

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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Program Book for Short-Term Internship

Name of the Student: Jami. Sharmila

Name of the College: Government degree college For (MEN)

Registration Number: 2122001036021

Period of Internship: From: 18-08-23 To: 31-09-23

Name & Address of the Intern Organization

Velappurada gram Sachivalayam
palakonda (mandal)
pavathipuram manyam (District)
pin : 532440

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)

Department: Economics BA (Hep)

Name of the Faculty Guide: K. VANDANA Rao

Duration of the Internship: From 15/5/23 to 31/09/23

Name of the Student: Jani. Shweta

Programme of Study BA (Hep)

Year of Study: 2022 - 2024

Register Number: 2122001036021

Date of Submission: 3-10-23

Student's Declaration

I, J. Sharmila, a student of B.A. Program, Reg. No. 212200103602 of the Department of BA(Hon) G.O.C. (Men) College do hereby declare that I have completed the mandatory internship from 18/8/23 to 31/9/23 in Velagapudi Archival (Name of the intern organization) under the Faculty Guideship of K. Vaidya Rao (Name of the Faculty Guide), Department of Economics..... G.O.C. (Men) Srikakulam. (Name of the College)

J. Sharmila
(Signature and Date)

Endorsements

Faculty Guide K. Vaidya Rao 

Head of the Department Ch. Rameshwarthy 

Principal 

Certificate from Intern Organization

This is to certify that Jami Sharmila..... (Name of the intern) Reg. No 2122001036021 of GDC (men)..... Name of the College) underwent internship in Velagapada..... (Name of the Intern Organization) from 18-08-23.. to 31-09-23.....

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


Panchayati Secretary
Authorized Signatory with Date and Seal
Palakonda Mandal

ACKNOWLEDGEMENTS

I have taken efforts in this project to the best of my knowledge. However, it would not have been possible without the kind support and help of many individuals and organisation. I would like to extend my sincere thanks to all of them.

I am highly indebted to B. Varadachari Reddy Sir, Secretary constant of the Velagavada gram Sachivalayam of his guidance and constant supervision as well as for providing necessary information regarding the project and also for his support in completing the project.

I am also grateful to our principal teacher Dr. P. Sorekha Madam for the endorsement being a well of support to us all the time. In addition, I am grateful to all the teaching and non-teaching staff for their insights.

All great creation is fulfilled by inspiration and I have to thank Sir Head of the department.

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.

Learning Objectives :

- * To gain an understanding of the functioning and structure of the village secretariat.
- * To develop skills in administrative and technical tasks related to the day-to-day operation of organisation.
- * To learn about various government schemes and programmes implement by the Grama Sachivalayam for the benefit of the rural population.
- * To improve communication and interpersonal skill through interaction with villagers and other stakeholders.
- * To acquire the knowledge of legal and regulatory framework governing the activities of the Grama Sachivalaya.

Outcomes achieved :

- * Understood the managerial was of solving people.

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.

A. Belamora village is located in the Palakota mandal of Srikakulam district in Andhra Pradesh. The village secretariat consists of 5 village in total and lies behind the water tank of village. The Sachivalayam has a total of 11 members staff.

B. To create vibrant and self-sustaining rural communities, where every citizen has access to basic amenities opportunities and a high equality of life.

C. providing basic services like purified water sanitation health, education and social security to the rural population. The organisation is focused on improving the quality of life of the rural population by ensuring access to the basic services and resources.

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.

I J. Sharmila studying B.A. HEP in the Government Degree College (MEN) Srikulam was allowed to join in the intern organization for a period of "six weeks" from 18th of August to 30th September to learn about the administrative working in village level and acquire knowledge about the real solutions of basic problem villages.

During the first week of the internship. When joined, the government scheme "Chayutha" was in processing stage. The eligible candidates from the panchayat has to be selected and their details has to be submitted to the "MPDO" office by the thorough verification of their income.

As the elections time is approaching the new voter list has to be updated. Their details has to be filled in the form - 6 application with the appropriate Aadhar proof SSC certificate along with their passport size. And totally applied only a few days gap.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Day 1 was the reporting day "MPDO" office and i was allotted to the velagavada grama sachivalayam	I was explained about the procedure of inter-ship in the village secretariat	H. C. Rao
Day - 2	I introduced myself to the village secretary and to the staff of sachivalayam	learned about the designations and works allotted to the staff	H. C. Rao
Day - 3	I was assigned with the work of filling the cheyuma scheme forms eligible candidates	Came to know about the eligibility requirement of the cheyuma scheme	H. C. Rao
Day - 4	I have to fill the caste and income certificates details of applications of scheme	learned about how to apply for those certificates with the help of digital ast.	G. Anitha
Day - 5	Therefore i was told to scan the forms of "Cheyutha" in docscanner	learned how to upload the scanned certificates in the govt's NBM portal	G. Anitha
Day - 6	The caste and income certificates of eligible candidates was also scanned and compressed	The scanned certificates were also uploaded and submitted to NBM portal	J. Jayaram

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23.. to Dt. 24/08/23..)

Objective of the Activity Done:

Detailed Report:

On 18th of August I got the instructions from the Dr. B. R. Ambedkar University to join the village Sanchivalayam for a period of six weeks internship. I had to report in the mandal panchayat development office and allotted to the velagawada gram Sanchivalayam by the MPDO madam.

Thereafter, I handed over the allotment letter signed by MPDO madam to the Secretary of velagawada to do the short term internship.

I was explained to the designation and works allotted of the staff of Sanchivalayam. In the first week, I came to know the process of Sanchivalayam. In Chennai know the candidates must be "45" to 60 years women and they get the amount of Rs. 18,000 from the government.

The applicants need to submit their Aadhar card, Caste and income certificates in order to apply for the scheme. Their forms needed to be upload in the govt's of Navasakam Beneficiary's portal management.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The photographic proofs of Chagunda eligible candidates were taken	learn to upload their photos in the name Sakampot beneficiary management	H.C. Rao
Day - 2	The new voters list in the Panchayat was collected and listed down their names and details	learned about how to collect their details and list it down	H.C. Rao
Day - 3	The voters details and their soc certificates, aadhar Xerox were collected	come to know about the systematic manner in which their details has to be filled	H.C. Rao
Day - 4	I was told to fill the form-6 applications to apply for new voter id's	learned about the requirements for a voter id card.	G. Anitha
Day - 5	Aadhar drive was conducted in secretariat to update the aadhar details of people	know about the systematic approach to update their aadhar	G. Anitha
Day - 6	Jagananna vidyalakshana school was released to the degree students	Their details were checked down.	H.C. Rao

WEEK - 2 (From Dt. 25.08.2020 to Dt. 31.08.2020)

Objective of the Activity Done:**Detailed Report:**

The photographs of Chaputh scheme granted candidates along with the cadre and Education Assistant were taken for the purpose of visual proofs and uploaded to NEM portal.

The new voters id applicants details were collected. The proofs of them like SSC certificate, Aadhar xerox and passport size photos were collected. Their details were filled down in the form - 6 applications.

Many villagers attended to the cadre drive for updating their details in Aadhar in "myaadhar" vidai.gov.in website number of services were provided to the people like linking to the passport, updating their details etc.

In the last days of the week, the Vidya Deevena scholar was released to the Jharkhand accounts of the degree students and it has to be filled to the colleges again.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The beginning of the month is the time to distribute the pensions to the members of parichayut	Came to know about how the welfare assistant distributes the pension money	H. C. R. A.
Day - 2	The volunteer gets the money from the welfare ant and distributes it to the people	Learn about the process how may gives pension to the eligible people	H. C. R. A.
Day - 3	Pension was distributed to the people of remaining villages	I got to know about the person who are eligible in other villages	H. C. R. A.
Day - 4	The Agriculture dept received 200 bags of urea and it has to be distributed at subsidy rates.	All the urea bags were uniformly distributed to village people	G. Anitha.
Day - 5	The record of urea bags was maintained by the agriculture ant madam	Learn how to be transparent in uniformly distributing the urea bags	G. Anitha.
Day - 6	Agriculture ant madam helped me to learn the Dispersal A	Got an idea about the administration of rythu baraza karnadman	J. Anitha

WEEKLY REPORT

WEEK - 3 (From Dt.1-09-23.. to Dt.7-09-23..)

Objective of the Activity Done:

Detailed Report:

Third week of the internship was the month of September and pension amount was distributed to every villager and panchayat. It should be done under the leadership of education and welfare aist. The volunteers in town go to the home of every beneficiary and distribute the amount by taking their biometric.

The pension record has to be maintained by the welfare aist and in case, if the amount remains for any reason, it has to be repaid to the state government.

During this week, the RBK received 200 bags of urea and it has to be distributed by the Agriculture aist at subsidized rates to the farmers of panchayat in transparent manner.

The records also was maintained and the revenue generated by selling this bags is looked after by head.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I was explained the process of re-survey by the VRO and Surveyor in our state	Came to learn about the re-survey carried out by ap govt	G. Anthe
Day - 2	The details required for the re-survey was collected from every farmers of Panchayat	Learned about the requirement for the process for re-survey	G. Anthe
Day - 3	Three sets of xerox copies of pambok, aadhar and photos were received	know about the systematic approach for the re-survey	J. Sujana
Day - 4	Women and child welfare and madams allotted me the work to note details of eligible candidates	Learned about the nutritional supply to conceived women & child by the ap govt	J. Sujana
Day - 5	Anganwadi was looked after by the women and child welfare and madam and inspection was done	Got an idea about the working of anganwadi and its administration	J. Sujana
Day - 6	Pictures were taken by me for the visual proofs of informship was noted.	The photographs were posted to the MPDO madam through what group	J. Sujana

WEEKLY REPORT

WEEK - 4 (From Dt. 8/9/23.... to Dt. 15/9/23..)

Objective of the Activity Done:

Detailed Report:

This week I was taught about the process of de-survey that has been running out by panchayat. Every farmer under the panchayat has to submit the xerox and copies of their passbooks of land, ration card and passport size photos.

I learnt about the nutritional kit provided to the concerned women and children by the state government. It is really a good scheme to eradicate any diseases in the beginning stage itself.

ANM in the Sachivalayam also takes care about these processes. They also distributed the iron tablets to eliminate the iron deficiency and their by the disease that comes with the iron deficiency.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The weights of approximately 200 children were noted down by the ANM maddam.	learned about the health index of children in age-wise	J. Sujana
Day - 2	The Janani Suraksha Yojana (JSY) was explained to concerned women and children in panchayat.	The steps in the nutritional diet card and its uses were learnt by me.	J. Sujana
Day - 3	Inspection of the mid day meal scheme in MPUP school. Helped by the welfare	came to know about the diet provided to student by the state govt.	J. Sujana
Day - 4	Mid day meal scheme records, surrounding of school and kitchen was look after.	learned about the requirement and maintenance of records.	H.C.P. Rao
Day - 5	Inspection was done by municipal engineering officer to the newly constructing drain.	learned about the official proceeding during an inspection.	H.C.P. Rao
Day - 6	Another drive was conducted again for the state of people.	learned about the update required for any govt related work via another	H.C.P. Rao

WEEKLY REPORT

WEEK - 5 (From Dt.16/9/23... to Dt.22/9/23.)

Objective of the Activity Done:

Detailed Report:

ANM weighed the angamandi children's and listed down their details. The photographs were taken and she posted the photos to photos of mid day meal scheme functioning in the school.

Welfare assistant has to check the surroundings of MDM place, kitchen of school, MDM records maintained by the school staff and the photos has to be uploaded.

Another activity drive was conducted in this week so that the rural public can access to the host to be maintained. Inspection was done to the construction of angamandi and ASK beside the Archivalayam.

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.)

My role as an intern in the Velupillai Prabhakaran had a very pleasant experience. It was a newly constructed building and so it was well equipped with all facilities and assisted with required technological assets.

I had gained a good knowledge of official protocols and administrative procedures followed for various things in the govt organisation. It plays crucial role in terms of people interactions.

I was taught the essential qualities by the members of Sathivalayam like teamwork, mutual support etc. which are the real insight for me. All the staff were very cordial and supportive to everyone and I learned all the work ethics from them. There is also the maintenance staff for the organisation who looks after every external things required.

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

I was well taught with the technical skills required for the administrative work in the union every organization. I acquired the knowledge related to every posts and designation which is involved with the uses of specialised tools, software and essential equipment.

I had learned various checking authorities of the work programme by digital assistant, field verification by helper assistant, distributing fertilisers by the agriculture assistant, revenue related affairs by the VAO, construction affairs by engineering assistant, electricity related affairs by the man. health related by ANM, women and child welfare assistant etc.

I was guided well by creating optional environment by staff of the union organization and helped me to acquire the knowledge about dealing with the technical equipment like biometric division, IRIS scanners, system and computers available in the village secretariat.

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 had gained a good understanding of the management carried out in the Sachivalayan. The staff approach to achieve their specified goals in time which was setup by the state government.

I was taught how to be enthusiastic in meeting the needs of every citizen with patience and humbleness. The staff explained to me about the decisions which were taken by the needs of Sachivalayan. The productive use of time etc..

With regards to the skills of workmanship; performance to become efficient analysis. The Secretary Sir taught me how to be able and achieving the goals in pre-set time.

In every single weeks of internship, I was allowed to deal with the new work through lot in competed with myself and improved a lot in terms of productivity, socialization with people etc..

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.,)

This short term internship instilled in me all of the above suggested communication skills. The mentioned reason has to be the group subhas conducted, field verification times and/or classes conducted.

In the meetings group discussions or presentations I had practiced self-assurance which helped me in building confidence and I became a better person in understanding the demands of public. By carefully the speeches of secretariat heads, I learnt how to take decisions at times to make people satisfactory. The staff and improved my conversational ability.

Finally in the vote of thanks I was able to articulate the key points that were mentioned by every single member and learnt how to foster a positive environment by acknowledging others contributions.

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

Respect for others is the key to make any meeting or group discussion successful. Therefore, listening skills i feel improved. Patience is another thing which make the person different from remaining.

I had acquired these things by taking part of official works done in the village secretariat. The completing work allotted is the real contribution as a team member and i learned this with the help of sachivalays staff.

leading a team or activity requires the complete knowledge about it. For that, a team leader has to be prepared so that he/she can take by any type of issue or problem.

By knowing the complete information of activities being done in the secretariat, i enhanced my ability to answer anyone in the respective sphere of work carried out by the staff of different designations.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Improved use of digital technology in every work carried out by the inter-organisation clearly indicate the technological development from the root level. Training sessions were also conducted for the panchayat secretaries by the ministry of panchayat Raj to improve the use of digital technology.

Gram Sabha was carried out in the meeting hall which was equipped with the visual LED, so that the people can better understand the future development and schemes and render their support to the government.

Bribes were completely gone with the increased transparency through digital payments. E-governance was widely development to benefit the rural local people.

With this technology about any thing or work is easily available to the people so that they can't be miswided. The beneficiaries will be able to track the status of schemes which they are funded with.

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: J. Sharmila , 2122001036091

Term of Internship: From 18-8-23 to 30-9-23

Date of Evaluation: 30.09.23

Organization Name & Address: Vedagurachi govt Sachivalayam

Name & Address of the Supervisor
with Mobile Number: G. Anitha , 7093130991

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

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: J. Sharmila, 2122001036021

Term of Internship: 18-8 From 18-08-23 To 30-9-23

Date of Evaluation: 30.09.2023

Organization Name & Address: Velagavada gram Sachivalayam

Name & Address of the Supervisor
with Mobile Number: G. Anitha, 7093130991

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

B. S. S.
Signature of the Supervisor
Panchayat Secretary
VELAGAVADA (Vill)
Palakonda Mandal

PHOTOS & VIDEO LINKS





