

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: Gedeela Sandeep

Name of the College: Government Degree College - Palman Srikakulam

Registration Number: 212200136017

Period of Internship: 2 From: 21823 To: 30923

Name & Address of the Intern Organization Sachivalayam Department
(Killada) Sree thampeta
Srikakulam (Dist)

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 (women) Srikakulam*

Department: *BACHELOR 3rd year*

Name of the Faculty Guide: *DR. K. Vasu Deva Rao*

Duration of the Internship: *From 21.07.23 To 30.09.23*

Name of the Student: *GEDELA Sandeep*

Programme of Study *BA HEP*

Year of Study: *2020 - 2024*

Register Number: *2122001036032*

Date of Submission: *03/10/2023*

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <http://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.

Student's Declaration

I, Sandeep, a student of Internship Program, Reg. No. 21200103617 of the Department of Economics College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/2023 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of V. M. Narayana (Name of the Faculty Guide), Department of Economics G. V. Degree College Fortran (Name of the College)

G. Sandeep
(Signature and Date)

Endorsements

Faculty Guide

H. V. Narayana

Head of the Department

C. Sub

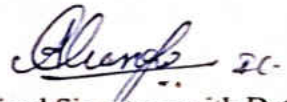
Principal

B. S. Narayana

Certificate from Intern Organization

This is to certify that Gedela Sandeep (Name of the intern) Reg. No. 21200103617 of Govt. Degree College, H. D. Men (Name of the College) underwent internship in Killada Sachivalam (Name of the Intern Organization) from 18/08/2023 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
Panchayat Secretary
THADIPAI
Seethamapeta Mandalam
Parvathipuram Manyam Dist.

ACKNOWLEDGEMENTS

This Sachivalayam Internship report is the result of an end of a way of two months it would not have been possible without the participation Assistance of above and courage people along the way. Thus we have to thank them all

first and foremost most I would like to give special gratitude to my parents who gave me every opportunity to see my dream ahead. I attend my gratitude to my mother and class teacher especially to our principal Sir and our grace member with whom I started sharing my dare days and together we sort out Academic and social problems.

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 That local government in every village for the Grant a development in a sustainable manner.
- Implementation of Grama ward Sachivalayam to transfer door to door service to the House and also Developing the Village in a sustainable manner.
- Functions of Grama ward Sachivalayam It has with all the activities involved in a village objective of Grama ward Sachivalayam
 - 1 - Sustainable Development
 - 2 - Door to Door (Service)
 - 3 - Health and Hygiene Condition.
- Outcome of Grama ward Sachivalayam
 - 1 - providing Basic Needs to the House hold
 - 2 - 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.

G. Future Plans of the Organization.

* Introduction of Gram ward Sachivalayam :-
with in short time

- 1 - Proprietary of Cissan Services with in short time
- 2 - Single window Services System
- 3 - Door to Door Services of Citizens to house has
- 4 - providing audit and review Government - to all living Organisation.
- 5 - Each functionary has a specific roles to perform the functions of the village
- 6 - planning (GPOP) (Gram panchayati Development program)
- 7 - citizen satisfaction is the ultimate aim of the Organisation.

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 - 7 - citizen satisfaction is the ultimate aim of the organization.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Democratic Decentralization Panchayati Raj System	Democratic Decentralization to top level to village level & gram level	Alengb.
Day - 2	Gram Sabha Sachivalayam	What is that Political in the Sachivalayam System there are politician	Alengb.
Day - 3	Andhra Pradesh Panchayati Raj - act - 1994	How the Panchayati Raj System is setup explanation of How the Panchayati Raj is	Alengb.
Day - 4	well for Colander	Who gives what sh. Scheme it which make it main objective	Alengb.
Day - 5	Structure and power of Gram Panchayati	Establishment of Gram Panchayati structure and power	Alengb.
Day - 6	Gram Panchayati Panchayat	Gram Panchayati power) function and their (Producers)	Alengb.

WEEKLY REPORT

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

Objective of the Activity Done: Democratic Decentralisation Panchayati Raj

Detailed Report: system - 29 items added to 11th schedule by 73rd

Constitution amendment

→ Constitution of India act (16 2 1993) distribute power
bet. Raj. System democratic decentralisation central
government state government Panchayat Raj

→ Cap India: of Devolution India's functions India's

→ 20 items included in Constitution 11th schedule
related assigned to panchayat - Economic Development

→ Gram ward Sarva Shiksha Yojana system has been
started in an effort ensure cooperation tree and
full panchayat policy so that the people can go
around the offices for the certificate and document. They
need not have to pay Bribe to anyone

→ to provide welfare schemes & the delivery
without caste and party shades & without any
corruption and give basic health and social services
to provided schemes to the rural areas

Established AP Sarva Shiksha Yojana to the provided

The system all so provided in the in the

Gram Sachivalaya and basic service

Non - statement of panchayat

Are the and Institutions.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Sarpanch, Panch and Duties	how the sarpanch it elected, the power and duties of the sarpanch	
Day - 2	Sarpanch duties and responsibilities	the duties and responsibilities of the sarpanch	
Day - 3	Gram ward sanchalaya initiation	how the initiation the gram sanchalaya are established at the village level. they are initiated	
Day - 4	Gram panchayat - meetings	what kind of meetings should be held at the gram panchayat. when and how.	
Day - 5	Role of secretary in gram sabha.	the secretary at the time of the gram sabha, one duty of the.	
Day - 6	Sarpanch staff of duties.	secretariat staff main duties to be performed and in the office.	

WEEKLY REPORT

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

Objective of the Activity Done: (1) District and panchayat status of Sarpanch (2) 25)

Detailed Report:

= At per Ardhya Pradesh panchayat Raj Act 1994 Sarpanch is elected by the village through direct election that proper management of the administration activities of each gram panchayat.

① Local Powers → Arising later presiding and conducting Gram Panchayat meeting & Section 31. Power of the Administration Control over Secretary to Important Gram Panchayat record Act 25.

② Administration power can state or derive whether Control or varbe and fact information for fogus Paralels office Under Section education 25. Authority to state choices reduced by gram panchayat - training offshoot action to without exposure to expert of in selection officer.

→ obtaining photo - Identity card by Panchayat

③ Delegation of Sarpanch power Delegation of power if social sect to conditions are trend Important.

=> SP. Panch - can delegate some of his power to Sarpanch. DL The Post DL vacant. Urban the card it - no show SP. Panch DL can be deflated to name below.

WEEKLY REPORT

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

Objective of the Activity Done: YSR Computer Education Raj in gram

Detailed Report: to panchayat women and local women

(1) Dhamet Included in that it 1 tiger theel-

177 (2) Scham. Hecar 1 Kg (3) Parla 1 Kg (4) Goralat

Hale (5) Chor (6) Dafex 7 milte 200gm Arjawal eche

(a) Women police sector Society wpx

super wixar

child development protection office (CDPO)

protect office (po)

(2) Gram panchayat Action Committee - significance

power of the election community many selection lab

Anahra Pradha panchayat.

→ G.O. m.s No 174 Date 10.06.2003 issued ordered

constituting advisory technical committee for the service

Discret. And making technical community distribution

for the Gram panchayat work divided

into 5 parts

(1) Operational committee

(2) National Resource committee

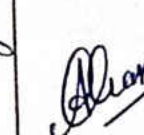
(3) Human resource development committee

(4) Empowerment - consolidation self help group committee

5 work Infrastructure committee

Financial planning committee.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Gram panchayat: functioning of action committee.	Importance of committees how, their are functions.	
Day - 2	Gravel drinking water supply	How drinking water is supplied. Supply is done in villages.	
Day - 3	Gram panchayat: of election management	Procedures and processes for elections in gram panchayat.	
Day - 4	Gram panchayat sanitation	Awareness of sanitation in gram panchayat	
Day - 5	Personal hygiene of sanitation.	Sanitation work in village personal hygiene matters.	
Day - 6	Field work - Anganwadi centres.	Anganwadi what work is done are given to children and pregnant women.	

WEEKLY REPORT

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

Objective of the Activity Done:

Basic facilities (water, sewer,)

Detailed Report:

~~Remains~~ - Impervious forest - section 45 (i) mainly
Type - malias area for their construction - place where
they are located. ownership 1) construction material
- place where sawtimber grows - Gumar roads -
mud roads - Gumar roads 2, Based on their
location - main roads - Pottery roads - Approach
roads - hill roads - forest roads ready to
or larval and blowing ground - Road to public
Institutions Section 114 classification of roads
under Grama panchayat Based on their
ownership National highways = R and B and
State highways - Zilla parishad highway
= mandal parishad highway Grama panchayat roads
2 maintenance of roads. 3. Construction of roads
thru 1. Construction of roads.

① 15% finance Commission funds

② Employment Guarantee Scheme funds thru

③ S.C. ST sub plan - Thru

④ pradhana mantri Gramin Sadak yojana thru

⑤ state finance commission of par lienal Thru

⑥ Agriculture market Commission Thru

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Infrastructural facilities (roads and cemeteries)	How are roads sanitary and animal waste collected in villages.	
Day - 2	Establishment of committees management	Committees are established and their role and development program	
Day - 3	Grievance monitoring system and energy Assistant of village.	What is the role of Energy Assistant	
Day - 4	Gram Panchayat financial transparency.	How financial resources are collected in gram panchayat	
Day - 5	How tax appraisal and demand Preparation.	How house tax is levied and collection.	
Day - 6	Gram Panchayati assam -are actioned.	Safeguarding to gram panchayati assams. and their contribution.	

WEEKLY REPORT

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

Objective of the Activity Done:

Tax and District procedures

Detailed Report:

Revenue assessment in camp Two Types:

OWIS in, (1) House tax (2) library tax (3) Utility charge (4) pig tax 2. tax income including

Assets = taxes levied by gram panchayat.

(1) House tax collection procedure panchayat act 1994 (2) library tax: Each village an additional 8% of the panchayat shall be collected from the people and paid by the village corporation (3) Utility charges: According to section 71 of the panchayat act the only tax is according to G.O. No 25. Dated 27.12.1997 the special tax can be levied at a 5% charge top of house tax explained in a 5% charge on top of house tax 2. 100% tax are proposed

(1) income tax

(2) fee on immovable properties

(3) Bonala doobli fee license for granting

Permission for shops, and house construction

(4) private taxes

(5) Private premise fee

(6) license for dogs and pigs

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Takes management	How to levy taxes how to pay taxes procedures.	
Day - 2	works in gram Panchayats.	Gram Panchayati in works and their procedures	
Day - 3	Gram Panchayati development plan.	Gram Panchayati development programs.	
Day - 4	GFMS. PES applications and Integration.	How to apply for CFM (and) PEE etc.	
Day - 5	Gram Panchayati Prasthuti of assets.	Panchayati Prasthuti of assets who develops them	
Day - 6	Gram Panchayati conservation policies.	How assets are to be preserved and their preservation policies.	

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 EXP a very good working environment in Internship in this organisation All staff are very punctual in attending office

They had shown technology and handling system work and Administration Activities. Are handled in a procedure manner

The time they spend on working schedule is appreciable and they extended their cooperation in my Internship programme.

The Digital aids used for helping in tasks are very advanced and helpful at this moment for transparency Accountability, which keep the system trust-worthy

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

Technical Skills :-

canb works in system library managed -

Application program - Digital - Assistance

and verification - ware - Assistance Pra-
- Applied - Vro -

Every one is using the technology, Bound work to
avoid duplicity and ensure transparency in to the
Applicable eligibility of And share

① Bio - metric price

② Android smart phone

③ IRTS Schaumart

④ Socy Attenuation

I have tried to perform an duties
efficiently that could overcome any bad
Repetition that could to avoid a
wastage of time but I didn't practice more
about what I have learnt in that I
expected to practice it during Internship
Experience.

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 Handling of smart phones
- ② Biometric devices
- ③ Face Authentication processes

which give the realistic procedure of the lives.

Secondly:

Using epos machine in PDs

Thirdly:

- 1 using 'Cops' and Department of revenue for land survey program
- 2 using Drones in identification of marks in land alignment programmes

In my opinion Sachivalayam and Valantest System already proved to be efficient way of handling government Schemes right from Application - the Recovery to finalizing Beneficiary towards public welfare Schemes IT Processing at the fast and handle these names that have been done before and it would have not been possible at Sachivalayam Valantest Staff.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

I am encouraged often to participate in discussions and to share my views

Always, energetic in the group discussion with focus and hard work at my self.

I was considered at a new course in the organization. I had to first directed my self the fellow workman which it did not any problem. I performed in my responsibility I was trained by my supervisor and other staff people or fast to be performing a The working environment was good. I was my colleague helped to to go away with a challenge at work and the always there for me and I have to avoid any bad reputation that could occur and waste of time.

This is the most important and emphasized thing which kept on to the filling.

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.

mouth Practical Skills :-

I achieved the road governance procedure practice which is very useful and given to me by the management. I did some work and also every work from the KCP stage. But neglected whole world is adding the activity and discuss meeting it very important.

for drawing and participation for it we have proper knowledge, quickly picking and finally the procedure for implementation. The way in which it is not clear about a staff of internship orientation :-

① Priority :- This is the most important and emphasis thing when help in fulfilling their good objects.

② Time management :- As a result of internship through learnt how to perform difficult responsible in short term.

③ Confidence :- A person get used with the external environment of school and a training has to be confident especially on work.

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.,)

Communication Skills :-

This Internship I have improved my communication skills both oral and written.

My confidence level are very high and will confidence with the same.

With the help of Internship I have learned many quality management techniques and speaking ability and overall communication skills are also improved.

My self, I conduct that in the Sachivdayam, I perform very obicilly and obediently. There was a improvement was to existing my confidence helped on to hope was with all changes at work and they are always there for me. I am understand and learnt so many a matters from Sachivdayam. This is most matters from Sachivdayam. This is most important and emphasintay thing which help in fullfilling this goals and objectives to most maintain personality.

Student Self Evaluation of the Short-Term Internship

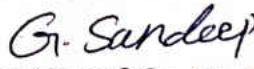
Student Name: & Registration No:	Gedela Sandeep Registration No: 212200103617
Term of Internship: From 19/08 To	30/9/2023
Date of Evaluation:	
Organization Name & Address:	Sachivalayam Kildada
Name & Address of the Supervisor with Mobile Number:	Arika: Chandra Rao Kildada

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

Evaluation by the Supervisor of the Intern Organisation

Student Name & Registration No: *Geetha Sundar* Registration No: *21220010361*
 Term of Internship: From *15/08/23* to *30/9/2023*
 Date of Evaluation:
 Organization Name & Address: *Sachivalayam Killagla*
 Name & Address of the Supervisor with Mobile Number: *Dr. Chandra Rao Killada*

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
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Alang
 Signature of the Supervisor
 Panchayat Secretary
 THADIPAI
 Seethamapeta Mandalam
 Parvathipuram Manyam Dist.

