

A. Kusuma

Group: BA HEP

Roll No: 03

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: Anantha. Kusuma

Name of the College: Government Degree College (MEN)

Registration Number: 2122001036003

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization Ippili Sachivalayam


16/10/2023
PANCHAYAT SECRETARY
IPPILI (G.P.)
Srikakulam(Rural)Manda

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)

functioning of Grama ward Sakhavayam
Submitted in accordance with the requirement for the degree of.....BA [HFP]

Name of the College: Government Degree College (MEN)

Department: Economics (Department)

Name of the Faculty Guide: Dr. Vasudevarao

Duration of the Internship: From 15/8/2022 To 30/9/2023

Name of the Student: Anantha. Kusuma

Programme of Study: functioning of Grama ward Sakhavayam

Year of Study: 2022 - 2023

Register Number: 2122001036003

Date of Submission: 03/10/2023

Student's Declaration

I, A. Keyuma, a student ofProgram, Reg. No. 2122001036002 of the
Department of economics College do hereby declare that I have
completed the mandatory internship from 18/8/2020 to 30/9/20 in
(Name of the intern organization) under the Faculty Guideship
of K. Vasudevan (Name of the Faculty Guide), Department of economics.....
Govt. degree college, K. V. Nagar (Name of the College)

A. Keyuma
(Signature and Date)

Endorsements

Faculty Guide

K. V. Nagar

Head of the Department

Economics

[Signature]

Principal

[Signature]

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the Gramward Sachivayam and also my mentors and advisors during this internship. For their valuable advice and guidance, their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my time.

Throughout the internship the Subhya Gramward Sachivayam provided me with valuable insights and guidance that helped me to navigate my tasks to Sachivayam. And to the they always available to answer my expeditious helped me to grow. Take with and thankful for time and support and for sharing their

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 Nuturable manner
- 2) Implementation of Grama word sachivalayam to render door to door service to the household and also developing the village in a joinable manner
- 3) functioning of Grama, word sachivalayam it has mainly 10 types of function word sachivalayam it the utilisation required in a village
- 4) Objective of Grama word sachivalayam
 1. Sustainable Development
 2. Door to door service
 3. Health and Hygienic condition.
- 5) outcome of Grama word sachivalayam.
 1. Providing Basic need to the houses h
 2. All the service of to how stop
 3. early solution to all problem.

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 Grama word sachivalaya

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 ful the required of the villagers
6. planning GPPP Grama panchayat development
7. citizen satisfaction in the ultimate 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. Various welfare schemes
- ③. on going projects/contraction
- ④. public Distribution System (PDS)
- ⑤. Grama Sabha
- ⑥. working culture of each functionarion.
- ⑦. field visits.

- Resurvey of Agriculture land
- Aerial survey
- House hold survey.

- ⑧. preprataction of natural calamertion.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	introductions of staff and volunteers	organization structure	J. Jini 16/10/2023
Day - 2	various functions and their responsibility	organization working hands	J. Jini 16/10/2023
Day - 3	various functions and their defined here and responsibility	- 00 -	K. Lakshmi 16/10/2023
Day - 4	field visit by ANM DM Jay survey	implementation of Jay scheme	K. S. Sakubal 16/10/2023
Day - 5	field visit by ANM ANMental survey	How ANM is come visiting regularly to pregnant women.	K. S. Sakubal 16/10/2023
Day - 6	field visit by wps school visit.	Awareness programme of Disha	K. Sandhya 16/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam ~~Chaiipala~~ "
functionaries & volunteers

Main functions are in follows

1. panchayati. secretary
2. Digital Assistant
3. Well are and education Assistant
4. Engineering Assistant
5. village and Revenue officer
6. Agricultural Assistant
7. veterinary Assistant
8. village surveyal
9. Mahila 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 staff is behaving with the villages,

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 well fare education Assistant	Various services to citizens and types of welfare schemes	S. Jeeva 16/10/2023
Day - 2	Roles and Responsibility of VRO and village Sarva	Ration Distribution system & House hold rationization & types of cards.	S. Jeeva 16/10/2023
Day - 3	Responsibility of Agri culture Assistant	Types of crops & seed & fertilizers.	S. Jeeva 16/10/2023
Day - 4	Responsibility of Veterinary Assistant & Village Swachh	Role in Animal Disease control & preventive and curative care	B. Niranjan Kumar 16/10/23
Day - 5	Role of well fare and education assistants visit	visit the schools and clean up of associated items and flood in immersion	K. Lakshmana Rao 16/10/2023
Day - 6	field visit by VRO-ppd distribution.	door to door delivery of public Distribution but not of house hold	S. Jeeva 16/10/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Activising of Division (Citizen) at a short possible time

1. inverse of caste & income
2. Mutation (land)
3. family Member certificate
4. Birth & Death Conforms

Applying for the scheme to the eligible candidate
part of field verification.

1. ysr Premium.
2. ysr chautha
3. Rice card
4. ysr AMMAVadi
5. ysr vidya Sertha

field Activity :- Ration distribution to house hold
at poor step lay mps

field Activity land Resurvey using 'GPS' thel
technology & power forocracy 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 maternal police	Awareness program for safety of women and child	K. Sandhya Raju 16/10/2023
Day - 2	Division and Responsibility of engineering Assistant	ongoing work Requirements and measures	16/10/23
Day - 3	field activity for survey PM - Jay survey	knowing well total sustainable development and growth	16/10/23
Day - 4	field activity - House hold survey for distribution	knowing well type of House holds their eligibility	16/10/23
Day - 5	online service by digital Assistant	know how to apply caste income certificate	M. Shrinika
Day - 6	be brief on last 5 days activation.	overall it can be maintained implementation to do better for	M. Shrinika

WEEKLY REPORT

WEEK - 3 (From Dt.....07..... to Dt.12.....)

Objective of the Activity Done:

Detailed Report:

Working the unit by ANLU we united several for any health issues and recommended for meditations. Also spoke to pregnant women for any difficulties observed the well being and kindness of the people with the ANLU.

Also accompanied by nabila police visited house to educate the children for good touch and bad touch. Awareness for the Girl for not being shy any harassment must be insisted.

No of online service & survey are going on any participation and acquired knowledge about Nona system women on demand of the Government.

Acquired knowledge on digital literacy now applications are filled online what are the demands are attached and are.

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	definition of season beyond SCA closed beyond sup	shortest possible time for service	J. J. J. 16/10/2023
Day - 2	definition of Gippand its objection over come	development processes	J. J. J. 16/10/2023
Day - 3	finds Allo cated to Gram panchayat	General test for 15th foll management	J. J. J. 16/10/2023
Day - 4	house hold survey of system. 1,2,3,4,5	most likely of income survey	P. Sarada 16/10/2023
Day - 5	Home help survey of cat hs 6,7,8,9,10	categories of house hold	P. Sarada 16/10/2023
Day - 6	Home held survey of 11,12,13,14,15	-do-	P. Sarada 16/10/2023

WEEKLY REPORT

WEEK - 4 (From Dt.....14..... to Dt.....19.....)

Objective of the Activity Done:

Detailed Report:

SLA. Service I.L.C. Agreement
in Gram ward sachivalayam There are more
than 546 service each service is having
their own SLA for eg:

- ① income certificate - 7 days
- ② caste certificate - 30 days
- ③ Motivation - 30 days
- ④ Rice card - 180 days

GPOP Gram panchayat development programme
is in @ planning program for the develop-
ment of the Gram panchayat.

- Sanitation planning
- Road Repair planning
- street light position & Repair.
- New water need - towns pension types

finds - for smooth running of development acts in
Gram panchayat fund are being held

General funds - house. cess & property tax
the income. Gram - in 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	welfare in the primary concern for the existing government	K. Lakshman Rao WEA 16/10/23
Day - 2	welfare calendar for the year 2022-2023	Planned execution and implementation of welfare schemes	K. Lakshman Rao WEA 16/10/2023
Day - 3	<u>field visit</u> What is Gram Panchayat? What is Agriculture land? What is my land?	Basic knowledge of a village visit and boundaries	
Day - 4	E-kyc mandatory for all welfare schemes & their zone	Digital literacy using mobile & smart phone.	K. Lakshman Rao WEA 16/10/2023
Day - 5	door step validation for all welfare and non-welfare	Digital literacy training ongoing	K. Lakshman Rao WEA 16/10/2023
Day - 6	Dr. Birla's All the days activation.	very in formative	S. Iyer 16/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria application program. field verification e-kyc program, ay : ↓ ↓ ↓ pension.

as per various single women disability norm on all these types of pension have different eligibility criteria

welfare calendar shows the decision planning and implementation are known are right time in a project and procedure manner

e-kyc (Electronic know your citizen) it is mandatory for all the house holds for all welfare schemes,

six-step validation: to make eligible for a

- ① No Govt employee in house hold
- ② no income for pay in house hold
- ③ no more than 3 Acres of agriculture land
- ④ no two welfare holds
- ⑤ Electricity consumption more than 300 units month
- ⑥ 1000 sq feet 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 punctual in attending the office,

they had shown an interest in technology and how the system working and administration activities are handled in a procedure manner

the time they spent for us is being working schedule are appreciable the staff co-operation & extend their operation into in the sheep programme.

the digital Assistants are used for helping in teaching advanced and ready at this moment for all our stability which keeps the system trust and worthy,

I am satisfied my self of this organization cyram ward sachivalayam pro focus and working culture.

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

→ each work is systematically managed

Application program - Digital Assistant field verification - welfare Assistant

third party verification - Administrative staff
pre-Applied - VRO

final - Applied - MPDO/MRO

every one is using the technology hand work to avoid duplicity and yghore transparency in the eligibility of any schemes,

① Bio Metric Division

② Android smart phones

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.

I achieved the real-time governance. practical predefine which is very realistic and given to management competence. & Analog skills

every work in time is bounded and can't be neglected where world is observing the activity & decision making is very important,

for doing any thing firstly practical knowledge and secondly planning and thirdly the procedure for implementations.

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 my self in communication of different people in different places,

My written communication as per improved its by writing say evolution description thoughts

My confidence level is very high and will continue with the same.

My Anxiety level are low. I am very much patient and listen to music feel anything clear 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 gram Division I always space with point to point and don't lag to improve I will be clear of what I am saying

I also encourage of ten to participate in the discussions to share their views

I always conclude the group discussions in a friendly & formal manners,

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

first / thing:

- ① Handling of smart phone
- ② Bio Metric Division
- ③ IRTS Scanner
- ④ face Authentication program.

which given the realistic process

secondly:

using e-pos machine in pos.

thirdly

- using 'cope' & 'Reven' to land Re-namely program.

- using 'ropes' in identification of marks in land calling ment program,

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: A. Kuyuma

Term of Internship: From 18/8 To 30/9/2023

Date of Evaluation: Aug 21. 2023

Organization Name & Address: Gorana ward seehivalyur
(Sopile)

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

A. Kuyuma.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A. KUSUMA

Term of Internship: From 13/08/2023 To 30/09/2023

Date of Evaluation: Aug 21, 2023

Organization Name & Address: Grama Ward Sachivalayam (IPPILI)

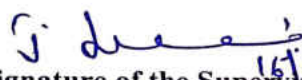
Name & Address of the Supervisor
with Mobile Number:

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) 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
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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
 PANCHAYAT SECRETARY
 IPPILI (G.P.)
 Srikakulam(Rural)Manda



PHOTOS & VIDEO LINKS





