

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: B. Madhu

Name of the College: VVVT . degree . college , Rajampet

Registration Number: 202200097884

Period of Internship: From: 27/05/24 To: 25/06/2024.

Name & Address of the Intern Organization CB RSETI, Kadapa
Andhra Pradesh.

YEAR

2024-25

Yogi Vemana University

KADAPA

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KADAPA

An Internship Report on

photography and videography

(Title of the Shorters Internship Program)

Submitted in accordance with the requirement for the degree of
B.A (H.E.P)

Under the Faculty Guideship of

B. NAGARAJA

(Name of the Faculty Guide)

Department of

TELUGU

(Name of the College)

Submitted by:

~~Chen~~ BADANA PURI MADHU

(Name of the Student)

Reg.No: 202200097884.

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, B. Madhu. a student of B.A (H&P) (Group)

Program, Reg. No. 202200097884 of the Department of _____

College do hereby declare that I have completed the mandatory internship

from 27/05/2024 to 25/6/2024 in RSETI, KADAPA (Name of

the intern organization) under the Faculty Guide ship of B. Nagaraju

(Name of the Faculty Guide), Department of

Telugu Govt. degree, clg Rajampet.

(Name of the College)

B. Madhu.

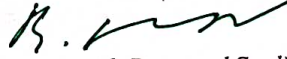
(Signature and Date)

Official Certification

This is to certify that Badanapuri Madhu (Name of the student) Reg. No. 20220097884 has completed his/her Internship in RSET-IKADAPA (Name of the Intern Organization) on photo graphy, video (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 U DE Rajampet (Name of the College).

This is accepted for evaluation.

Endorsements


(Signatory with Date and Seal)

BALASANI NAGARAJA, MA.,
Lecturer in Telugu
Government Degree College
Rajampeta, Annamayya Dist. 516115. A.P.

Faculty Guide



Head of the Department

Principal





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ಕುಟುಂಬ

Canara Bank



RSETI
Rural Self Employment
Training Institute
Promoting Rural Entrepreneurship



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 B. Madhu

S/o. / Daughter / W/o. of Perchalaiah

Resident of Gundluru, Ramapuram, Rajampeta
Annamiah

has participated and successfully completed the Training programme

photography and videography

conducted at the institute from 27.05.2024 to 25.06.2024

The Training Programme was sponsored by Canara Bank

Date : 25.06.2024

Place : Kadapa

Grey
Course Co-ordinator

Madhu
DIRECTOR
CANARA BANK RURAL SELF EMPLOYMENT
TRAINING INSTITUTE, KADAPA.



MINISTRY OF RURAL DEVELOPMENT

Government of India

 **National Academy of RUDSETI**
Speakers, SDUE, Tusti & Canara Bank



C. No. :AY/APxxxxxx4000216039-6-1770-406-15
MIS ID: 16-039-200568-5377716

प्रमाणित किया जाता है कि श्री/सुश्री एमएस
This is to certify that (Mr./Ms./Ms.)

B MADHU

सुपुत्र/सुपुत्री/प्रतिभाषित
Son/Daughter/Ward of

B PENCHALAIAM

आधार संख्या
Aadhaar No.:

xxxx-xxxx-8550

ने अर्हता/जॉब रोल
for job role/qualification

Photography and Videography (NARQ40002)

अवधि
of Duration 240

राष्ट्रीय कौशल योग्यता संरचना स्तर
hours National Skills Qualifications Framework Level 4

प्रशिक्षण केंद्र
Training Centre

CBRSETI - Kadapa

जिला
District Kadapa

राज्य
State

Andhra Pradesh has successfully cleared the assessment with

61%

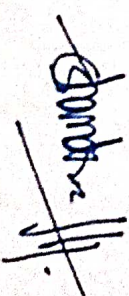
प्रतिशत अंकों के साथ उत्तीर्ण किया।
%/Score.

जारी करने का स्थान

Bengaluru

जारी करने की तिथि

25.06.2024





ई-सत्यापन लिंक

e-verification link



Signature

Name: B. Chandra Sekhar
State Controller (A&QA) for RSETIs

State: Andhra Pradesh

Contents

- 1) photography
- 2) evolution of camera
- 3) camera types
- 4) branches of photography.
- 5) camera and Accessories
- 6) Image formation in camera
- 7) Back side view
- 8) Aperture I.D.S. mechanism.
- 9) composing
- 10) Introduction of digital photography
- 11) videography.
- 12) photo shop.
- 13) various of photoshop
- 14) colour balance
- 15) photo cutting
- 16) Album designing
- 17) computers.

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.

photography is a greek word and.
its photography means writing
with light with century photo.
graphy Aristotle and pin hole
image 1839 Louis J. M. J. J. J. J.
ical photography since introduction.
tion. Joseph Niepce 1829 copper
plate. with sodium thio sulphate.
this report is a detailed overview
of my internship journey at Canada Bank
Rural Self employment training institu
tion Canada during the internship.
I have learnt about the community
and employ ment entrepreneurship
in the insti tute .
→ D.M.E.T means Sri Dharmasthal
Mahavir Education Trust.

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.

First of all we should know about
PUSSETI which was established
in the year 1982 in the Southern
Karnataka (UTTI) w. pusseti means
rural development and self employment
development and self employment.

→ PUSSETI was started Sri Chakra
sthati education trust, syndicate
Bank and canara bank.

→ chairman of the institute is Dr. Sri
Radhabhuan Virendrarajegada. He is the
President of Pharmathali education trust.

→ In Kadapa district in 2003 it was
started as SYND (SYNDICATE INSTITUTE)
of rural development later it was
converted synd seti in 2009.

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.

Daily Activity in intern organisation during internship are.

* Prayer.

* Milly (most important lesson heard yesterday).

* Lab practicals are the activities of internship responsibility are ob. rected and beds and following.

responsibility side of the internship the working module details are daily biometric logs tag photos of the daily conditions are then.

weekly work schedule are equipment used and tasks performed, objectives of the training photos.

ACTIVITY LOG FOR THE FIRST WEEK

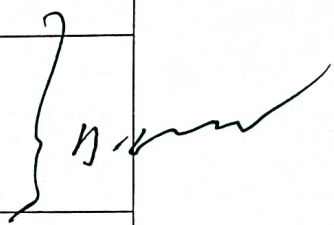
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
27/5/2021 Day - 1 the day	* details about organization. * entrepreneur development Agriculture.	entrepreneur and agriculture business	
28/5/2021 Day - 2 Friday	* self employment * will be self employment features.	about self employment and features	
29/5/2021 Day - 3 Sat	* entrepreneur competencies. * photography.	entrepreneur competencies	} 1. 
30/5/2021 Day - 4 Sun	* entrepreneur development * communication skills	communication skills increase	
31/5/2021 Day - 5 Mon	* time Management. * courses of time management * location in camera	save time time is money camera view	
1/6/2021 Day - 6 Tue	* SWOT Analysis * camera shutter. * speed & aperture.	strength weakness opportunities threats.	

WEEKLY REPORT

WEEK - 1 (From Dt. 27/5/24 to Dt. 01/6/24)

Objective of the Activity Done:
Detailed Report:
<u>communication skills</u>:- learnt types, usage of verbs and wrote some examples wrote some sentence using will. } usage of may and using wrote sentence - interview skills, self introduction, a guest respect communication, skills verbs. <u>entrepreneur competencies</u> to see and acts on opportunities, skills Attention on quality. standards on work + self confidence. told absolutely. <u>composing studio</u>:- id, propose group sample photo and pass port, identification And visa pass port in various of photo size as a country in sing. on poor Malasiya America and Dubai.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
2/6/24 Day - 1 Wed.	* Visual setting * floor curves attached * 12x12 Baya form.	wood setting feet tores And 12x12.	
3/6/24 Day - 2 Thre.	* studio composing * composing method * studio	composing Methods studio lighting	
4/6/24 Day - 3 Fri	* studio * stobes * Meghri sum.	studio amb. re. 12x12 Bay light studio	} 
5/6/24 Day - 4 Sat	* fences and types * fish experiences.	focus of fences and ultra wide.	
6/6/24 Day - 5 Sun	* Tower building game * lighting system	self unfidele And light ing system.	
7/6/24 Day - 6 Mon.	* light ing setup. * Rembrandt lig hting.	light setup. Rembrandt roofs.	

WEEKLY REPORT

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

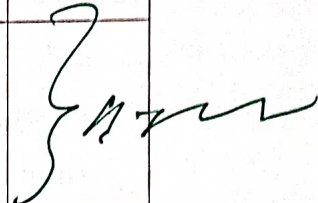
Objective of the Activity Done:
Detailed Report:
<u>aperture</u> is <u>aperture</u> system: in creating the higher number. higher ISO instead standard organization if you want decrease. aperture 1/1600 shutter 1/1000. in India also strong the distance. is here. automatically focus ring. to AF - S AF - C used for camera. continuously AF - A AF - S AF - C AF - AIS.
<u>Introduction of digital photography</u> <u>pathiyugam</u> - Holography. silver india paper and Brown paper sole film in video coll CCD - charge couple device and will make in vated light on the how to to enough. large aperture.

WEEKLY REPORT

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

Objective of the Activity Done:
Detailed Report:
photo shop: How to cutting pass post size. Right ok when the photo shop in system after we want photos select ed. and should open press the ctrl to keys in open press. the after photos will do crop. those after with 1.5 height 2 resolution 200 this is should be in inches. it is took the size & open with crop. tool size & ctrl. ATT it's free transformation. Press ctrl & ATT after above the photo shop took to 90% box dev after around the photo corner. to dots then ctrl to clicked after. Around the photos dots are clear.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
14/6/24 Day - 1 MON	* Basic shoot. cut - toys. * Album design.	Basic keys. Album design	
15/6/24 Day - 2 TUE.	* photo shop. sizes. * Album design.	photo sizes. Album sizes	
16/6/24 Day - 3 wed.	* Album design * special printing.	Album design printing.	} 
17/6/24 Day - 4 THUR.	* quick mask. * save and copies.	quick mask. save copies.	
18/6/24 Day - 5 Fri	* computer. * photography founded.	about com. puter. photography.	
19/6/24 Day - 6 Sat	* introduction to videoography.	videoography and photo shop.	

WEEKLY REPORT

WEEK - 4 (From Dt 14/6/24 to Dt 19/6/24)

Objective of the Activity Done:

Detailed Report:

ALBUM DESIGNING: How to cutting photo? 1) Carish ma Album 2) 1st vera album first of all on the photo shop in system those after selected the photos we want 4 or 8 photos will do open those after gave the colour appropriate that photo after do select will be copy. cut + Atc.

Album design size:

8 x 24 (pad 12 x 24)

11 x 30 (pad 12 x 36)

12 x 30 (pad 12 x 36)

12 x 36 (pad 14 x 40) (12 x 36)

18 x 24 (pad 20 x 24)

12 x 36 front page, Back page = 12 x 18.

14 x 24 front page Back page = 9 x 12

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.)

As per the people introduction RSETI it is the most popular institute number of the people will joining this environment. of institute will train for here without any other fees also it will provide many free facility like food and hotel this it is every pleasant and comfortable are the place where the RSETI is conducted is very comfortable and correct place for training in institute we can interact with the RSETI staff without any hesitation at any time and improve our communication skills with each other because of we are staying in the institute.

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

we have learned the skills at all photography and videography like which includes checking out hardware of photography and videography. Technical skills in photography and videography involve. Both the creative and technical aspects. of capturing camera options? understanding of different camera types. (DSLR) mirror less. proficiency with camera setting i.e shutter speed. Aperture manual and automatic shooting modes. scene. situations composition. rule of thirds. leading lines. symmetry and framing. Depth of field control. understanding of perspective and angles. Balancing elements with in frame.

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.

In this short term internship training my meaning lectures divided as into. some groups and distributed the tools and confidence we should be with. a good planning & we have to protect the tools and we have learned good leadership quality and control. the group members in the institute. level privacy thing with the home work and with the good behaviour.

we learned we all work by management of it time and through. this the management we are doing up set a good job.

In this institute and good. the decision making skills & other performance to analysis that what to do next.

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.,)

we would improve our communication skills we have learnt about something about the communication skills that are two types.

one is verbal another is non verbal communication skills.

1) verbal communication skills

2) non verbal communication skills.

These two skills are used or organised to communicate with a good approach. These communication skills will build confidence level while communicating.

I will build my self confidence getting understood by others without any misunderstanding.

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

In this institute there are some
discuss and meeting held at last week
once where we discuss about growth and
profit and losses and every aspect
of show from an authorized service
center. In this ~~set~~ training we build
some qualities like leadership
and how to manage time and
etc with the management of skills.
learned how to see problem
in life with a good will in hard
situations manage the problems
a team members can also to
lead the team with the manage
ment skills.

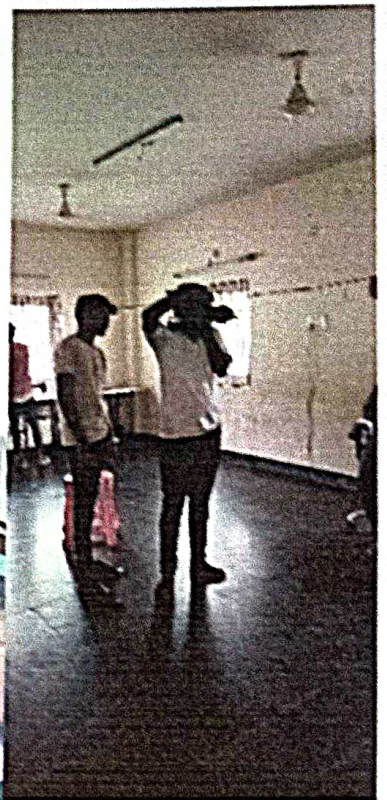
Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

I have trained in the photography and videography. I will improve my skills in this internship training with the skills I have build, my self confidence to further skills and plans. I will step out with full confidence to seeking job and go through with any skills.

I will know my skills and how to improve my skills with my knowledge I want depend my full life with my. I will build my talent to get a good job. When I will focus about skills with digital development to our job role.

PHOTOS & VIDEO LINKS

Page No



Handwritten signature or mark.



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 secure employment contracts 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 weighting for External Evaluation shall be:
 - o 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: B. madhu	Registration No.:
Term of Internship:	From: 27/05/2024 To: 25/06/2024
Date of Evaluation:	
Organization Name & Address: Canara Bank - RSO TI Kadapa, Andhra Pradesh.	

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:

B. madhu.
Signature of the Student

*Evaluation by the Supervisor of the Intern
Organization*

Student Name: <u>B. N. Dhy</u>	Registration No:
Term of Internship: From: <u>27/02/2024</u> To: <u>25/06/2024</u>	
Date of Evaluation:	
Organization Name & Address: <u>CONARA BAH K DSE TI 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	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: B. Madhu

Programme of Study: photography and videography.

Year of Study: 2022 - 2025

Group: B.A. (HEP)

Register No/H.T. No: 202200097884

Name of the College: Govt. Degree College Rajampet

University: Yogi Vemana University, Kadapa.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	28
2.	Internship Evaluation	40	40
3.	Oral Presentation	30	30
	GRAND TOTAL	100	98

Date: 21/08/2024

Signature of the Faculty Guide

BALASANI NAGARAJA, MA.,

Lecturer in Telugu

Government Degree College

Rajampeta, Annamayya Dist. 516115. A.P.



**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