

Program Book for Short-Term Internship

Name of the Student: *DUKKA BINDU MADHAVI*
Name of the College: *GOVT. DEGREE COLLEGE (MEN) SRIKAKULAM*
Registration Number: *2122001036014*
Period of Internship: From: *18/08/2023* To: *30/09/2023*
Name & Address of the Intern Organization *IPPILI Sachinvalayam*

G. Jeeva
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)

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

Name of the College: *GOVERNMENT DEGREE COLLEGE (MEN) SKLM*

Department:

Name of the Faculty Guide:

Duration of the Internship: From *18/03/23* To *20/09/23*

Name of the Student: *DUKKA. BINDU MADHAVI*

Programme of Study *FUNCTIONING OF GRAMA SACHIVALAYAM*

Year of Study: *202*

Register Number: *2123 001036014*

Date of Submission:

Student's Declaration

I, D. BINDU MADHAV student of became ward inclusion Program, Reg. No. 212200103601 of the Department of Govt., degree college, New Meer College do hereby declare that I have completed the mandatory internship from 12/02/20 to 30/09/23 in APPLT..... (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of..... Govt. Degree college, New Meer (Name of the College)

D. Bindumadhavi
(Signature and Date)

Endorsements

Faculty Guide

K. V. S.

Head of the Department

C. S.

Principal

V. S.

Certificate from Intern Organization

This is to certify that Aranya Dora Sachin (Name of the intern) Reg. No. 2222222222 of Govt. Degree College (men) Salem (Name of the College) underwent internship in APILS, Sachin (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.

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

16/10/2023
 Approved Signature with Date and Seal
 IPPILI (G.P.)
 Srikakulam (Rural) Manda

2017年12月31日

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 governments in every village for the growth & development in a sustainable manner.
- * Implementation of Grama Ward Sachivalayan to render door to door delivery to the household, and also developing the village in a sustainable manner.
- * Functioning of Grama Ward Sachivalayan, it has many types of function. which does with all the activities required in a village.
- * objection of Grama Ward Sachivalayan
 1. Sustainable Development.
 2. Door to door service
 3. Health and hygienic condition.
- * outcome of Grama Ward Sachivalayan.
 1. Providing basic needs to the household.
 2. All the service of non-stop.
 3. Early 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 Grama Mard 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 to all living organisation.
5. Each functionary has a specific value to fulfill the required of the villagers.
6. Planning BRDP (Grama Panchayat Development Programme)
7. citizen satisfaction in 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. Mission Service of Grama Sachivalayam
2. Various welfare Schemes.
3. On going projects / contractions.
4. Public distribution system (PDS)
5. Grama Sabha.
6. Working culture of each functionalisation.
7. Field visits
 - Resurvey of Agriculture land.
 - Amlal 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.	organisation structure	S. Jeyaraj 16/10/2023
Day - 2	various functions and their responsibility	organisations working months	S. Jeyaraj 16/10/2023
Day - 3	various functions and their defined areas and responsibility.	- DO -	T. Jeyaraj 16/10/2023
Day - 4	field visit by ANM PM - Jay Survey.	Implementation of PM - Jay Scheme	K.S. SUREKHA BAI 16/10/2023
Day - 5	Field visit by ANM ANMENTAL Survey	How ANM's are visiting regularly to pregnant women.	K.S. SUREKHA BAI 16/10/2023
Day - 6	Field visit by WR School visit. And AWC visit.	Awareness programme of PDSHA.	K. Sandhya Bai (GMSK) 16/10/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

11 Grama Ward Sachivalayam Ppali has in
functionaries & volunteers

main functionaries are as follows

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

over all - in charge is Panchayat secretary who is
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	Role and responsibility of Digital Assistant and welfare 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 Surveyor	Ration distribution system & house hold reorganization & types of cards.	S. Jeeva 16/10/2023
Day - 3	Responsibility of Agriculture assistant.	Types of crops and seed & fertilizers.	S. Lakshmi 16/10/23
Day - 4	Responsibility of veterinary assistant. village Surveyor	Field on Animal Identification & Operation - 2020 Animal Care.	S. Nivetha 16/10/23
Day - 5	Role of welfare and education assistant & visits.	visit the schools on cleanliness of associated items and upload in IMMS app	K. Lakshman Rao 16/10/23
Day - 6	Field visit by VRO - PDS Distribution.	Door to door delivery of Public distribution of house hold.	S. Jeeva VRO 16/10/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Drawing of Division (Citizen) of a shorter possible time.

1. Increase of caste & Income
2. Maternal (And)
3. Family members (Indicate)
4. Birth and Death Certificates

Applying for the Schemes to the eligible candidate
Part of field work/operation

1. YSR Pension
2. YSR Chugutha
3. Rice Card
4. YSR Annamade
5. YSR Vidya Devera.

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

Field Activity:- Land Revenue using GPS the local
technology of revenue 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 mahila police.	Awareness program for safety of women and children.	K. Sandhya (Gm) 16/10/2023
Day - 2	Division and responsibility of Engineering assistant.	Ongoing work requirements and standards.	Pradeep 16/10/23
Day - 3	Field activity SPD Survey Pm-Jay Survey.	knowing well about Sustainable development and VRO with process.	K.S. Sukraben 16/10/23
Day - 4	Field activity House hold Survey PDS distribution.	knowing about type of house hold & their eligibility.	K.S. 16/10/23
Day - 5	Online service by digital assistant.	know how to apply caste / income certificate	m. Bhramaji Rao 11/10/23
Day - 6	DO - brief on last 5 days activation.	over all i learned maintenance & implementation to do better for notices	m. Bhramaji Rao 16/10/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the week by Anm. we visited several from any health issues and recommended from meditation also spoke to pregnant women from any difficulties discussed the well being and kind new at the people with the Anm.

Also accompanied by male police visited house to educate the children from good touch and bad touch. Awareness from the girl from not being by any harassment happened should be informed.

Use of online services & survey are going on and participation and acquired 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 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 SEA - OREA beyond SEA - closed beyond SEA.	Shortest possible time for service	S. J. J. 16/10/2023
Day - 2	Definition of GDP and and its objection over come	Development process - B.	S. J. J. 16/10/2023
Day - 3	Finds allocated to Lraman panelist.	General test for 15th to all management.	S. 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 hold Survey of clothes 6, 7, 8, 9, 10.	Categories of house hold.	P. Sarada 16/10/2023
Day - 6	Home hold Survey of 11, 12, 13, 14, 15.	- do -	P. Sarada 16/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SIA - Service Line Agreement

In Grama ward Sachinulayam there are more than 546 Service. Each Service is having their own SIA.

For eg:-

1. Income Certificate - 7 days
2. Caste Certificate - 30 days
3. Affidavits - 30 days
4. Ration 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 provision
- new over head tanks / pension of per.

Funds for smooth running of Development acts in Grama Panchayat towards are being held general funds. House tax / Property tax
5th Finance - Gramin from 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 for the existing government.	K. Lakshman Rao WEA 16/10/23
Day - 2	welfare calendar from the year 2022-2023.	Planned execution and implementation of welfare Schemes.	K. Lakshman Rao WEA 16/10/2023
Day - 3	Field visit :- what is Grama Panchayat? what is Agricultural land what is dry land?	Basic knowledge of a village visit and boundaries	
Day - 4	E-KYC mandatory from all the welfare Schemes how E-KYC is done.	Digital literacy using mobile / smart phone	M. Shamsud Din 16/10/23
Day - 5	5th step validation of eligibility for all welfare and non-welfare Schemes.	Digital literacy training acquired	K. Lakshman Rao WEA 16/10/2023
Day - 6	DO - Brief of all the 5 days activities	very informative.	M. Shamsud Din 16/10/23

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State level welfare schemes and its eligibility criteria application programme. Field verification E-kyc programme.

Eg: $\downarrow$ Y.S.P. Pension $\downarrow$
DAP $\downarrow$ Widow $\downarrow$ Single Women $\downarrow$ Disability
fisherman

All these types of pension have different eligibility criteria.

Welfare schemes involves the decision planning and implementation are known at right time in a perfect and procedural manner.

E-kyc [Electronic know your citizen] which gives the live location of the citizen it is mandatory for all the house hold for all welfare schemes.

Six step validation to make eligible for a scheme

1. no. bank employee to house hold.
2. no. income tax pay in house hold.
3. no more than 3 acres of agriculture land.
4. no. farm welfare hold.
5. electricity consumption more than 300 units/month.
6. 1500 sq. ft. commercial land in urban areas.

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 programme digital Assistant
Field verification - welfare assistant
Third party verification - Administrative staff
Pic - Applied - VRO
Final - Applied - MPDO / MRO

Everyone is using the technology based work to avoid duplicity and ensure transparency in the eligibility of any scheme

1. Bio metric Device
2. Android Smart Phones
3. Iris Scanners
4. Face Identification

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, teamwork, communication, production use of time, resource management in organisations, and setting decision making performance analysis, etc.

I achieved the real-time performance
practical analysis which is very realistic and
time save in management competence & always
'Hells'

Every work in time is bounded and can
be completed while world is showing the
activity & decision making is very important.

For doing anything finally, practical know-
ledge and directly 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 modified and improved myself in communication of different people in different places.

my written communication as per improved it by writing day evolution Skipton / thoughts

my confidence level is very high and I 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 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 & show them 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 business discussion, I always start 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 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.

Firstly:-

- 1. SmartTag & Smart Home
- 2. IoT - internet of things
- 3. Data Science
- 4. Face Identification Programme

which gives the subject programme

Secondly:-

using E-PC machine in PC

Thirdly:-

- using App & Program in hand
PC - security programme

- using device in identification of workers
on hand management programme

Student Self-Evaluation of the Short-Term Internship

Student Name & Registration No. ROOKA BINDU MADHAVI 3822001036014

From: 01/09/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Goona word Sashivaleyan (GPPIL)

Name & Address of the Supervisor
with Mobile Number:

Please rate your performance in the following areas:

Rating Scale: Letter grade and GPA 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

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: D. Bindu . Madhavi

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

Date of Evaluation: Aug 21, 2023

Organization Name & Address: IPPILI sachivalayam

Name & Address of the Supervisor
with Mobile Number: G. Lakshmi
86 39 85 8667

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
IPPILI (G.P.)
Srikakulam(Rural)Manda
16/08/2023

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