

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: Poo. Meena

Name of the College: Govt degree college (men) srirakulam

Registration Number: 2122001036020

Period of Internship: From: 16-8-2023 To: 20-9-2023

Name & Address of the Intern Organization: Muddala parthasarthi, Echeru
mandal, Srirakulam district

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: Government Degree college (Men) Srikalahasti

Department: B.A (Economics)

Name of the Faculty Guide:

Duration of the Internship: From.18/8.To.30/09/2023

Name of the Student: Dr Meena

Programme of Study

Year of Study: (2023) IInd year

Register Number: 2122001036020

Date of Submission:

Student's Declaration

I, AKSHAY, a student of B.A.(H) program, Reg. No. 212160165620 of the Department of English College do hereby declare that I have completed the mandatory internship from 10/03/23 to 30/04/23 in English (Name of the intern organization) under the Faculty Guidship of AKSHAY (Name of the Faculty Guide), Department of English in English (Name of the College)

T. meena
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that T. Meena..... (Name of the intern) Reg. No. 1220016200 of QDC (M.E.N.) SKM (Name of the College) underwent internship in Chennai. uoal. sack. uo (Name of the Intern Organization) from 18.1.2023 to 24.01.2023...

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


Authorized Signatory with Date and Seal
MUDDAIA
Etcherla Mandal

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to Muddada Gramee Wood Sachivalayam and also my mentors and advisors during this internship, for their invaluable advice and guidance. Their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship the Muddada Gramee Wood Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities. They were always available to answer my questions and provide support and their wisdom and expertise helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable insights 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.

- ★. Panchayats Raj Act - 1994 says that local governance in every village for the growth development in a sustainable manner.
- ★¹. Implementation of Grama ward Sachivalayam It has mainly 10 types of function. which does with all the acts required in a village.
- ★. objection of Grama ward Sachivalayam
 1. sustainable development
 2. door to door service
 3. Health and Hygiene condition
- ★. welcome of Grama ward Sachivalayam
 1. providing basic need to the households
 2. All the service 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.

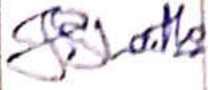
Introduction of Gramaward Sachivalayam

- 1- providing version ^{citizen} services system of a short possible type
2. single window service system
- 3 - door to door service & welfare to home
4. providing ambient environment for all living organization.
5. Each functionary has a specific value to fulfill the required of the villagers
6. planning GDP Grama panchayat development program)
7. citizen satisfaction in the ultimate aim of an organization.

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 / construction
4. public distribution system (PDS)
5. Grama Sabha
6. working culture of each functionarion
7. field visits
 - Resurvey of Agriculture land
 - Amlal survey
 - House hold survey
8. preproduction of natural calametion

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers	organization structure	
Day - 2	various functions and their responsibility	organization working hands	
Day - 3	field visit by Anm PM - Jay survey	Implementation of PM - Jay scheme	G. Panvathi H.P.H.A(F)
Day - 4	various functions and their defined were and responsibility	- 00 -	
Day - 5	field visit by Anm Anmental survey	How Anms are visiting regularly to personnel names	G. Panvathi H.P.H.A(F)
Day - 6	field visit by mps school visit	awareness progr 9 mme of picha	G. Panvathi H.P.H.A(F)

WEEKLY REPORT

WEEK - 1 (From Dt. 18/8/2023 to Dt. 24/8/2023)

Objective of the Activity Done:

Detailed Report:

Indama Sachivalayam mudabadi has
functionaries & volunteers

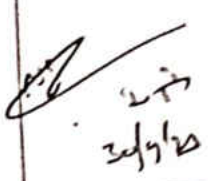
main functions are as follows

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 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 organization 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	Roles and Responsibility of digital assistant and welfare education assistant	various services to citizens and types of welfare schemes	 27/9/23
Day - 2	Roles and Responsibility of VRO and village surveyor	Ration distribution system of House hold recognition up types of cards	 V.S.
Day - 3	Responsibility of veterinary Agricultural Assistant	Role in Animal disease control of preventive and curative care	K.P. 30/9/23
Day - 4	Responsibility of Agricultural Assistant	Type of coope up seed up-fatio kistors	K.P. 30/9/23
Day - 5	Role of welfare and education Assistant up visits	Visit the schools and cleanliness of associated inter and upload in EMAS App	 M.C.E.
Day - 6	Filed visit by VRO - POS distribution	door to door delivery of public distribution of House hold	K.P. 30/9/23

WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/2022 to Dt. 1/9/2022)

Objective of the Activity Done:

Detailed Report:

delivering of ration (citizen) of a shorten possible time

1. EV-Increase of caste up Income
2. ration card
3. family member certificate
4. birth up death conforms

Applying for the schemes to the eligible cannot part of it

1. YSR premium
2. YSR Chayutha
3. Rice card
4. YSR AmmaVadi
5. YSR Vidya Deveni

field activity : Ration distribution to household at door step by MDS

field activity :- land survey using "GPS" the local technology & rover 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 society of women and child	P. K. Sharma
Day - 2	Division and Responsibility of Engineering Assistant	Ongoing work requirements and measures	G. T. Dhanraj
Day - 3	Field Activity:- SPG - Survey PM Jay Survey	Knowing well about sustainable development and growth process	Jan V. S.
Day - 4	Field Activity:- House hold Survey PDS Distribution	Knowing about type of household up their eligibility	Jan V. S.
Day - 5	Online service by digital Assistant	Know how to apply caste Income certificate	Jan V. S.
Day - 6	Be brief on last 3 days Activation	Overall I learned maintenance up implementation - to do better for notices	K. R. 30/09/23

WEEKLY REPORT

WEEK - 3 (From Dt. 21.9/2022 to Dt. 28.9/2022)

Objective of the Activity Done:

Detailed Report:

During the visit by ANM we visited several for any health issues and recommended few medications 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 up 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 demand 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 SCA - open beyond SCA - closed beyond SCA	shortest possible time for service	
Day - 2	definition of GPDP and its objection overcome	Development processes	
Day - 3	finds allocated to Gram panchayat	General list for 15 th full management	
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of Income survey	
Day - 5	Home hold survey of clothes 6, 7, 8, 9, 10	categories of house hold	
Day - 6	Home hold survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

WEEK - 4 (From Dt. 9/9/2023 to Dt. 15/9/2023)

Objective of the Activity Done:

Detailed Report:

SLA : service life Agreement
In Gram located eachvalayam there are more
than 546 service each service in having their
own SLA

for eg

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

GPPP: Grama panchayat development programme

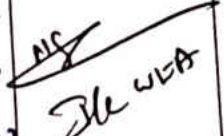
It is a planning program for the develop
ment of the Gram panchayat

- Sanitation planning
- Road repair planning
- Street light position / Repair
- new over need towns / pension types

finds for smooth runs of development acts in
Grama panchayat found are being held

General funds. House for / property 1 am
15th future - Granth 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	
Day - 2	welfare calendar for the years 2022-2023	planned execution and implementation of welfare schemes	
Day - 3	field visit:- what is gram panchayat? what is agriculture land? what is dry land?	basic knowledge of a village visit and boundaries	K.R. 30/9/23
Day - 4	E-KYC mandatory for all the welfare schemes How e-KYC is done	digital literacy using mobile email phone	
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	digital literacy Training acquired	
Day - 6	the result of all the 6 days activation	very informative	

WEEKLY REPORT

WEEK - 5 (From Dt. 15/9/2023 to Dt. 29/9/2023)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria. application program. field visit
citizen E-KYC program.

eg
↓ ↓ ↓ YSR pension ↓ ↓
OAP widow single women disability fishermen

All these types of pension have different eligibility
criteria criteria

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

E-KYC (Electronic known your citizen)
which given 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 scheme

1. no government employee in house hold
2. no Income tax pay in house hold
3. no more than 3 Acres of agriculture land
4. no poor welfare holds
5. electricity consumption more than 300 units
6. 1000 sq feet 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 organization the staff are very functional 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 appreciable. The staff co-operation & extended their operation in the internship programme.

The digital assistants are used for helping in learning advanced and helps at this moment for accountability which keeps the system neat and nothing.

I am satisfied myself of this organization (Gamma and Sachinvelayam) 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 replication - welfare assistant
third party replication - administrative staff
PDE - Applied VPO
Final applied - MPDO / MRO

every one is using the Technology based 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 protocols predefined which is very realistic and given management competence & along skills.

• every in time is bounded and can be neglected in whole world in observing the activity & ~~decision~~ or decision making is very important

for doing anything firstly protocol knowledge and secondary 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 say evaluation scripton thoughts

my confidence level is very high and will continue with the same

my anxiety level one low I am very much patient and listen to music when I feel anything up 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 up 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.

To group discussion always start with point to point and don't try to impose 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)

first thing

1. Handling of smart phones
2. Bio metric division
- 3- IRPS scanned
- 4- face Authentication program

which given the systematic procedure

secondary

using e-pos machine in pos

thirdly

using .cops .up Revch in land Re
-namely program

using ropes in Identification of works
in land allingment program

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: I. P. P. VALLABH 19/03/2023

Term of Internship: From 15/6 To 30/7/2023

Date of Evaluation:

Organization Name & Address: Modular packaging, Chennai medical equipment

Name & Address of the Supervisor: Rohit Prakash
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

I. Meena
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	TRPT MEEM up 2122001036020
Term of Internship: ^{Sept} From	18/8/2023 To 30/09/2023
Date of Evaluation:	
Organization Name & Address:	Mysada panchayath, echerla mandal, 501001
Name & Address of the Supervisor with Mobile Number:	Pothu Reshma

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

వై.యస్.ఆర్. నాగార్జున - విశాఖపట్నం జిల్లా

గ్రామ సచివాలయ

ముద్గాడ, ఎచ్చేర్ల మండలం, శ్రీకాకుళం జిల్లా



స్వాగతం
WELCOME

గ్రామ సచివాలయం	
క్ర.సం.	పేరు
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