

PROGRAM BOOK FOR

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

Name of the Student

P. K. Ramakrishna

Name of the College

Goverment Degree College (Women) SKV

Registration Number

2/22001036009

Period of Internship

From 12/8/23 To Sep. 30/10/23

Name & Address of the Intern Organization

Killeda (Village) Sachinbhai

University

YEAR

An Internship Report on

Internship Sachinbaram

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.A. (History, Economics, Political Science)

Under the Faculty Guidance of

(Name of the Faculty Guide)

Department of

Economics

(Name of the College) G.D.C. - Chennai & K.M.

Submitted by:

Biddika Ramakrishna

(Name of the Student)

Reg.No.: 2122001036007

Department of (Economics)

Government Degree College (men) - Srikulam

(Name of the College)

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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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.

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Student's Declaration

I, B. Ramakrishna a student of _____
Program, Reg. No. 81220010360 of the Department of Economics Gdc. (men)
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-09-2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
B. Ramakrishna (Name of the Faculty Guide), Department of
Dr. K. Vasudhavan (Name of the Faculty Guide), Department of
Dr. K. Vasudhavan (Name of the Faculty Guide), Department of
GDC. (men) SKM
(Name of the College)

B. Ramakrishna
(Signature and Date)

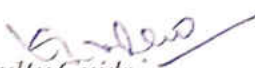
Official Certification

This is to certify that B. V. Ramakrishna (Name of the student) Reg. No. 212200103660 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Economics in the Department of Govt. Women's College (Name of the College).

This is accepted for evaluation.


(Signature with Date and Seal)
KILLADA SACHIVALAYAM
Code: 10190566 Seethampeta(Mdl)
Parvathipuram Manyam Dist.

Endorsements


Faculty Guide


Head of the Department

Principal



Contents

- 1 CHAPTER ÷ Executive ~~summary~~ summary
- 2 Chapter ÷ Overview of the organization
- 3 Chapter ÷ Internship part
- 4 Log book [first week to fifteenth week]
- 5 Chapter ÷ Outcomes description
 - * Describe the real-time skills technical you have acquired
 - * Describe the managerial skills you have acquired
 - * Describe how you improve your communication skills.
 - * Describe how could you improve your communication skills.
 - * Describe how could you enhance

Acknowledgements

First of all I am very much thankful to my Mentor of Govt. Degree college for Women for guiding me throughout my Internship. Mentor has given valuable suggestions to complete the internship in stipulated time without to complete the internship in stipulated time. Without Mentor support I cannot complete the Internship.

I can also thank to the principal of Govt. degree college for Women for the support and given suggestions to me.

Certificate from Intern Organization

This is to certify that B. Ramkrishna (Name of the intern)
Reg. No 2122001036009 of G.D.C (mem) SKIM (Name of the
College, underwent internship in Sachivalayam (Name of the
Intern Organization) from Aug 18-9-23 to 30-9-2023

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


Authorized Signatory with Date and Seal
Welfare and Educational Assistant
KILLADA SACHIVALAYAM
Code: 10190566 Seethampeta(Mdl)
Parvathipuram Manyam Dist.

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.

- ⇒ Panchayati Raj act - 1994 says that local Governance in every village for the growth and Development in a motivated manner
- ⇒ Function of Grama Ward Sachivabhyam has mainly 10 types of functions are in which says with all the activation required in village
- ⇒ Objective of Grama Ward Sachivabhyam
 - 1 Sustainable Development
 - 2 Door-to Door Service
 - 3 Health and Hygienic Condition
- ⇒ Out-Come of Grama Ward Sachivabhyam
 - 1 providing basic needs to the Health
 - 2 All Service at no cost
 - 3 Early Solution to all problems

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- Introduction of the Organization
- Vision, Mission and Values of the Organization
- Policy of the Organization, in relation with the intern role
- Organizational Structure
- Roles and responsibilities of the employees in which the intern is placed.
- Performance of the Organization in terms of turnover, profits, market reach and market value.
- Future Plans of the Organization.

Introduction of Grama Darl Sachi vday

an

- providing modern Citizen services at a shorter possible time
- single window service system
- Door to Door service and welfare whom
- providing environment for all living organization
- Each functionary has a specific value to fulfill the required of the village
- planning of the GpDP [Grama Darl Development Program]
- Citizen Satisfaction in the ultimate aim of reorganization

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	well fare, welfare, assignment, not a house	K. praveen
Day - 2	vision, function, mission and then define responsibility	well fare, welfare, assignment, work system	K. praveen
Day - 3	vision, function, mission and then, define responsibility	well fare, welfare, assignment, work system	K. praveen
Day - 4	field visit by WEP, education out school, children	well fare, welfare, assignment, for education	K. praveen
Day - 5	field visit by WEP, education out school, children	well fare, welfare, assignment, for education	K. praveen
Day - 6	draw house of work the last day activities	same knowledge has achieved	K. praveen

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama. Sachivalayam

Main. functionation. are in follows.

- ① Grama. panchayat admin. secretary
- ② Grama. data processing secretary
- ③ " weather. secretary
- ④ " women. protection. secretary
- ⑤ Grama. Revenue. secretary
- ⑥ Grama. Health. secretary
- ⑦ Grama. Employees. "
- ⑧ Grama. Agriculture. secretary
- ⑨ Grama. Engineering. Affiliations. Secy

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	devision and overpro belly. of data police. and security	eme. of work w. security close. scheme	<i>[Signature]</i>
Day - 2	devision and overpro n security of var Envidia 9 security	ation distem bleom system and type.	<i>[Signature]</i>
Day - 3	devision and overpro elly of depleton overi con	Eligibility Check. scheme	<i>[Signature]</i>
Day - 4	field. visit voo pps. disbursement	destruction deane of res b/1. Howd	<i>[Signature]</i>
Day - 5	field. visit by pons ion. Server	look to dar distibutors permines,	<i>[Signature]</i>
Day - 6	de. brief of 1st 5. days activity	know. what type of dar webengile	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

O S E

Out of school children age 10 years

School or College open tenth or open in the
School. age children should be in it

be no out school children and
child complete 5 years and complete

6 years. Call name. Enroll

Drop Out :- After joining the school
it is called drop out (Absent for
more than 30 days is called drop out)

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	definition of N.T.M. - C.T. - L.T. and - H.T.M. - H.T.L.	conformation with rules of conduct C.T. - L.T. - H.T.L.	<i>[Signature]</i>
Day - 2	U-Chapre Esgbu City Chetu	scholarship to degree assistant	<i>[Signature]</i>
Day - 3	definition of adult rule card	ad hoc card open part for member one colours	<i>[Signature]</i>
Day - 4	definition member card in rice card	member rice card adding degree assist and	<i>[Signature]</i>
Day - 5	definition of code makes of rice card	any can select subject by long like engine franchise	<i>[Signature]</i>
Day - 6	definition brief of all the the	overall plan signature for the note	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

N. B. M

National beneficiary portal. Check

N.B.M. portal. login:-

A person. rice card. in. adding if so
should. be birth certificate mark
a certified. birth certificate with
also. used. in 20 years. marriage certificate
marriage & those do not apply Adhar

- Consumer. Affairs. food. and. Civ. dep.
of Munt
- Change of address in ration card
- adding. corrected. wrong adhar. card
- member deletion in. rice card

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day - 1	Define f-numbered on - M. & C. Card	Certification is required for person of job - rice Card	<i>[Signature]</i>
Day - 2	defined. relat. 4-11 day. Postle cheer	NBM. postal logic	<i>[Signature]</i>
Day - 3	defined. Spitter of rice Card	digital assist. at 15. 3 fiddin g how d rice	<i>[Signature]</i>
Day - 4	defined. com. employed school wens	work an emp byor present welfare appro ved to	<i>[Signature]</i>
Day - 5	find to. Gram. Word. Scheme to approved	digital logic to any. Schor approb ed to	<i>[Signature]</i>
Day - 6	de - brief on ber 5 days. actv d rep	Very Inform ative	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Welfare scheme

* Size. step valent billw

* Current bill

* four villar

* Employe

* dry land. wet land

* Income tax

* Govt propriety

Splitting of rice card

if a family consists four people
splitting can be done for both of
the family and three male female

Example: if you want to do splitting
or you do single wife dies
Page No: Splitting card, Lusham D.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Welfare scheme

- * Size. step value bill
- * Current bill
- * - four. villas
- * Employee
- * dry land. wet land
- * income. tax
- * Govt. property

Splitting of rice card

If a family consists four people
splitting can be done for both of
the family and three male female

Example: if you want to do splitting
or you do single wife also
splitting card, husband & wife

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division and rescue scheduling of marine police	Hygienic means implementation safety norms and check	
Day - 2	Division and rescue capability, emergency response and admin. level	On-going work requirement and protocol marine	
Day - 3	Field activity with how to, using in critical cases	Knowing well about ditch app. color	
Day - 4	Field Activity (POCS)	Protection of children from sexual off. cyber act	
Day - 5	Online service in phones	Known how to in ditch application	
Day - 6	De-brief on last 5 days activities	—	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Disha pocho launch to 2012

The full form of pocho is the protection of children from sexual offences.

The act has been enacted to protect children from offences of sexual assault, sexual harassment and blightment of special children for the trial of such offences and related children.

DISHA: Recently the minister of law and justice has informed Lok Sabha that, designing innovative schemes for holistic access to justice period of five years: 2021-2026

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 profound knowledge and kind people in the organization. All staff are very punctual. In office they had know an internet connection. e.g. on how the sys workmen and administration activity handle the time they spend and we those then schedule are appreciable and we those then all for their excellent appearance and cooperation in programme. The digital acts used for help or up in learning are very advanced and needs all their responsibility holders. We are key digital good my self improvement at this digital growth. No. Contact. Each. Velaya. Patients. System

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

Each work in systematically ranged

Appr. Cation - program gram, education elder
proceeds recreat

field verification - Welfare secretary

thira. party verification - Word Gram.

Admini ster Staff Pre

applied Gram. word rever

Secretary find. Applied - MRO

Every one in using the technology
buen led. work. to avoid duplicay and
more frequency in an certain

the

①. Biometric division

②. Android Smart-phones

③. TTS. Scanners

Page No:

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 received the red-time governance procedure, which is very realistic and given time management. Consequently any analysis skills

Every work is time bounded and condi. be neglected when working. In observing the activity and decision making is very important

for doing any professional knowledge in ment. and. Shoked. Second day planning and finally 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 modify and
improve my self with communication
different people in different places
my writing communication in
per improve it by writing say
Evolution description. I thought
my Anxiety level are very low. I am
very patient and listen to when ever
el. anything and I leave more anxiety
management technology
my people speech ability by
reduce it and it will be improved by common
orig. skill
I always find every one which
I see them and Page No: those them when ever
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.

I In group discussion. I always speak with point to point and don't let the improve I will be clear of what I'm saying

I also encourage others to participate in the discussion to share their view

I always the group discussion
a. friends and for money money

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

Firstly King

(1) Introduction of Smart phones

Bio. metric device

Barcode Scanner

Face. Authentic. access programme.

When given the real time of the device

Secondly $\Rightarrow$ using E-pos machine in P.D.C

thirdly $\Rightarrow$ using Cope and server in local server program program

using in digital system in DA and local in any Page No: describes in the and complete to digital system

Student Self Evaluation of the Short-Term Internship

Student Name: <u>B. Ramakrishna</u>	Registration No: <u>81220010360029</u>
Term of Internship: From: <u>18/8/2022</u> To: <u>Sep-20/2023</u>	
Date of Evaluation: <u>Backinlayam</u>	
Organization Name & Address: <u>Killadoi (v) - Seethampeta (M) Pappanna (H)</u>	

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

B. Ramakrishna
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	B. Ramakrishna	Registration No:	2122001036009
Term of Internship:	From: Aug 18/2023	To:	Sep. 30/2023
Date of Evaluation:			
Organization Name & Address:	Sachivalayam		
Name & Address of the Supervisor with Mobile Number	Killada (V) Seethampeta		
	8500262815		

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
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12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

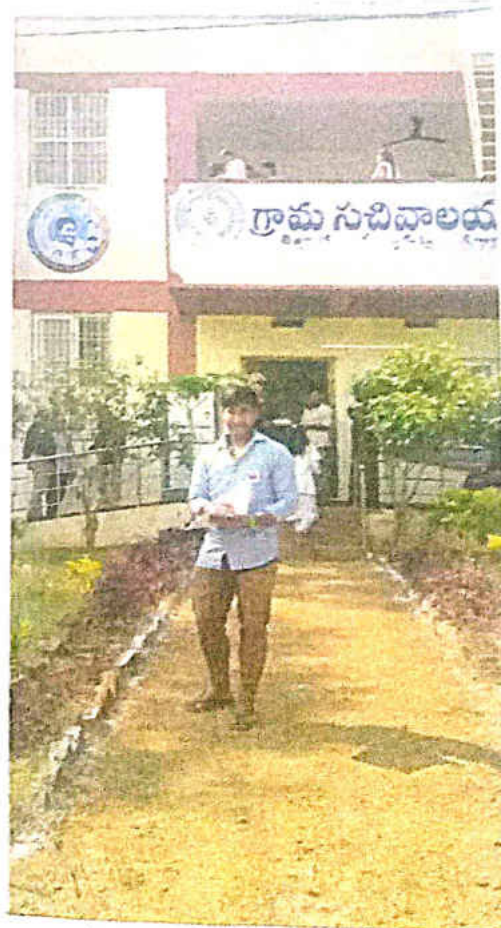
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Signature of the Supervisor
Welfare and Educational Assistant
KILLADA SACHIVALAYAM
Code: 10190566 Seethampeta(Mdl)
Parvathipuram Manyam Dist.

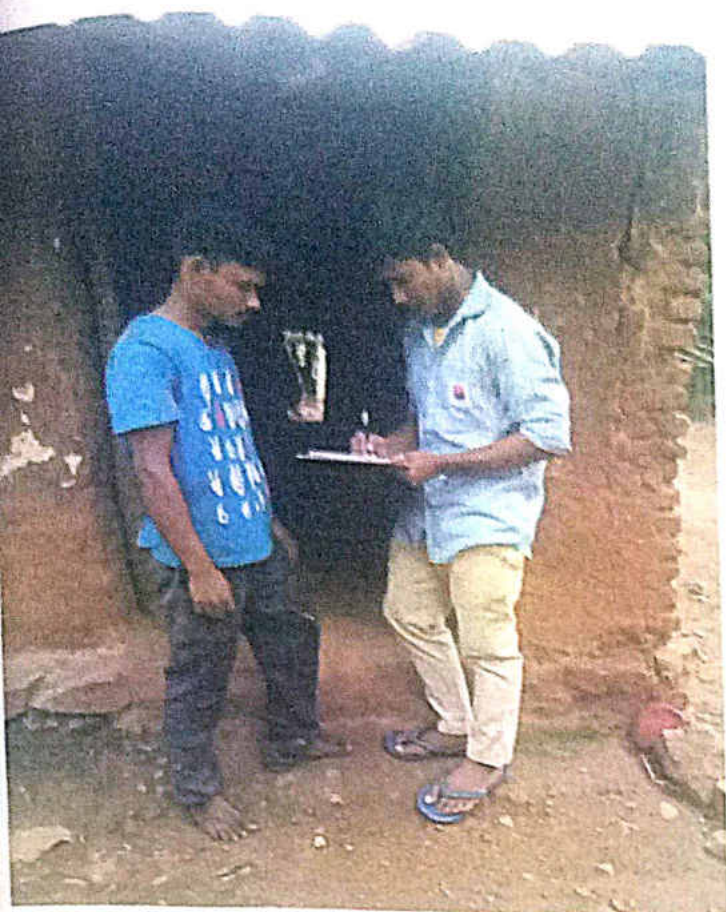
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EVALUATION

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MARKS STATEMENT
(To be used by the Examiners)

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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