

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: G. Usha Kiwan

Name of the College: Government Degree college (Men), SKLM

Registration Number: 2122001036018

Period of Internship: From: 18-08-23 To: 30-9-2023

Name & Address of the Intern Organization Ramachandrapuram (vill),
Gara (Mandal), Srikakulam (Dist) / department of
Sachivalayam.

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: BA (Economics)

Name of the Faculty Guide: Dr. K. Vasudev Rao

Duration of the Internship: From 18/08/23 To 30/09/2023

Name of the Student: G. Usha Kiran

Programme of Study : HEP

Year of Study: (2023) IIIrd year

Register Number: 2122001036018

Date of Submission: 03/10/2023

Student's Declaration

I, G. Usha Kiran, a student of Program, Reg. No. 2172991936018 of the Department of Economic..G.D.C.C.M.... College do hereby declare that I have completed the mandatory internship from 18/08 to 30/09...in Sachivalayam (Name of the intern organization) under the Faculty Guideship of K. Vasudeva Rao (Name of the Faculty Guide), Department of Economics..... Govt...Degree College (M) (Name of the College)

G. Usha Kiran
(Signature and Date)

Endorsements

Faculty Guide

K. Vasudeva Rao

Head of the Department

C. V. S.

Principal

V. S. R.

Certificate from Intern Organization

This is to certify that G. Usha. Kivari.... (Name of the intern) Reg. No. 2122001036018 of G.O.C.C.M.E.N.)... Name of the College) underwent internship in Sachivalayam..... (Name of the Intern Organization) from 18/09/2023 to 30/09/2023

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

M. Ramani 18/10/23
Authorized Signatory with Date and Seal

Panchayat Secretary
Ramachandrapuram G.P.
Gara Mandal
Srikakulam Dist.(A.P)

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 nutivable manner.
2. Implementation of Grama ward Sachivalayam to render Door to Door Se services to the household, & also Developing the village in a joinable manner.
3. Functioning of Grama ward Sachivalayam. It has mainly 10 types of functions. which does with all the activation required in a village.
4. Objection of Grama ward Sachivalayam.
 1. Sustainable Development
 2. Door to Door service
 3. Health & Hygenic condition.
5. outcome of Grama ward Sachivalayam
 1. providing Basic need to the house hold.
 2. All the services of to 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 Coord. Sachivalayam

1. providing version 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 "GPDP".
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. version service of Grama Sachivalayam
2. various welfare schemes
3. on going projects.
4. PDG
5. Grama Sabha
6. working culture of each functionalization
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 & volunteers	organization structure	M. Sanku 16/10/23 Panchayat Secretary Kattachandrapuram G.P. Gara Mandal Srikakulam Dist. (A.P.)
Day - 2	Various functions & their responsibility	organisation working hands	evening
Day - 3	various functions and their defined were and responsibility	—	evening
Day - 4	field visit by ANM	Implementation of Pm. Jay scheme	evening
Day - 5	field visit by ANM Anmental survey	How ANM's are visiting regularly to pregnant women	evening
Day - 6	field visit by Wps school visit.	Awareness programme of Oisha	evening

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grame Sachivalayam Romachandrapuram
has functionaries & volunteers

Main Functions

1. Panchayati secretary
2. Digital Assistant
3. Welfare and education Assistant
4. Engineering Assistant
5. Village and Revenue officer.
6. Agriculture Assistant
7. veterinary Assistant
8. village surveyor
9. Mahila Police
10. ANM
11. line man

overall in charge is Panchayat Secretary who is
maintaining all the activities in and around

field visit by ANM given an opportunity
how well the organisation staff is behaving
with the villagers.

LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles & Responsibility of Digital Assistant & welfare education Assistant	various services to citizens & type of welfare schemes	emilum
Day - 2	Roles and Responsibility of VRO & village surveyor	Ration Distribution system & House hold recognition and types of cards	emilum
Day - 3	Responsibility of Agriculture Assistant	Types of crops & seed & fertilizers	emilum
Day - 4	Responsibility of veterinary Assistant	Role in Animal disease control & preventive and curative care	emilum
Day - 5	Roles of welfare and education Assistant & visits	visit the schools and cleanliness of associated items and upload in INMS app	emilum
Day - 6	field visit by VRO PDS Distribution.	Door to door delivery of public distribution of House hold	emilum

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (Citizen) of a
shorten possible time

1. inverse of caste & income
2. land
3. family Member certificate
4. Death & Birth confirms.

Applying for the schemes to the eligible candidate
part of field verification?

1. YSR Premium
2. YSR Chayutha
3. Rice card
4. YSR Ammavadi
5. YSR vidya Devara

field Activity:- Ration Distribution to household
at door step by MDs.

field Activity:- Land Resurvey using 'GPS' the
local technology & Reover for accuracy in a
Main Point.

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 woman and child	MD Shrivastava
Day - 2	Division and Responsibility of Engineering Assistant	Ongoing work Requirements and Measures	S. Neelam
Day - 3	field Activity SPG Survey PM. Jay survey	Knowing well about sustainable development and go with process	S. Neelam
Day - 4	field Activity: House hold survey PDS Distribution	Knowing about type of house had & their eligibility	S. Neelam
Day - 5	online service by Digital Assistant	Know how to apply caste/ income certificate.	S. Neelam
Day - 6	De-brief on last 5 days Activitation	overall i learned maintainece & implementation to do better for notices	S. Neelam

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM. we united several for any health issues and recommended few meditations. Also spoke to pregnant women for any difficulties observed the well being and kind new of the people with the ANM.

Also accompanied by Mahila police visited house to educate the children for Good touch and Bad touch. Awareness for the Girl for not being shy. Any harassment happened should be insisted.

No. of online service & survey are going on and participation and acquired knowledge about how a system women on Demand of the Government.

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.

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	G. my
Day - 2	Definition of GPDP and its objection overcome	Development processes	G. my
Day - 3	finds Allocated to gram panchayat	General test for 15th full Management	G. my
Day - 4	House hold survey of System 1, 2, 3, 4, 5	Most likely of Income Survey	G. my
Day - 5	Home held survey of cloths 6, 7, 8, 9, 10	categories of house hold	G. my
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	G. my

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life Agreement

In gram ward sachivalayam There are more than 546 service. each service is having their own SLA

for eg:-

1. Income certificate - 7 days
2. Caste certificate - 30 days
3. Motivation - 30 days
4. Rice card - 180 days

GpDp - Gram panchayat Development programme

If in a planning programme for the Development of the Gram panchayat

- Sanitation planning
- Road Repair planing
- street light position/ Repair
- New over need towns / pension types

finds - for smooth slums of Development acts in Grama panchayat found are being held.

General funds House Tax / property Tax
15th finame - Gramin from state Government

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	welfare in the primary concern for the existing government	K. Lavanya
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	K. Lavanya
Day - 3	field visit:- what is Gram panchayat? what is Agricultural land what is dry land?	Basic knowledge of a village visit and boundaries	K. Lavanya
Day - 4	E-kyc Mandatory for all the welfare schemes How e-kyc is Done	Digital literacy using mobile/ smart phone	K. Lavanya
Day - 5	six step validation of eligibility for all welfare schemes How E-kyc is Done	Digital literacy Training acquired	K. Lavanya
Day - 6	De-brief of all the 5 days activation	very informative	K. Lavanya

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare schemes and its eligibility criteria application programme

Eg:-
↓ ↓ YSR pension ↓
OAP widow single woman Disability

All these types of pension have Different eligibility criteria.

welfare calendar shown the Decision planning and implementation are known at right time in a project and procedural manner.

E-kyc [Electronic know your citizen] which given, then the live location of the citizen. It is mandatory for all the houses hold 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 Acres of Agriculture land.
- 4) No four welfare holds

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 with knowledge & of people In this organisation all the staff are very important in attending the office.

They had shown on internet in technology and how the system working and administration activities are handled in a procedural manner

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 which keeps the system trust

I am satisfied myself of the organization 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 work is systematically Managed

Application program - Digital Assistant
field verification - welfare Assistant

Third party verification - Administrative staff
pre - Applied - VRO

final - Applied - MPDO/MRO

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

1) Bio-metric Division

2) Android smart phones

3) IRIS scanners

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 procedure predefine which is very realistic and given to management, competence & Analog skills

Every work in time is bounded and can't be neglected whole world is observing the activity & Decision Making is very important.

For Doing anything 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.,)

My communication skill are modified and improved myself in communication of different people in different places.

My written communication as per improved if by writing Scy evolution scription / thoughts

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

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

I always greet everyone 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 gram Division I always spare with point to point and don't log to improve I will be clear of what I am saying

I also encourage often to participate in this 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 program

which given the realistic procedure

Secondly:-

using e-pos Machine in pds

Thirdly:-

using 'cops' & 'Reven' in Land Re-namely Program

using Drones in Identification of marks in land allingment program

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: G. Usha Kiran & 2122001036018

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

Date of Evaluation:

Organization Name & Address: Ramachandrapuram Sachivalayam.

Name & Address of the Supervisor Ramachandrapuram (V), Gata (M), SKM
with Mobile Number: 94414263

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

G. Usha Kiran
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: G. Usha Kiran & 2122001036018

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

Date of Evaluation:

Organization Name & Address: Sachivalayam & Ramachandrapuram.

Name & Address of the Supervisor

with Mobile Number: Ramachandrapuram (V), Gara (M), SKLM - 944914263

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 10/10/23
Panchayat Secretary
Ramachandrapuram G.P.
Gara Mandal
Srikakulam Dist.(A.P)





