

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: Sadnayuni Sathikumar

Name of the College: Government Degree College (Mm)

Registration Number: 2121001036005

Period of Internship: From: 15/8/2023 To: 20/09/2023

Name & Address of the Intern Organization: Gram Shikshak
DECS Colony, Sri Kalakulam (D
and

Program Book

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AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: Sadna/ani Sathikumari

Name of the College: Government Degree College (Mn)

Registration Number: 2122001036005

Period of Internship: From: 18/9/2023 To: 30/09/2023

Name & Address of the Intern Organization: Gram Shasana Mahila
DCCB Colony, Sathikumari (D
ania

Instructions to Students

Please read the Detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apche.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 B.A.(H.C.P)

Name of the College: Government Degree College (M) Srirangam.

Department: Economics

Name of the Faculty Guide: Dr. P. V. Srinivasulu

Duration of the Internship: From 1.1.2022 To 30.1.2023

Name of the Student: Badrayani Sathiyakumari

Programme of Study: Functioning of Grama Ward Sachivalayam

Year of Study: 2021-2022

Register Number: 213200123600

Date of Submission: 03/10/2022

Student's Declaration

I, S. Sathya Narayan student of ^{Internship} Program, Reg. No. 23000000000000000000 (of the Department of ECM (MBA) College do hereby declare that I have completed the mandatory internship from 14/2/20 3/9/20 in (Name of the intern organization) under the Faculty Guideship of V. Sathya Narayan (Name of the Faculty Guide), Department of Economics. G. V. College (MBA) (Name of the College)

S. Sathya Narayan
(Signature and Date)

Endorsements

Faculty Guide

K. V. Rao

Head of the Department

C. V.

Principal

B. S.

Certificate from Intern Organization

This is to certify that B. Sathiyamoorthy (Name of the Intern) Reg. No. 20210301001 of Franklin College (Name of the College) underwent internship in Sushilayaar... (Name of the Intern Organization) from 13.08.2021 to 30.9.2023

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

C. P. Smith

Authorized Signatory with Date and Seal

Ward Administrative Secretary
DCCB Colony Secretariat -08
Sikarim Municipal Corporation

ACKNOWLEDGEMENTS

This Sachivalayam Internship surut is the sum of an end of a way of two months. It was not have been possible without the participation of Brave and courage people along the way, that was have to thank them

All.

And for most I would like to give special a gratitude to my parents who gave me every opportunity to keep my steam ahead I extend my gratitude. During the Sachivalayam word Sachivalay provided me which valuable in night and regular guidance that help me to in navigate my task and responsibility

They were always available to answer my questions and provided support and time with me and experience helped me to pass as a professional.

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 noticeable manner
2. Implementation of Grama Ward Sachivalayam to Vender door to door Differ to the household, and also Developing the village in a joinable manner
3. Function of Grama Ward Sachivalayam. It has many 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) Function of Grama Ward Sachivalayam
 1. Providing Basic need to the household
 2. At the service of 24 non-stop
 3. Carry Education 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 Ward Sachivalayam

- 1) Providing various citizen services of a short & possible type.
- 2) Single window service system
- 3) Door to Door services & returns to home
- 4) Providing ambience environment at all living organization
- 5) Each functionary has a specific value to further the ~~success~~ of the village
- 6) Planning for Grama 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. Various services of Grama Sevayalam
2. Various welfare schemes
3. on going projects / construction
4. public distribution system (PDS)
5. Grama Sabha
6. working culture of each organization
7. field visit
 - Resurvey of Agriculture land
 - Aerial land survey.

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	D. Sanyal
Day - 2	Various functions and their responsibility	organization working hands	D. Sanyal
Day - 3	various functions and their defined role and responsibility	- do -	D. Sanyal
Day - 4	field visit by ANM pm - Jay Sanyal	Implementation of pm. Jal scheme	D. Sanyal
Day - 5	field visit. by ANM pm. Jay Sanyal	How ANMs are visiting regularly to pregnant women	D. Sanyal
Day - 6	field visit by WGS school visit	Amnities along summe of Disha	D. Sanyal

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Guruma Sathiravayam Thajirala has a functions & volunteers.

main functions are in follows

- 1) Panchayati Secretary
- 2) Digital Assistant
- 3) Culture and Education Assistant
- 4) Engineering Assistant
- 5) Village and Revenue Officer
- 6) Agricultural Assistant
- 7) Veterinary Assistant
- 8) Village Surveyor
- 9) Mahila Police
- 10) Fire man.

Overall in charge of panchayati secretary who is maintaining all the activities in and around

field visit by Anna give an opportunity to how the organization staff 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	Role and responsibility of Digital Assistant and kuttam education Assistant	Various services to citizen and type of welfare scheme	J. Chaitanya DA/DO
Day - 2	Role and responsibility of VRO and village surveyor	Land distribution system & house hold recognition in type of lands	J. Chaitanya VRO
Day - 3	Responsibility of Agricultural Assistant	Types of crops & seed & variety	J. Chaitanya P.S.
Day - 4	Role of kuttam and education Assistant & visits	Role in animal disease control, preventive and curative care	J. Chaitanya
Day - 5	Role of kuttam and education Assistant & visits	Visits the school and cleanliness of associated things and updates	J. Chaitanya edu.
Day - 6	Field visit by VRO for Distribution	Door to door delivery of public distribution of house hold	J. Chaitanya VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division Certificate of a
Shastri Vaidya

1. Name of caste & Dharma
2. Hattak (Land)
3. Family member Certificate
4. Birth & Death Certificates

Applying for the scheme to the eligible landless
of Hattak Verification

1. YSR Pannamam
2. YSR Chakrathu
3. Rice Land
4. YSR Pannamam
5. YSR Vidya Dharma

Field Activity: - Distribution to household of
Dard the byroads

Filed Activity Land - Survey using GPS the
the local terminology

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	Knowledge from them to safety of women and child	P. Manisha
Day - 2	Division and Responsibility of Engineering Assistant	Ongoing work on equipment and measures	P. Manisha
Day - 3	Field Activity SpH Survey Im, Jay, Juvay	Knowing how to use substances, Disinfectant and disinfectant process	P. Manisha
Day - 4	Field Activity House hold Survey PDS distribution	Knowing about the use of house hold & their eligibility	P. Manisha
Day - 5	Online services by Digital Assistant	Know how to use of computer / internet facilities	P. Manisha
Day - 6	Be brief on last 5 days participation	Overview of work experience & importance to do better in future	P. Manisha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by AMN we visited several for any health issues and recommended for medications. Also spoke to pregnant women for any difficulties observed. The local being and kit new to the people with the AMN.

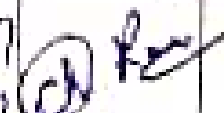
Also accompanied by local Police visited house to educate the children to hand wash and read book. Awareness for the trip? for not letting any harassment happened should be insisted.

As of online training & survey are going on and participation and required expertise are all have a system women on Demand of the Government.

Acquired knowledge on Digital literacy has application on find online what are the demands are raised and concerned.

Knowing the eligibility criteria of all women 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 SCADA beyond sea closed beyond 2 sea	Shutout possible time to service	
Day - 2	Definition of GDP and its objection become	Determination of cases	
Day - 3	time allocated to area - ma purchased	General let to with 11 from men - cement	
Day - 4	house hold survey of system: 1, 2, 3, 4, 5	most likely of income survey	
Day - 5	Home hold survey of system: 6, 7, 8, 9, 13	categories of house hold	
Day - 6	Home hold survey of 11, 14, 13, 14, 15	- do	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA service for agreement

In Gram ward suchivaleyam they are more than 500 service each service in having their two SLA

In 8x:-

1. Income certificate - 7 day
2. Caste " - 30 day
3. Initiation - 30 days
- 4) Rice card - 150 day.

GPDP - Gram panchayat Development Programme
Incentive of the Gram Panchayat

- > Sanitation Planning
- > Road repair "
- > Street light position / Repair
- > New water head (wells) Development

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	Helped in the primary concern to the existing government - not	Ch. Ray
Day - 2	Welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	Ch. Ray
Day - 3	Field visit What is Gram Panchayat? What is Agriculture land? What is dry land?	Basic knowledge of a village visit and boundary	Ch. Ray
Day - 4	C-type monitoring for the welfare schemes how C-type is Done.	Digital literacy using mobile phone	Ch. Ray
Day - 5	one step validation of eligibility for all welfare - How C-type is Done	Digital literacy training accessed	Ch. Ray
Day - 6	Dr. Brief of all the 6 days activation.	Very informative.	Ch. Ray

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Sole Government Welfare Schemes and its eligibility criteria, application Program field verification & KYC Program

Eg:- VSR, Pension

and widow single women Disability Jansamra
All these types of person have different eligibility criteria

Yellow Calendar shows the Decision Planning and Implementation we know at right time in a practical and procedural manner

E-KYC (Economic Know Your citizen) which gives then the all the live location of the citizen. It is mandatory for all the house holds for all welfare schemes

Six Step Validation To make eligible for a scheme

- 1) NO Govt Employee in house hold
- 2) NO Income tax pay in house hold
- 3) NO more than 3 Acre of agricultural land
- 4) NO 4 or more nuclear bonds
- 5) Electricity Consumption more than 3000 kWh
- 6) 1000 sq. ft. commercial land in urban

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 on the soft on very punctual in attending the office.

They had shown an interest in technology and how the system working and administer activities or extended their operation in the information programme.

The digital division is used for helping in teaching advanced and needs of this moment in accountability which ease the system keep and healthy.

I am satisfied myself at this organization (Annam Jnan Sachivaleeyam) protocols and working culture.

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

→ cash book is systematically managed

Application Program Digital Assistant

field verification - Public Division

third party verification - Administrator cell

PIE Applied - VRO

third Applied - MPDO/VRO

Every one is using the technology backbone to avoid duplicity and more transparency in the eligibility of only scheme

1) Bio - Metric Division

2) Android Smart Phones

3) IRIS Scanner

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 procedural guideline which is very realistic and gives tone to management competence & analog this

every work in time is bounded and be delegated while world is observing the activity & Decision making is very Important

to doing any thing firstly practical knowledge, and secondly 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.,)

As communication skills are modified and improve myself in communication of different people in different places

As written communication is far improved it by writing my evolution, emotion, thoughts

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

My anxiety level is low. I am very much patient and listen to music when I feel anything & I learn some anxiety management techniques

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

I always feel happy 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 team Division I always speak with point to point and don't 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 concluded the group discussions in a friendly & formal manner

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

1st thing:-

1. Handling of small phony
2. Bio metric Division
3. DTS running
4. face Identification program

which given the result produced

2ndly:-

using C-Pas machine in PDS

3rdly:- 4thly:-

using - using 'Cups' & 'Rivers' in
and Re-turning program

- using DTPs in Identification &
marks in land alignment program

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: **Bachayathi Sathikumarai / 36005**
 Term of Internship From **4/3** To **18/8/23** | **3/10/2023**
 Date of Evaluation: **3/10/2023**
 Organization Name & Address:
 Name & Address of the Supervisor: **DECB (women) and Sachi Velayutham**
 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) Problem-solving	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

B. Sathithi Kumari
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

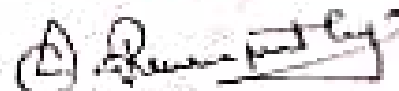
Student Name & Registration No: Badravuri Shashi Kumar / Reg. No. - 36005
 Term of Internship: From 18/8/2023 To 30/9/2023
 Date of Evaluation: _____
 Organization Name & Address: DCCB Colony Ward Sukhulayam.
 Name & Address of the Supervisor: Saitakulam.
 with Mobile Number: _____

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
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

Ward Administrative Officer
 DCCB Colony Secretariat
 Srikalakulam Municipal Corp.

PHOTOS & VIDEO LINKS

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