuvaneshwari  
Signature of the Student

*Evaluation by the Supervisor of the Intern  
Organization*

Student Name: T. BHANANESWARA	Registration No: 231080981073
Term of Internship: 30 days From: 29/5/25	To: 27/6/25
Date of Evaluation:	
Organization Name & Address: RSETI - KADAPA	
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 <b>OVERALL PERFORMANCE</b>	1	2	3	4 ✓	5

Date:

*Bhangan Reddy*  
Signature of the Supervisor

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## INTERNAL ASSESSMENT STATEMENT

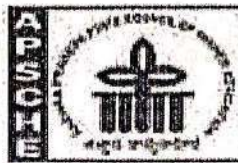
Name Of the Student: T. BHAVANESWARA  
Programme of Study: L.M.V Driving  
Year of Study: II Year  
Group: B.COM (C.A)  
Register No/ILT. No: 234030851073  
Name of the College: GOVT. Degree College RAJAMPOT  
University: Jogi Venkara (Kadapa)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	
2.	Internship Evaluation	40	
3.	Oral Presentation	30	
	GRAND TOTAL	100	

Date:

  
Signature of the Faculty Guide

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**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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