

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: *Nimmaka Sairam*
Name of the College: *GOVERNMENT DEGREE College (MEN) SriKakulam*
Registration Number: *2122001356033*
Period of Internship: From: *18/08/23* To: *30/09/23*
Name & Address of the Intern Organization *Kallepalli*

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 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 with 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:
 - 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 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 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)**

Submitted in accordance with the requirement for the degree of

Name of the College: GOVERNMENT DEGREE College(Men)-Srikakulam

Department: Telugu Department

Name of the Faculty Guide:

Duration of the Internship: From 12/08/23 To 30/09/23

Name of the Student: Nimmaka, Saikiran

Programme of Study

Year of Study: 2nd year

Register Number: 2122001356033

Date of Submission:

Student's Declaration

I, N. Saikiran, a student of B.A.TEP Program, Reg. No. 2122001356033 of the Department of B.A. (T.E.P.) College do hereby declare that I have completed the mandatory internship from 24/10/21 to 26/11/23 in (Name of the intern organization) under the Faculty Guideship of S. D. Kesava (Name of the Faculty Guide), Department of Govt. Degree College (men.) (Name of the College)

N. Saikiran
(Signature and Date)

Endorsements

Faculty Guide

S. D. Kesava

Head of the Department

Principal

B. K. L.

Certificate from Intern Organization

This is to certify that N. Saikumar..... (Name of the intern) Reg. No. 222001357033 of Govt Degree College (men) (Name of the College) underwent internship in Sam Chavalayam..... (Name of the Intern Organization) from 18/08/23 to 30/9/23.....

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

Jankinay
Authorized Signatory with Date and Seal
Panchayat Secretary
KALLEPALLI (G.P)
Srikakulam (R) Mdl.
Srikakulam Dist.

ACKNOWLEDGEMENTS

This Gram Sachivalayam Internship report is the result of an end of a way of two months. It would not have been possible without the participation, assistance of numerous brave and courageous people along the way. I have to thank them all.

First and foremost I would like to give special gratitude to my Parents that give me every opportunity to keep my step ahead.

I am indebted to my College Teachers and the principal for their constant encouragement and edifying contagious interest in the internship.

Special thanks must be given to the teacher staff and volunteers of Velam Veedhi Gram Sachivalayam Arasavalli for their feedback, love and support which I achieved skills and development.

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 Government in every village for the growth & Development in a sustainable manner
2. Implementation of Grama ward Sachivalayam to provide 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 cover 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. Outcome of Grama ward Sachivalayam
 1. Providing basic need to the household
 2. all the services do not stop
 3. Timely 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 Gramanord Sachivayam

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 functionary has a specific value to fulfill the required of the village
6. Planning GPOP (Gram panchayat Development program)
7. Citizen satisfaction is 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 Gromo sachanalayam
2. various welfare schemes
3. on going Projects / Contractions
4. public Distribution System (PDS)
5. Grome Sabha
6. working culture of each functionalization
7. field visits
 - Resurvey of Agriculture land
 - Anetal Survey
 - House hold survey

Spepradlection of Natural Calamitation

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	L. Sh
Day - 2	various functions and val their responsibility	organization working mandls	L. Sh
Day - 3	various functions and their defined were and responsibility	— DO —	P. J. Hender
Day - 4	field visit by ANM pm - Jay sorrey	implementation of PMT - Jay scheme	L. Sh
Day - 5	field visit by ANM Anmmenal survey	How ANM's ac visiting regubrlly to pregnal how ens	L. Sh
Day - 6	field visit by wpr shool visit	Anuse heest programme of Disha	P. J. Hender

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam Khajipela has 11 functionaries & volunteers

Main functions are as follows

1. Panchayati Secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Engineering Assistant
5. Village and Revenue officer
6. Agricultural Assistant
7. Veterinary Assistant
8. Village Surveyor
9. Manila Police
10. ANM
11. Line man

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

— field visit by ANM give an opportunity how well the organization still is behaving with the village

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and Responsibility of Digital Assistant and welfare education Assistant	Various services to citizens and type of welfare schemes	L. J.
Day - 2	Roles and Responsibility of VRO and Village Surveyor	Ration Distribution System & House hold recognition & types of Cards	L. J.
Day - 3	Responsibility of Agriculture Assistant	Type of Crops & seed & fertilizers	P. Hander
Day - 4	Responsibility of Veterinary Assistant	Role in Animal Disease Control & Preventive and Curative Care	L. J.
Day - 5	Role of welfare and education Assistant & visits	Visit the schools and cleanliness of associated items and upload in E-m app	L. J.
Day - 6	field visit by VRO PDS Distribution	door to door delivery of public Distribution of House hold	P. Hander

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 a
shorten possible time

1. Inverse of Cost & Income
2. Horation (land)
3. Family member Certificate
4. Birth & Death Conformers

Applying for the schemes to the eligible Condyle
Post of field verification

1. YSR Premium
2. YSR Chayutto
3. Rice Card
4. YSR Ammawadi
5. YSR Vidya Devima

field Activity: Ration Distribution to house hold at
Door step by MDS

field Activity: Land Resurvey using GPS the
the local technology & Reared for
accuracy 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 Manila Police	Awareness program for safety of women and child	L. J.
Day - 2	Division and Responsibility of engineering Assistant	Ongoing NDK Requirements and measures	L. J.
Day - 3	field Activity House hold survey DM Jay survey	Knowing well about Deglamble Derebo Dement and gro with Dracast	P. J. J.
Day - 4	field Activity House hold survey DOS Distribution	Knowing about type of house hold & their eligibility	L. J.
Day - 5	Online service by Digital Assistant	Know how to apply Castel Income Certificate	L. J.
Day - 6	De brief on last 5 days Activation	Overall i learned maintenance & implementation to do better notices	P. J. J.

WEEKLY REPORT

WEEK - 3 (From Dt. 28/08/23... to Dt. 02/09/23...)

Objective of the Activity Done:

Detailed Report:

During the unit 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 of the people with 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 shy any harassment happened should be resisted

No of online service & survey are going on and participation and acquired knowledge about how atchal and concerned

Acquired knowledge on Digital literacy how application are tilted online what are the demands are attached and concerned

knowing the eligibility criteria of all welfare 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	Delimitation of SCA ODen beyond SCA atiscd beyond SCA	Shortent possible time for service	L. Sh
Day - 2	Definition of GDP and its objection overcome	Development Processes	L. Sh
Day - 3	finds Allocated to Grome ponchayat	General test for 15th fall management	P. J. Hendra
Day - 4	Mouse held survey of system 1. 2. 3. 4. 5	Most likely of Income survey	L. Sh
Day - 5	Mouse held survey of cloths 6. 7. 8. 9. 10	Categories of house roof	L. Sh
Day - 6	Mouse held survey of 11. 12. 13. 14. 15.	— do —	P. J. Hendra

WEEKLY REPORT

WEEK - 4 (From Dt. 04/09/23 to Dt. 09/09/23...)

Objective of the Activity Done:

Detailed Report:

SLA Service level Agreement

In Gram ward Sakthivalayam there more than 546 service each service is having their own SLA

— for eg:-

1. Income Certificate - 7 days

2. Caste Certificate - 30 days

3. Ration Card - 30 Days

4. Ration Card - 180 days

GPPP - Gram Panchayat Development Programme

It is a planning program for the development of the Gram panchayat

→ Sanitation Panchayat

→ Road Repair Planning

→ Street light position / Repair

→ New over head towers / Dension types

finds for smooth works of development

works in Grama panchayat - town are being held

General - funds - House tax / Property tax

15th - finance - Gramin - from state Government

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 is the primary concern for the existing government	L. J.
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	L. J.
Day - 3	field visit what is Gram panchayat what is Agriculture land what is dry land	Basic knowledge of a village visit and boundaries	P. J. J.
Day - 4	E-Kye mandatory for all the welfare schemes How E-Kym is done	Digital literacy using mobile phone	L. J.
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired	L. J.
Day - 6	De Brief of all the 5 days activation	very informative	P. J. J.

WEEKLY REPORT

WEEK - 5 (From Dt. 11/09/23.. to Dt. 16/09/23..)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria application program filed and criticism
- Kyc program

Eg:-

YSR Pension

↓
OAP

↓
widow

↓
single

↓
women

↓
Disability

↓
Aged

all these types of pension have different eligibility criteria

Welfare Extension shows the decision planning and implementation are known at right time in a project and procedural manner

- Kyc Electronic Know your Citizen which gives them the live location of the Citizen it is mandatory for all the house holds for all welfare schemes

Step - Validation - to make eligible for a scheme

* no Govt employees in house hold

* no income tax pay in house hold

* no more than 3 Acres of Agriculture land

* no foul water holds

* electricity consumption more than 300 units/month

* 100 sq ft field commercial land in Urban Area

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 professional knowledge & kind of people in this organization all the staff are very professional in attending the office

They had shown an interest in technology how the system working and administrative activities & are handled in a professional manner

The time they spend for us in being schedule are appreciable the staff co-operation & extended their operation in the internship programme

The Digital Assistants are used for helping in learning advanced and needs at this moment for accountability which keeps the system track and working

I am satisfied myself of this organization (Grom ward Salhavalayam) and working culture.

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 skill are modded and improved myself in communication of different people in different places

My write communication as per improved it by writing scy evolution scripton / thoughts

My confidence level is very high and will continue with some

My Anxiety level are low iam very much patient and listen to music when feel anything & I learn more anxiety management technologies

my speech ability is moderate and it will be improved by communication skills

I always greet every one when I see them & those then 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.

In group Discussion i always spoke with
point to point and dont try to improve
i will be clear of what i am saying

I also encourage others to participate
in the Discussions to share their views

I always conclude the group
Discussions in a friendly & formal manner

PHOTOS & VIDEO LINKS



Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: 2122001356033, Nimmaka, Saikiran

Term of Internship: From 18/08/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: Kallepalli (Village), Sachivalyam Department

Name & Address of the Supervisor: S. SAIKIRAN, SRIKAKULAM
with Mobile Number: 9013297325

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

Saikiran
Signature of the Supervisor

Panchayat Secretary
KALLEPALLI (G.P)
Srikakulam (R) Mdl.
Srikakulam Dist.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: NIMMAKA SAIKIRAN

Term of Internship: From To 18/08/23 To 30/09/23.

Date of Evaluation:

Organization Name & Address: Kallepalli (Village), Sachivalayam Department

Name & Address of the Supervisor S. Saikiran
with Mobile Number: 7013297325

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

N Saikiran

Signature of the Student

EVALUATION

Page No:

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.

1. Real Time Technical Skills required
2. Managerial Skills required
3. Improvement of Communication Skills
4. Team Dynamics
5. Technological Developments needed

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NIMMALA SAI KIRAN

Programme of Study: GRAMA SCHIVACHAYAM

Year of Study: 3rd Year

Group: B.A.(B-P)

Register No/H.T. No: 812001356033

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	17
2.	IMPLEMENTATION	30	27
3.	REPORT	25	23
4.	PRESENTATION	25	24
	GRANDTOTAL	100	91

Date:

S. Divu
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

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