

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: *Dhasini Vargapu. Ramesh*

Name of the College: *Govt. Degree College (men) SRIKAKULAM*

Registration Number: *2122001036012*

Period of Internship: *From: 18-08-2023 To: 30-09-2023*

Name & Address of the Intern Organization *functioning of Grama wadal
Sachivalayam in Voppangi, SriKakul*

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 Sachivalayam

Submitted in accordance with the requirement for the degree of.....B.A

Name of the College: Govt. Degree College (men) Sri Kalakurum.

Department: B. A [Economics]

Name of the Faculty Guide: K. Vasudeva Rao.

Duration of the Internship: From 18/08/23 To 30/09/23

Name of the Student: Dharmavaram. Ramesh.

Programme of Study Functioning of Grama Ward Sachivalayam

Year of Study: [2023] 1st year

Register Number: 2122001036012

Date of Submission: 08/10/2023

Student's Declaration

I, D. Rameth, a student of short term internship Program, Reg. No. 2122001036012 of the Department of ECONOMICS GDCL (MEN) College do hereby declare that I have completed the mandatory internship from 12-01-23 to 30-09-23 in ofan g. S. Srinivas (Name of the intern organization) under the Faculty Guideship of (Name of the Faculty Guide), Department of ECONOMICS GDCL (MEN) SKLM (Name of the College)

D. Rameth
(Signature and Date)

Endorsements

[Signature]
Faculty Guide

Head of the Department [Signature]

Principal

[Signature]

Certificate from Intern Organization

This is to certify that ...D.:Ramesh:.... (Name of the intern) Reg. No. 212200103602 of ...GDC (M.E.D.) SKLM (Name of the College) underwent internship in Grama Vopd. Sachivalayam (Name of the Intern Organization) from...18/05/23.. to ...20/09/2023

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


Authorized Signatory with Date and Seal
16/10/23
PANCHAYAT SECRETARY
GRAMA SACHIVALAYAM
VOPPANGI
SRIKAKULAM (MAD & DIST

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the Opang; barama ward Sachivalayam and also my mentors and advisors during this internship from their in valuable advice and guidance. Their industry experience and helps me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship the Opang; barama ward Sachivalayam provided me with valuable insights and guidance that helped me navigate my tasks and responsibilities. They were always available to answer my questions and provide support and their wisdom and experience helped to me grow as a professional. I am thankful for their time and support and for sharing their valuable insight with me.

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 from the growth & development in a multiple manner.
2. Implementation of Grama ward Sachivalayam to provide Door to Door Deliver to the household and also Developing the village in a joinable 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. objection of Grama ward Sachivalayam
 - * Sustainable Development.
 - * Door to Door Service
 - * Health and hygienic condition.
5. welcome of Grama ward Sachivalayam.
 - * providing basic need to the house hold.
 - * All the service of to non-stop.
 - * 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 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 or all living organisation.
 5. Each functionary has a specific value to fulfill the required of the villagers.
 6. Planning GSDP (Grama Panchayat Development Programme.)
 7. citizen Satisfaction is the ultimate aim of an organisation.

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 joint projects / constructions.
4. Public distribution System (PDS)
5. Grama Sabha.
6. working culture of each functionation.
7. field visits.
 - Resurvey of Agriculture land
 - Aerial Survey
 - House hold Survey.
8. preparation of natural calamities.

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	organisational studies	P. Sanyama
Day - 2	various functions and their responsibility	organisational working hands	P. Sanyama
Day - 3	various functions and their defined were and responsibility.	- Do -	P. Sanyama
Day - 4	Field visit by ANM PM - Jay Survey.	Implementation of PM - Jay Scheme	M. Sarala P. Sanyama
Day - 5	Field visit by ANM ANMental Survey	How ANM's are visiting regularly to pregnant women	M. Sarala P. Sanyama
Day - 6	Field visit by ups School visit.	Awareness programme of Di. 8. 11.	M. P. K. Sailaja

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam uoffangi has 11
functionaries & volunteers

main functions are to follows

1. Panchayat 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 Surver
9. mahila police
10. ANM.
11. Line man.

over all - in charge is Panchayat Secretary
maintaining all the activities in and around.

Field visit by ANM give an opportunity how
well the organisation staff is 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 citizens and types of welfare schemes.	P. Srinagana
Day - 2	Rules and responsibility of VRO and village Surveyor.	Ration distribution System & house hold recognition & types of cards.	VRO K. J. Srinagana
Day - 3	Responsibility of agriculture Assistant.	Type of crops & Seed & fertilizers	VAA S. Srinagana
Day - 4	Responsibility of veterinary Assistant.	Role in animal Disease control & preventive and Curative Care.	X
Day - 5	Role of welfare and education Assistant & visits.	visit the schools and cleanliness of associated items and of load in Intis	P. Srinagana
Day - 6	Field visit by VRO - PDS Distribution.	Door to door delivery of public distribution of house hold	VRO K. J. Srinagana

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (citizen) of a shorter possible time.

1. Inverse of Cost & income.
2. Matrimonial (land)
3. Family member certificate
4. Birth & Death certificates.

Applying for the schemes to the eligible candidates part of field verification.

1. YSR Premium
2. YSR cheyutha
3. Rice card
4. YSR Amma vadai
5. YSR vidya Devena.

Field Activity :- Ration distribution to house hold at door step by mds.

Field Activity :- Land Resurvey using 'gps' the local technology & Reover first 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 Mahila Police.	Awareness programme for safety of women and child.	M.P K. Saini
Day - 2	Division and responsibility of Engineering Assistant.	Ongoing work requirement and measures.	E.A. Bhiraun Kumar
Day - 3	Field Activity: SPCT Survey PM - Jay Survey.	Knowing well about sustainable development and go with process.	ANM M. Banala
Day - 4	Field Activity:- House hold Survey PDS Assistant.	Knowing about types of household & their eligibility.	VRO K. Saini
Day - 5	Online Service by digital Assistant.	Know how to apply central income certificate.	DA J. Saini
Day - 6	De-brief on last 5 days Activation.	Overall i learned maintenance & implementation to do from notice.	DA J. Saini

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by ANM we visited several from only health issues and recommended from malnutrition also spoke to pregnant women from any difficulties observed the well being and kind how of the people with the ANM.

Also accompanied by mahila police visited house to educate the children from Good touch and Bad touch awareness from the Girl from not being any harassment happened should be insisted.

no of online service & survey are going on and participation and required knowledge about how a system women on demand of the govt.

Acquired knowledge on digital literacy how application are filled online what are the demands are attached and concerned.

knowing the eligibility criteria of all culture schemes of state Govt.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of SCA OPEN beyond SCA-closed beyond SCA	Shortest possible time for service	DA J. Sudhakar
Day - 2	Definition of GDP and its objection overcome.	Development processes.	DA J. Sudhakar
Day - 3	Funds allocated to Gram Panchayat.	General test for 15th Pdt full management.	DA J. Sudhakar
Day - 4	House hold survey of System 1, 2, 3, 4, 5	most likely of income survey.	DA J. Sudhakar
Day - 5	House hold survey of clothes 6, 7, 8, 9, 10.	Categories of house hold	DA J. Sudhakar
Day - 6	House hold survey of 11, 12, 13, 14, 15.	- DO -	DA J. Sudhakar

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA: Service life Agreement

In Gram ward Sachinayam. There are more than 546 Service. Each Service in having their own SLA.

For eg:-

1. Income certificate - 7 days
2. cast certificate - 3 days
3. motivation - 30 days
4. Rice card - 180 days

GPDP - Grama Panchayat Development Programme
it is a planning Programme for the development of the Grama Panchayat.

- Sanitation Planning
- Road Repair Planning
- Street light position / Repair
- Now over need towards / Pension.

Find. For smooth smooth of development act in Grama Panchayat fund are being hold.

General funds. House Tax / Property tax
5th Finance - Grama in for State govt.

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 Govt. welfare Schemes & their eligibility.	Welfare in the primary concern from the existing Govt.	P. Sanyal (WFO)
Day - 2	welfare calendar from the year 2022 - 2023.	Planned execution and implementation of welfare schemes	P. Sanyal
Day - 3	Field visit :- at: what is Grama Panchayat? what is Agriculture land? what is Dry land?	Basic knowledge of a village visit and boundaries	K. S. / S.
Day - 4	E-kyc mandatory for all the welfare Schemes how E-kyc is done	Digital literacy using mobile and Smart phone	P. Sanyal
Day - 5	Six step validation of eligibility from all welfare and non-welfare schemes	Digital literacy training acquired	P. Sanyal (WFO)
Day - 6	De-brief of all the 5 days activities.	very informal	P. Sanyal

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State govt. welfare schemes and its eligibility criteria. Application programme. Field verification E-kyc programme.

Eg :-

↓ ↓ ↓ YSR Pension
OAP window single women Disability Kharman

All these types of Pension have different eligibility criteria.

welfare candidate shows the decision plan-
ing and implementation are known all right time
in a proper and procedural manner.

E-kyc (Electronic know your citizen)
which gives then 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. employ in house hold
2. no income tax pay to house hold
- 3) no more than 3 Acres of Agriculture land
- 4) no for welfare holds
- 5) Electricity consumption more than 300 units / month.

6) 1000 sq held 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 organisation all the staff are very professional in attending the office.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are applicable. 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 movement for accountability which keeps the system and worthy.

I am satisfied myself of this organisation (Arana Ward Sachivalayam) protocols and working culture.

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

→ Each block is systematically managed

Application programme - Digital Assistant

field verification - Welfare Assistant.

Third party verification - Administrative staff.

Pic - Applied - VRO

Final - Applied - MRO-MRO.

Every one is using the technology bound world to avoid duplicity and ignore transparency in the eligibility of any Scheme.

1. Bio metric Division.
2. Android Smart Phones
3. TRIS 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 predefined which is very realistic and given management competence & strong skills.

Every in time is bounded and will be depleted what would is observing the activity of decision making is very important.

For doing anything firstly protocol knows ledge 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.,)

my communication skills are modified and improved myself in communication of different people in different places.

my written communication as per improved it by writing day valuation scription 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 when I feel anything & I learn more anxiety management knowledge technologies.

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

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

To Gram Division, I always start with point to point and don't try to improve. I will be clear of what I am saying.

I always encourage others to participate in the discussions to share their views.

I always conclude 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)

First thing :-

1. Handling of Smart Phones
2. Bio metric Division
3. IRIS Scanner.
4. Face Authentication programme.

Which given the realistic procedure.

Secondary :-

using - E - Pos machine in PDS

Thirdly :-

Using GPS & 'Reven' in land Renamely programme.

Using drops in identification of woods in land alligment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No. Dharmawathi. Ramesh. 212200103612

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

Date of Evaluation:

Organization Name & Address: function of usama wool sachivalayam
in oppayi, srikalahasti.

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 ✓

D. Ramesh.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No. Dharmavathi Ramesh. 2122001036012

Term of Internship: From 18/8/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: Functioning of Grama Sachivalaya in Voppangi, Srikalahasti.

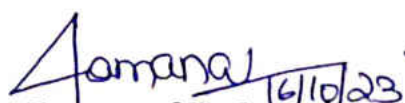
Name & Address of the Supervisor with Mobile Number:

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 ✓
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
 PANCHAYAT SECRETARY
 GRAMA SACHIVALAYAM
 VOPPANGI
 SRIKALAHASTI, ANDHRA PRADESH



