

Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: *Arika. Simhadri*

Name of the College: *Government Degree College (men) Srikakulam*

Registration Number: *2122001356002*

Period of Internship: *From: 15/8/23 To: 30/9/23*

Name & Address of the Intern Organization

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 of 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 persons working in the organization and 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 while you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/she will be creating a WhatsApp group with your fellow interns. Post your doubts, work 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career.
11. Practice professional communication skills with team members and your supervisor. This includes expressing thoughts and feelings through oral, written, and non-verbal communication, and problem-solving 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 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.

An Internship Report
On
(Title of the Internship)

Functioning of Grama ward Seelivaleyam
Submitted in accordance with the requirement for the degree of ..B.A...(T.E.P)

Name of the College: *Govt Degree College (men) Srikakulam*

Department: *BA (T.E.P) [Special Telugu]*

Name of the Faculty Guide: *D.V.S. Dilesworena @*

Duration of the Internship: From *18/08/23* To *30/10/23*

Name of the Student: *Arika. Simhadri*

Programme of Study *Functioning of Grama ward Seelivaleyam*

Year of Study: *3rd year*

Register Number: *2122001356002*

Date of Submission:

Student's Declaration

I, A. Simbadaj, a student of BA(H.P) Program, Reg. No. 2122001856002 of the Department of BA., T.E.P. College do hereby declare that I have completed the mandatory internship from 24/10/23 to 26/11/23 in Jeppia Grame Sechivala (Name of the intern organization) under the Faculty Guideship of S. Suresh (Name of the Faculty Guide), Department of Arts college G.D.C (Men), Sri Kalakulam (Name of the College)

A. Simhadri
(Signature and Date)

Endorsements

Faculty Guide *S. Dill*

Head of the Department 

Principal 

Certificate from Intern Organization

This is to certify that A. Simhadni..... (Name of the intern) Reg. No. 2122001356002 of B.A. Degree (Hons) in Kannada (Name of the College) underwent internship in IPPIL..... (Name of the Intern Organization) from 24/10/22... to 26/11/22.....

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


Authorized Signatory with Date and Seal
IPPILI (G.P.)
Srikakulam(Rural)Mand

ACKNOWLEDGEMENTS

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

1. Panchayati Raj Act - 1994 says that local Governance in every village for the growth & development in a sustainable manner
2. Implementation of Grama ward Sachivalaya to render door to door service to the household and also developing the village in a sustainable manner
3. Functioning of Grama ward Sachivalayam it has mainly 10 types of function which does with all the activities required in a village
4. Objective of Grama ward Sachivalayam
 1. Sustainable development
 2. Door to door service
 3. Health and Hygienic Condition
5. Welfare of Grama ward Sachivalayam
 1. providing basic need to the household
 2. All the service of to non-stop
 3. Early solution to all problems

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 with 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.

Introduction of Gramaward Sachivalayam

1. *providing various citizen services of a short possible type*
2. *Single window service system*
3. *Door to door service & welfare to home*
4. *providing ambient environment for all living organization*
5. *Each GPDP (Gram Panchayath Development Program)*
6. *Planning functions has a specific to fulfill the required of the villagers*
7. *Citizen Satisfaction in the ultimate aim of an 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.

1. Version Service of Grama Sachivalayam
2. Version welfare Schemes
3. on going projects/ construction
4. Public distribution System (PDS)
5. Grama Sabha
6. Working culture of each functionary on
7. Field visits
 - Aerial Survey
 - Resurvey of Agriculture land
 - House hold Survey
8. Propagation of Nature Conservation

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers	organization Structure	J. [Signature] 16/10/2023
Day - 2	various functions and their responsibility	organization working hands	J. [Signature] 16/10/2023
Day - 3	Various functions and their defined were and responsibility	- DO -	J. [Signature] 16/10/2023
Day - 4	Field visit by ANM PM - Jay survey	Implementation of PM-Jay scheme	K.S. Sakubai 16/10/2023
Day - 5	field visit by ANM ANM mental survey	How ANM's are visiting regularly to pregnant women	K.S. Sakubai 16/10/2023
Day - 6	field visit by wps school visit	Awareness Programme of Asha	K. Somayya Hanu 16/10/2023

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 19/08/23..)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam ippili has 11 functions & volunteers

Main functions are in follows

1. Panchayathi Secretary
2. Digital Assistance
3. welfare and education Assistance
4. Engineering Assistance
5. Village and Revenue Officer
6. Agriculture Assistance
7. Veterinary Assistant
8. Village Surveyor
9. Mahila Police
10. ANM
11. Line man

Overall-in charge is Panchayathi Secretary who is maintaining all the activities in and around

Field visit by ANM give an opportunity how well the Organization Staff behaving with the Villagers

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Rules and Responsibility of digital Assistant and welfare education Assistant	Various services to Citizen and type of welfare schemes	<i>[Signature]</i> 16/10/23
Day - 2	Rules and Responsibility of VRO and village surveyor	Ration distribution System & house hold Recognition & types of cards	<i>[Signature]</i> 16/10/2023
Day - 3	Responsibility of agriculture Assistant	Type of crops & seed & fertilizers	<i>[Signature]</i> 16/10/2023
Day - 4	Responsibility of veterinary Assistant	Role in animal disease control & Preventive and curative care	<i>[Signature]</i> 16/10/2023
Day - 5	Role of welfare and education Assistant & visits	visits the schools and cleanliness of associated items and upload in SMHS app	<i>[Signature]</i> 16/10/23
Day - 6	Field visit by VRO - PDs distribution	Door to door delivery of public distribution of house hold.	<i>[Signature]</i> 16/10/23

WEEKLY REPORT

WEEK - 2 (From Dt. 21/08/23. to Dt. 26/08/23.)

Objective of the Activity Done:

Detailed Report: Delivering of division (Citizen) of i.e. shorten

Possible time

1. Inverse of cast income
2. Halation (land)
3. Family Member Certificate
4. Birth and Death Conforms

Applying for the Schemes to the eligible candidate
Part of field verification

1. YSR Premium
2. YSR Cheyutta
3. YSR Rice Card
4. YSR Ammarodi
5. YSR Vidya divena

Field Activity: Ration distribution to household at
door step by MPI

Field Activity: Land Resurvey using 'ops' The
Local technology & Recover for alloray
in a Main point

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division and Responsibility of Mahila police	Awareness program for safety of women and child	<i>Santhya</i> 16/10/23
Day - 2	Division and Responsibility of Engineering Assistance	Ongoing work Requirements and measures	<i>Krunthi</i> 16/10/23
Day - 3	Field Activity SPG survey PM-Jay survey	Knowing well about Sustainable develop- ment and growth process	<i>Meha</i> 16/10/23
Day - 4	Field Activity:- House hold survey PDS distribution	Knowing about type of household & their eligibility	<i>Santhya</i> 16/10/23
Day - 5	Online service by digital Assistant	Know how to apply caste/ income certificate	<i>Krunthi</i> 16/10/23
Day - 6	De-brief on last 5 days Activation	Overall I learned Maintenance & implementation to do better for next	<i>Santhya</i> 16/10/23

WEEKLY REPORT

WEEK - 3 (From Dt. 28/02/23 to Dt. 02/03/23.)

Objective of the Activity Done:

Detailed Report:

We During the visit by ANM we visited several for any health issues and recommended few Medications also spoke to Pregnant women for any Difficulties observed the well being and Kindness all the People within the ANM

Also Accompanied by Mahila Police visited house to educate the children for good touch and bad touch awareness for the girl for not being by Any harassment happened should be resisted.

No of online Service & Survey are going on and Participating and required Knowledge about how a System women an demand of The Government

Required Knowledge on digital literacy how application are filled online what are the demand are attained and Concerned

Knowing the eligibility Criteria of all welfare schemes of state Government

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Defination of SCA - Open beyond SCA - Closed beyond SCA	Short term possible time for service	<i>hakeeb</i> 16/10/2023
Day - 2	Defination of EPDP And its objection overcome	Development Processes	<i>Wahid</i> 16/10/2023
Day - 3	Funds allocated to Gram Panchayat	General talk for 15 th full Managemet	<i>J. J.</i> 16/10/2023
Day - 4	How hold survey of system 1, 2, 3, 4, 5	Most likely of income survey	<i>m. Shanvi</i> 16/10/2023
Day - 5	Home hold survey of cloths 6, 7, 8, 9, 10	Categories of house hold	<i>k. S. Sakke Bai</i> 16/10/2023
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	<i>k. S. Sakke Bai</i> 16/10/2023

WEEKLY REPORT

WEEK - 4 (From Dt 04/07/22 to Dt 09/09/22.)

Objective of the Activity Done:

Detailed Report:

SLA - Service it Agreement

In Gram ward Sachivalayam there are more than 546 service each service in having their own SLA

for eg:-

1. Income Certificate - 1 day
2. Cast Certificate - 30 days
3. Motivation - 30 days
4. Rice card - 180 days

GPDP - Gram Panchayat development program

it is a planning program for the development of the Gram Panchayat

- Sanitation planning
- Road Repair planning
- Street light position/Repair
- New over need towns/pension types

Find for smooth stuns of development
act in Grama panchat bond are being held

General funds house tax/property tax

15th finance - Grama from State Government

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Types of state government welfare schemes & their eligibility	welfare in the primary concern of the existing government	J. S. 16/10/23
Day - 2	welfare Calendars for the year 2022-2023	Planned execution and implementation of welfare schemes	J. S. 16/10/23
Day - 3	Field visit:- what is Gramapanchayat? what is Agriculture land what is dry land		J. S. 16/10/23
Day - 4	E-Kyc Mandatory for all the welfare schemes how e-kyc done	Digital literacy using mobile / smart phone	B. S. 16/10/23
Day - 5	Six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy Training required	J. S. 16/10/23
Day - 6	De - Brief of all the 5 days activation	very informative	R. S. 16/10/23

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.)

I Experienced a very good working environment with projection Knowledge & Kind of people in this Organization all the staff are very punctual in attending the office

They had shown on internal technology and how the system working and administration activities are handled in a procedural manner

The digital Assistant are used for helping in learning advanced and needs at this moment for accountability which keeps the system trust and worthy

I am Satisfied myself of this Organization (Gramward Sachivalayam) protocols and working culture

WEEKLY REPORT

WEEK - 5 (From Dt. 11.09.22.. to Dt. 16.09.22)

Objective of the Activity Done:

Detailed Report:

State Government welfare Schemes and its eligibility

Criteria Application program field verification e-Kyc program

EX:

YSR pension

↓
CAR

↓
widow

↓
Singlewomen

↓
Disability

↓
terbormen

all these types of pension have different eligibility
Criteria

Welfare atender shown the desision planning
and implimentation are Known alright time in a
Project and procedural manner

E-Kyc [Electronic Know your citizen] which
Given, then the live location of the citizen it is
monetary for all the house holds for all welfare
Schemes

Size 340 validation - 10 make eligible for a scheme

1) NO Govt employ in hous hold

2) NO income tax pay in house hold

3) NO more than 3 Acres of Agriculture land

4) Electricity Consuprtion more than 800 units /month

5) NO four welfare holds

6) 1000 sq field Commercial land in urban Area

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

→ Each work is Systematical Managed

Application program digital Assistant

field verification - welfare Assistant

third party verification - Administration Staff

Pre - Applied - VRO

Final - Applied - MPDO / MRO

Every one is using the technology bound work to avoid duplicate ignore transparency in the eligibility of any scheme

1) Bio metric device

2) Android email phone

3) IRIS scanners

4) face Authentication

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.

1. Achieved the real-time governance procedure predeline which is very realistic and given time to Management Competence & analog skills

Every work time is bounded and can't be neglected while world is observing the activity & Decision making is very important-

For doing any thing firstly practical knowledge and secondary planning and thirdly the procedure for implementation

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.,)

My Communication skills are Modified and improved myself in Communication different people in different places

My written Communication as per improved it by writing my evolving Description / thoughts

My Confidence level is very high and i will Continue with the same

My anxiety level are low. very much Patient and listen to music when feel anythings & i learn anxiety Management technologies

My Speech ability is modern and will be improved by Communication skills

I always greet every one when see them & house whenever they do good things

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

First thing :-

1. Handling of Smart phones
2. Bio Metric division
3. IRIS Scanner
4. Face Authentication Program

which given the realistic Procedure

Secondly :-

Using E-pos Machine in PDI

Thirdly :-

- Using Cops & 'Revenue' in Land Re-nu-
-mely Program

- Using drones Identification of
Markes in land allingment Program

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

In Gram deviation i always spare whielts point to point and dont long to improve I will be cleare of what i am saying

I also encourage often to patecipate in the discussing to share they views

I always Conclude group discussions in a trendly & formal manner

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:

Term of Internship: From To

Date of Evaluation:

Organization Name& Address:

Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A. Simhadri Reg. No: 2122001356002

Term of Internship: From 24/08/23 To 26/09/23

Date of Evaluation: 21/09/2023

Organization Name & Address: IPPI

Name & Address of the Supervisor: S. Lakshmi

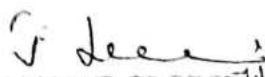
with Mobile Number: 8639858667

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	(2)	3	4	5
5) Attitude	1	2	(3)	4	5
6) Dependability	1	2	(3)	4	5
7) Ability to learn	1	(2)	3	4	5
8) Planning 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	1	2	(3)	4	5
12) Productivity	1	2	(3)	4	5
13) Progress of learning	1	(2)	3	4	5
14) Adaptability to organization's culture/policies	1	2	(3)	4	5
15) OVERALL PERFORMANCE	1	2	(3)	4	5


 Signature of the Supervisor
 IPPI (G.P.)
 Srikakulam(Rural)Manda



EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only 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 assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 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 the individual student's involvement in the assigned work.
- 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.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: ARIKA. SIMHADRI

Programme of Study: GRAMA. SAKTHIVALAYAM

Year of Study: 3rd year

Group: B.A (T.E.P)

Register No/H.T. No: 8122001356002

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRILAKULAM

University: DR. B. R. AMBEDKAR UNIVERSITY

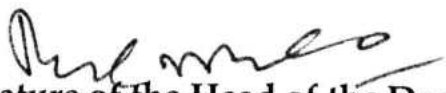
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	18
2.	IMPLEMENTATION	30	28
3.	REPORT	25	24
4.	PRESENTATION	25	25
	GRANDTOTAL	100	95

Date:


Signature of the Faculty Guide

Certified by

Date:


Signature of the Head of the Department/Principal

Seal:



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

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