

GOVERNMENT DEGREE COLLEGE – RAMPACHODAVRAM

DEPARTMENT OF HISTORY

15 WEEKS INTERNSHIP REPORT -2024-25

06/01/2025 TO 19/04/2025

Government Degree College (A), Rampachodavaram, successfully facilitated a comprehensive 15-week virtual internship program in collaboration with *Anjanaas Foundation*, a reputed NGO dedicated to education and skill development. The internship focused on exploring the **impact of tourism on the local economy** while equipping students with additional employability skills through **training in MS Office** and **Digital Marketing**.

Objectives of the Internship:

- To provide practical exposure to students on how tourism influences rural and tribal economies.
- To develop research, analysis, and presentation skills.
- To train students in MS Office (Word, Excel, PowerPoint) for academic and professional use.
- To impart basic knowledge of digital marketing techniques to improve local outreach and employment opportunities.
- To encourage students to explore career options in tourism, data analysis, and digital platforms.

A. Core Internship Module: “Impact of Tourism on Local Economy”

- Introduction to the concept of tourism and types (eco, tribal, adventure, cultural).
- Field study orientation: Students conducted virtual case studies of nearby tourist spots (like Maredumilli, Rampachodavaram waterfalls, Papi Hills, and tribal markets).
- Weekly research assignments on local livelihoods, handicrafts, hospitality, and changes in employment due to tourism.
- Survey design and data collection (virtual format) using Google Forms.
- Comparative analysis: pre- and post-tourism economic conditions.
- Preparation of individual and group reports with data visualization.

B. MS Office Training

- **MS Word:** Document formatting, tables, report writing.
- **MS Excel:** Data entry, functions, charts, basic financial calculations.
- **MS PowerPoint:** Designing visually effective presentations.
- Weekly assignments and evaluation based on tasks submitted via email/Google Classroom.
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C. Digital Marketing Training

- Introduction to digital marketing fundamentals.
- Social media platforms for tourism promotion (Instagram, Facebook, YouTube).
- Basics of SEO, content writing, and online branding.
- Students created mock campaigns to promote a selected local tourist destination.
- Practice on Canva, Google Sites, and YouTube for content creation.

Outcomes and Achievements:

- **Research & Analytical Skills:** Students learned to gather data, conduct online surveys, and draw meaningful conclusions.
- **Digital Proficiency:** All 51 students demonstrated improved computer literacy through usage of MS Office and online platforms.
- **Communication Skills:** Improvement in written and oral presentation skills.
- **Career Orientation:** Students were exposed to employment and entrepreneurship options in tourism, e-commerce, and digital marketing.
- **Internship Certificates** were awarded to all students who completed the modules successfully.

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DEPARTMENT OF HISTORY

8 WEEKS INTERNSHIP REPORT -2024-2025

01/04/2025 TO 31/05/2025

In line with the vision of enhancing employability and practical skills among undergraduate students, the Department of Arts, Government Degree College (A), Rampachodavaram, organized an 8-week virtual internship in collaboration with *OTP Technologies Pvt. Ltd.* The internship titled "**Office Management and Professional Skills**" aimed to provide comprehensive training to **32 BA students** in various aspects of office administration, documentation, communication, and workplace readiness.

Objectives of the Internship:

- To equip students with fundamental concepts and tools of office management.
- To develop professional and soft skills essential for modern workplaces.
- To expose students to real-world corporate practices through case studies and simulations.
- To build confidence in students by involving them in hands-on tasks and mock interviews.
- To bridge the gap between academic learning and corporate expectations.

3. Internship Structure and Modules Covered:

The 8-week internship was conducted in **virtual mode** using Zoom, Google Meet, and Google Classroom. It included interactive sessions, practical assignments, peer reviews, and final assessments. The program was structured around the following major modules

Module 1: Office Management Essentials

- Introduction to office structure and functions
- Document management: file handling, data entry, and record maintenance
- Role of digital tools in office environments (emails, Google Drive, MS Office suite)
- Scheduling and calendar management
- Understanding workplace ethics and decorum

Module 2: Communication & Soft Skills

- Verbal and non-verbal communication techniques
- Email writing etiquette and official correspondence
- Report writing and professional drafting
- Effective public speaking and presentation skills
- Conducting meetings: preparation, minutes, follow-up

Module 3: Time and Task Management

- Setting priorities and planning tasks
- Time-blocking techniques and productivity tools
- Team collaboration using digital tools (Google Docs, Trello)
- Handling pressure and deadlines in office setting

Module 4: Personality Development and Interview Skills

- Grooming and professional appearance
- Self-introduction and confidence-building exercises
- Resume and cover letter preparation
- Mock interviews with real-time feedback
- Workplace behavior and adaptability

Learning Outcomes:

- All 32 students successfully completed the internship with active participation.
- Students gained **hands-on experience in office documentation and operations**.
- Improved ability to write professional emails, reports, and conduct effective communication.
- Students demonstrated better time management and professional behavior.
- Many participants reported **increased confidence** and readiness for office jobs or internships.