

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: S. Reddemma

Name of the College: G.D.C Degree Rajampet

Registration Number: 234030851062

Period of Internship: 30 days From 29-5-25 To 27-6-2025

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 ters Internship Program)

Submitted in accordance with the requirement for the degree of

II.B.com (C.A)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Commexce Department

(Name of the College)

Govt. Degree college

Submitted by:

S. Reddemma

(Name of the Student)

Reg.No: 234030851062

Student's Declaration

I, S. Reddemra a student of II.B.COM(CA) Group)

Program, Reg. No. 2340308510620 of the Department of Commerce

College do hereby declare that I have completed the mandatory internship

from 09/5/2025 to 27-6-2025 in RSETI-KADAPA Name of

the intern organization) under the Faculty Guide ship of _____

(Name of the Faculty Guide), Department of

Govt. Degree college, Rajampet

(Name of the College)

(Signature and Date)

Official Certification

This is to certify that S. Reddamma (Name of the student) Reg. No. 23403085162 has completed his/her Internship in RSETI-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.



SHRI SRI SRI CHANNARA A

RSETI



CANARA BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE, KADAPA.

(Sponsored by Canara Bank Community Rural Development Trust)
Bhadracharya College, Training House, KADAPA - 518 002 A.P.



Certificate

This is to certify that Shri Smt. K. S. Redamma

Daughter of S. Venkatesh

Resident of Madani Suddhanur, Pengaluru, Annamaya

has participated and successfully completed the Training programme

KMY 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

[Signature]
Director

DIRECTOR
CANARA BANK RURAL SELF EMPLOYMENT

Certificate from Intern Organization

This is to certify that S. Reddenma (Name of the intern)
Reg. No 234030851062 of G.D.C Rajampet (Name of the
College) underwent internship in RSETI - KADAPA (Name of the
Intern Organization) from 29-5-2025 to 27-6-2025

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 LMV CAR DRIVING:-

Driving a car involves understanding vehicle controls, traffic rules and safe driving practice. Key aspects include familiarizing your self with cars features, mastering gear changes - maintaining a safe distance from other vehicles and understanding road signs and markings. We didn't overlook the rules of traffic signals.

Additionally drivers should be aware of legal requirements like carrying necessary documents and practicing defensive driving techniques. In the driving of the car follows the driving rules and regulations 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 overview of the business its services target market and competitive advantages.

DRIVING OUT COMES :-

Understanding the desired result or goal that customers are trying to achieve then designing products or services that help them achieve those outcomes.

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 skills and resources to achieve the more objective.

B. A vision statement outlines the organization's aspirations for the future. While a mission statement defines its purpose and how it will achieve its vision, it also outlines the guidelines, expectations, and benefits associated with its internship program. Ensuring a structured and mutually beneficial experience for both the intern and the organization.

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 projects participating in the meetings and learning from industry professionals.

A weekly work schedule outlines tasks, responsibilities (tasks: responsibilities) and time lines for the week after specifying equipment used and the time allocated to each activity.

It helps 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	predrive checks operating the vehicle post drive	Driving Practices	
Day - 2	operating the vehicles safely postdrive procedures.	Driving Practices	
Day - 3	operating the vehicle safely postdrive procedures	Driving Practices	
Day - 4	Predrive checks operative the vehicle post safety	Driving Practices	
Day - 5	operating the vehicle safely	Driving Practices	
Day - 6	operating the vehicle safely	Driving Practices	

WEEKLY REPORT

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

Objective of the Activity Done:

L.M.V DRIVING

Detailed Report:

The theory 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 theoretical knowledge to hone a confident and safe driving.

The theory fast assets your knowledge of the High way code Road signs and safe driving which practices

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Coordinating the clutch accelerator and gear shift - to control the car's speed and power	Gear shift to driving practice	
Day - 2	Coordinating the clutch accelerator and gear shift to control the car's speed and power	Gear shift to driving practice	
Day - 3	Coordinating the clutch accelerator and gear shift to control the car's speed and power	Gear shift to driving practice	
Day - 4	Coordinating the clutch accelerator and gear shift to control the car's speed and power	Gear shift to driving practice	
Day - 5	Coordinating the clutch accelerator and gear shift to control the car's speed and power	Gear shift to driving practice	
Day - 6	Coordinating the clutch accelerator and gear shift to control the car's speed and power	Gear shift to driving practice	

WEEKLY REPORT

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

Objective of the Activity Done:

L.M.V Driving

Detailed Report:

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

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	overtaking when done unsafely is a leading cause of accidents	overtakes Driving practice	
Day - 2	over taking when done unsafely is a leading cause of accidents	overtakes Driving practice	
Day - 3	overtaking when done unsafely is a leading cause of accidents	overtakes Driving practice	
Day - 4	over taking when done unsafely is a leading cause of accidents	overtakes Driving practice	
Day - 5	overtaking when done unsafely is a leading cause accidents	overtakes Driving practice	
Day - 6	over taking when done unsafely is a leading cause accidents	overtakes Driving practice	

WEEKLY REPORT

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

Objective of the Activity Done:

L.M.V Driving

Detailed Report:

When driving and approaching a turn proper steering and positioning are crucial for safety and control. Key Aspects include using mirrors and signals to indicate your intentions. Positioning your smoothly executing the turn maintaining appropriate speed and Gear understanding how to steer especially for sharp turns and knowing when to initiate steering are important skills for drivers of all levels.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	over-talling when done unsafely is a leading cause of accidents	over-talleg ex 1- Driving practice.	
Day - 2	overtakeing when done unsafely isa leading cause of accidents	over takes & Driving practice	
Day - 3	over takeing when done unsafely isa leading cause of accidents	over takes & Driving practice	
Day - 4	over takeing when done unsafely is a leading cause of accidents	over takes & Driving practice	
Day - 5	over takeing when done unsafety is a leading cause accidents	over-takes & Driving practice	
Day - 6	over takeing when done unsafety is a leading cause accidents	over takes & Driving practice	

WEEKLY REPORT

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

Objective of the Activity Done: CMU DRIVING

Detailed Report:

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

Key considerations for safe overtaking
clear visibility :- Before attempting to overtake ensure you have a clear view of the road on a head.

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 protocol process outcomes description outlines the desired results of specific producers ensuring alignment with organizational goals and the efficient operation facilities with in relationship facilities socialization and social support have significant positive outcome for individual contributing to both mental and physical well being.

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

To describe you. 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 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
- * Build your Emotional intelligence
- * develop a work place communication strategy
- * create a positive organizational culture,

Describe how could 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.

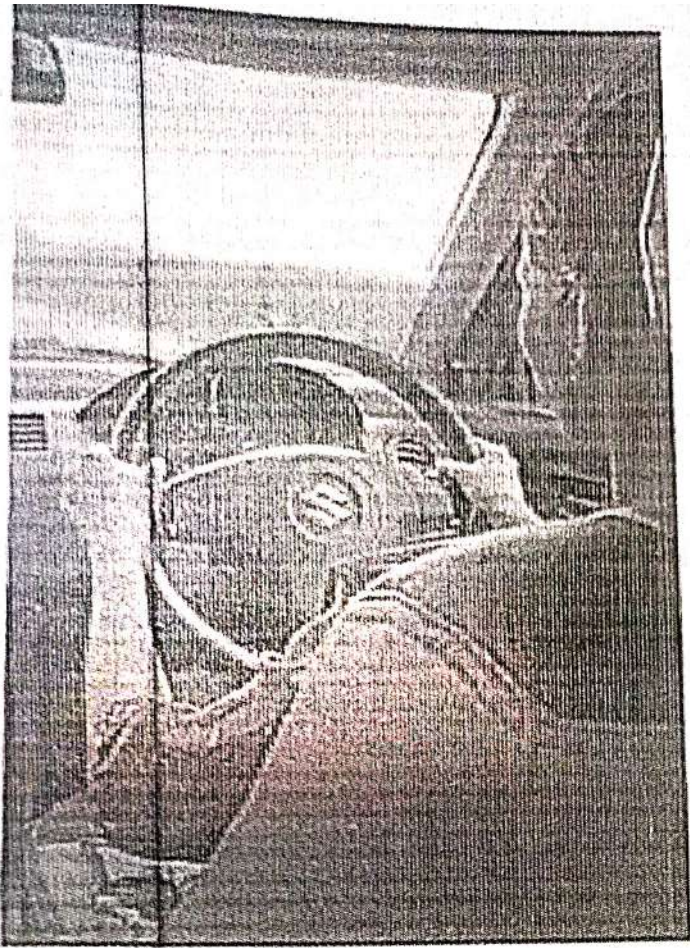
* pay attention.

* 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. Introducing more engaging, accessible, and personalized learning experiences. Key developments include the rise of Learning Management Systems (LMS), Virtual and Augmented Reality (AR/VR), mobile learning, microlearning, gamification, AI-powered adaptive learning, and online platforms for collaboration.



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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: S. Reddemma Registration No: 234630851662
Term of Internship: 30 days From: 29/5/2025 To: 27/05/2025
Date of Evaluation:
Organization Name & Address: RESTI - 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	OVERALL PERFORMANCE	1	2	3	4	5

S. Reddemma
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern
Organization

Student Name: S. Reddemma	Registration No: 234030851062
Term of Internship: From: 29/5/25 To: 27/5/25	
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	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: S. Reddamma
Programme of Study: L.M.V DRIVING
Year of Study: II Year
Group: B. Com (CA)
Register No/H.T. No: 23403085/062
Name of the College: Govt. degree college Rajampet
University: Yogi Vemana (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



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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