

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: THALLEM VINEELA

Name of the College: Govt Degree College

Registration Number: 234030851071

Period of Internship: 30 days From: 27-5-25 To: 27-06-25

Name & Address of the Intern Organization

YEAR

2024-25

Yogi Vemana University

KADAPA

An Internship Report on

LMV Driving

(Title of the Short term Internship Program)

Submitted in accordance with the requirement for the degree of

II. B.com [CA]

Under the Faculty Guideship of

Sri. N.B. Sivarami Reddy

(Name of the Faculty Guide)

Department of

Commerce Department

(Name of the College)

Gout Degree College

Submitted by:

I. Vinela

(Name of the Student)

Reg.No: 234030851071

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

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

____ <<@>> ____

Student's Declaration

I, I. Vineela a student of II B.com [CA] (Group)
Program, Reg. No. 234030851071 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 29-05-2025 to 27-05-2025 in RSEIT - 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

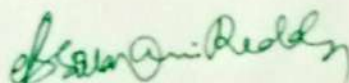
This is to certify that T. Vineela (Name of the student) Reg. No. 234030851071 has completed his/her Internship in RSETI - Kodapa (Name of the Intern Organization) on LMV Kodapa (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commece in the Department of Govt. Degree College (Name of the College).

This is accepted for evaluation.

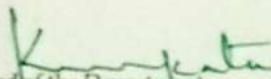

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



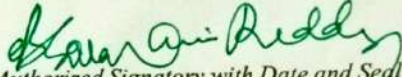

Principal

Govt. Degree College
RAJAMPET - 516 115
Annamayya Dist.

Certificate from Intern Organization

This is to certify that T. Vineela (Name of the intern)
Reg. No. 234030851071 of GDC Rajampet (Name of the
College) underwent internship in RSETI - Kodapa (Name of the
Intern Organization) from 29-05-2025 to 27-06-2025

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 Collect about LMV CAR DRIVING

Driving a car involves understanding vehicle controls traffic rules and safe driving practices.

Key aspects include familiarizing yourself with the car's features mastering gear changes maintaining a safe distance from other vehicles and understanding road signs and markings.

Additionally drivers should be aware of legal requirements like carrying necessary documents and practicing defensive driving techniques.

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 Outcomes :-

Understanding the desired results or goals that customers are trying to achieve and 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. A group of people working together towards a common goal, leveraging their skills and resources to achieve objectives.
- B. A vision statement outlines organization's aspirations for the future while a mission statement defines its purpose and how it will achieve its vision.
- C. 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 / Responsibility

During an internship, common activities and responsibilities include performing clerical duties, assisting with projects participating in meetings and learning from including professionals.

- A weekly work schedule outlines tasks responsibilities [tasks, responsibility] and timeliness for the week often specifying equipment used and the time allocated to each activity. It helps in organization, prioritization, and efficient time management.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pre-drive checks, Operating the vehicle safely, post drive procedure.	Driving practice	
Day - 2	Operating the vehicle safely, post drive procedures.	Driving practice	
Day - 3	Operating the vehicle safely, post drive procedure.	Driving practice	
Day - 4	Pre-drive checks, Operating the vehicle safely.	Driving practice	
Day - 5	Operating the vehicle safely.	Driving practice	
Day - 6	Operating the vehicle safely.	Driving practice.	

WEEKLY REPORT

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







Objective of the Activity Done: LMV Driving

Detailed Report:

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

It's crucial to learn both the practical aspects of driving and the theoretical knowledge to become a confident and safe driver. The theory test assesses your knowledge of the highway 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	Coordinating the clutch acceleration and gear to shift to control the car's speed & power.	Gear Shift to driving practice	
Day - 2	Coordinating the clutch accelerating and gear to shift to control the car's speed & power.	Gear Shift to driving practice.	
Day - 3	Coordinating the clutch accelerating and gear shift to control the car's speed & power.	Gear Shift to driving practice.	
Day - 4	Coordinating the clutch accelerating and gear shift to control the car's speed & power.	Gear Shift to driving practice	
Day - 5	Coordinating the clutch accelerating and gear shift to control the car's speed and power.	Gear Shift to driving practice.	
Day - 6	Coordinating the clutch accelerating 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:







LMV Driving

Detailed Report:

A car's gear system or transmission, transfers power from the engine to the wheels allowing the vehicle to move at different speeds and with varying amounts of force.

It does this by using a set of gear gears that can be configured on different ways changing the ratio between the engines speed and the wheels speed this allows the driver to optimize for power (torque) or to speed depending on the driving conditions.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Car gear system & Turning refers to the process.	Turnings & Driving Practice	
Day - 2	Car gear system & Turning refers to the process.	Turnings & Driving Practice	
Day - 3	Car gear system & Turning refers to the process.	Turnings & Driving Practice	
Day - 4	Car gear system & Turning refers to the process.	Turnings & Driving Practice	
Day - 5	Car gear system & Turning refers to the process.	Turnings & Driving Practice	
Day - 6	Car gear system & Turning refers to the process.	Turnings & Driving Practice.	

WEEKLY REPORT







WEEK - 3 (From Dt _____ to Dt _____)

Objective of the Activity Done: LMV 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 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 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	Overtaking when done unsafely is a leading cause of accidents.	Overtakes & Driving practice	
Day - 2	Overtaking 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	Overtaking when done unsafely is a leading cause of accidents.	Overtakes & Driving practice	
Day - 5	Overtaking when done unsafely is a leading cause of accidents.	Overtakes & Driving practice	
Day - 6	Overtaking when done unsafely is a leading cause of accidents.	Overtakes & Driving practice	

WEEKLY REPORT

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

Objective of the Activity Done:

LMV Driving

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 to overtake and should always prioritize safety above all else.

Key Consideration for Safe Overtaking :-

Clear Visibility : Before attempting to overtake ensure you have a clear view of the road ahead.

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 environments within buildings and organizations.

In facility management (FM) a practical process outcome description outlines the desired results of specific procedures. Ensuring alignment with organizational goals and the efficient operation of facilities.

4 Socialization and Social Support within relationships have significant positive outcomes for individuals 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 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

Project Management

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 ahead of time.
- * Be clear and concise.
- * Be mindful of non-verbal communication
- * Watch your tone
- * Practice active listening
- * Build your emotional intelligence
- * Develop a workplace 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
- * Retrain from interrupting
- * Summarize or paraphrase 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)

Technical Technological advancements have significantly impacted training and development, introducing more engaging accessible and personalized learning experiences. Key developments systems [L include the rise of learning managements systems [LMS], virtual and Augmented reality [VR/AR] mobile learning, micro learning gamification -AI-powered adaptive learning and online platforms for collaboration.



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ಕರ್ನಾಟಕ ರಾಜ್ಯ

Canara Bank



CANARA BANK RURAL SELF EMPLOYMENT TRAINING INSTITUTE, KADAPA.

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

Unique ID :

Aadhar No :



Certificate

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

S/o. / Daughter / W/o. of T. Siva Samsi Reddy

Resident of Deva samudsam, pullampeta, 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

Chandrasekhar 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. Vineela

Registration No:

Term of Internship: 30 days From: 29-05-25 To: 27-06-25

Date of Evaluation:
Organization Name & Address: RSETI - Kachapa

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: <u>T. Vineela</u>	Registration No: <u>234030851071</u>
Term of Internship: <u>30 days</u> From: <u>26-05-2025</u> To: <u>27-06-2025</u>	
Date of Evaluation:	
Organization Name & Address: <u>RSETI - kadapa</u>	
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	2	3	4	5
1 Oral communication				✓	5
2 Written communication				✓	5
3 Proactiveness				✓	5
4 Interaction ability with community				✓	5
5 Positive Attitude				✓	5
6 Self-confidence				✓	5
7 Ability to learn				✓	5
8 Work Plan and organization				✓	5
9 Professionalism				✓	5
10 Creativity				✓	5
11 Quality of work done				✓	5
12 Time Management				✓	5
13 Understanding the Community				✓	5
14 Achievement of Desired Outcomes				✓	5
15 OVERALL PERFORMANCE				✓	5

Date:



 Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: T. Vineela
Programme of Study: LMV Driving
Year of Study: 11th year
Group: B.com [CA]
Register No./H.T. No: 23403085 1071
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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