

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: JENI Dileep Kumar

Name of the College: Government Degree College (M.E.V) SRIRAKULAM

Registration Number: 2122001036022

Period of Internship: From: 18/8/2023 To: 30/9/2023

Name & Address of the Intern Organization functioning at Grama. Panchayat
Sachinrajaram. 90 Kalapattinam (Village)
SRIRAKULAM.

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 Uchad Sahasra Yojana in Kalapathin
Submitted in accordance with the requirement for the degree of.....

Name of the College: Government Degree College (MFD) SRIRAKULAM

Department: BA

Name of the Faculty Guide: DR. K. VASU-DEVA-RAO

Duration of the Internship: From 18/7/2022 To 20/7/2023

Name of the Student: T. N. DILEEPKUMAR

Programme of Study Functioning of Grama Uchad Sahasra Yojana

Year of Study: 2021 - 2024

Register Number: 2122001036022

Date of Submission: 03/10/2023

Student's Declaration

I, I. Dilip Kumar, a student ofProgram, Reg. No. 2122001036022 of the Department of Bachelor of Arts... College do hereby declare that I have completed the mandatory internship from 18/8/2023 to 24/9/2024 in Sachin Group (Name of the intern organization) under the Faculty Guideship of Dr. Vasu D. V. V. (Name of the Faculty Guide), Department of Bachelor of Arts Government Degree College (Name of the College)

I. Dilip Kumar
(Signature and Date)

Endorsements

Faculty Guide

K. V. Reddy

Head of the Department

C. Sub

Principal

B. R. N.

Certificate from Intern Organization

This is to certify that T. D. Deep Kumar (Name of the intern) Reg. No. 2122001036022 of Government Degree College (Name of the College) underwent internship in Kalaparthi Sachivalayam (Name of the Intern Organization) from 18/8/2023 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
Panchayath Secretary
Grama Sachivalayam, KALAPARTHI
Burja Mandalam

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the
~~subsequent~~ ~~graduate~~ ~~scholarship~~ ~~program~~. And also
my mentors and advisors during this internship
for their valuable advice and guidance
their and experience sharing. And the
and allowed me to make the most of my
internship

Throughout the internship, the ~~subsequent~~
~~graduate~~ ~~scholarship~~ ~~program~~ provided me with
valuable classes and experience that they
helped me to grow as a professional to
these valuable ~~experiences~~ 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.

- 1) Panchayats Act - 1994 says that local Governance in every village. For the growth & development in a sustainable manner
- 2) Implementation of Grama ward Sakhigalaya to provide door to door service to the household and also developing the village in a sustainable manner
- 3) Functioning of Grama ward Sakhigalaya. It has mainly 10 types of function. which deal with all the activities required in a village.
- 4) Objectives of Grama ward Sakhigalaya
 - i) Sustainable Development
 - ii) Door to door service
 - iii) Health and Hygiene condition
- 5) The Grama ward Sakhigalaya
 - i) Providing service to the household
 - ii) All the service at no cost
 - iii) 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 Gamma word salhahelaryan

1) Providing various other services at a short possible time

2) Single window service system

3) Door to door service & welfare to home

4) Providing Ambient environment to all living organization

5) Each functioning has a specific value to fulfill the requirement of the villages

6) Citizen satisfaction is the ultimate aim of organization from Gamma word salhahelaryan

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) Various sectors of Grama Sahakari
- 2) Various welfare schemes
- 3) On going projects / construction
- 4) Public Distribution System (PDS)
- 5) Grama Sabha
- 6) Looking culture of each functioning
- 7) Field visits
 - Survey of Agriculture land
 - Angul Survey
 - House hold survey
- 8) Preparation of natural collection

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers	organised structure	E. H.
Day - 2	Various functions and their responsibility	Organisation working hands	E. H.
Day - 3	Various functions and their defined work and responsibility	Implementation of pur. day scheme	V.
Day - 4	Field visit by Aam pur. day - society	- DO -	M. Sheela
Day - 5	Field visit by Aam Annuity Society	How Aam's are visiting regularly to pregal nam	M. Sheela
Day - 6	Field visit by WBS school visit	Awareness Programme of Disha	V.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Gram - sathavayam, Ghatvala - 103
functionaries & volunteers

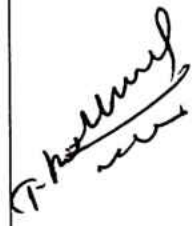
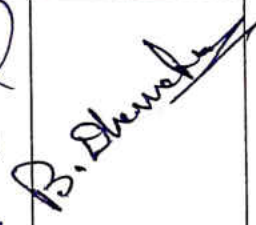
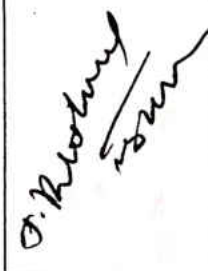
4000 functions are to follow

- 1) panchayat. secretary
- 2) digital Assistant
- 3) English and educational Assistant
- 4) Engineering Assistant
- 5) Village Revenue Officer
- 6) Veterinary Assistant
- 7) Village. Sirohga
- 8) Agriculture Assistant
- 9) Mahila. Police
- 10) 100 man

overall in charge. is panchayat. Secretary who is
managing all the activities in and around

Filed with Gram. in responsibility
The organization staff is belonging with
inland

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 type of welfare schemes	
Day - 2	Roles And Responsibility of NRO And Village Surveyor	Patron, patroned system, & how type of work	
Day - 3	Responsibility of Agriculture Assistant	types of crops Grows in the village	
Day - 4	Responsibility of Veterinary Assistant	Role of Animal Disease Control in the village	
Day - 5	Role of Welfare And Education Assistant	What the school And associated any app	
Day - 6	Field visit by NRO PPS. Distribution	How to PPS Delivery of PPS Distribution of work load	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Defining of Division (Criteria) of a shorter possible way

- 1) Take the of car of someone
- 2) Halfway (road)
- 3) family member certificate
- 4) Birth & death certificate

Applying for the schemes to the eligible candidate part a field verification

- 1) YSR pension
- 2) YSR. Channakata
- 3) PPR card
- 4) YSR. Ammakata
- 5) YSR. Wdya. Devara

Field Activity: Person permission to have hold out door step by MP

Field Activity: Joint Railway wing Corps. The local technology & influence

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 a pilot police	Awareness program for safety of child and women	B. Diner
Day - 2	Division And responsibility of Engineering Assistant	enging work Requirements And measures	E. Haid
Day - 3	Field Activity spot surveying day survey	knowing well about sustainable development and value	A. Haid
Day - 4	Field Activity Household surveying PDS Distribution	knowing About type of household their opportunity	E. Haid
Day - 5	online service by digital Assistant	know how to apply online come. contribute	E. Haid
Day - 6	Re. books on last 5 days. Activation	overall. I learned measurable enough notions of better for nothing	E. Haid

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

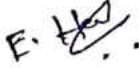
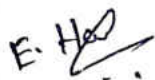
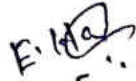
During the visit by Army we visited
sexuor for any healthy fishes and recovered from
medicines also spoke to paragra. concerning for
any diseases. observed the well being and
tend to the people with the Army

Also accompanied by Mahesh Pore would look
educate. the children for good faith and
Dietary Awareness by the girl for noting any
harmful happened should be our first

No. of online. sexure. sexure also
going on. and participation and acquired knowledge
about low to system in the village

knowing the eligibility criteria of all
exhale 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	Determination of SCA open beyond SCA found beyond SCA	Shortened possible time for source	E. H. 
Day - 2	Determination of GPP and its observation outcome	Development process	E. H. 
Day - 3	Funds allocated to Grama Panayat	General test for 1st Fall Management	E. H. 
Day - 4	House hold survey of system 1. 2. 3. 4. 5	Most likely of Income survey	E. H. 
Day - 5	House hold survey of members 6. 7. 8. 9. 10	Categories of house hold	E. H. 
Day - 6	House hold survey of 11. 12. 13. 14. 15	- do -	E. H. 

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA Service Agreement in Gram panchayat
Sachin Kumar Sharma and others 546 services
Each service and having that and SLA

For eg.

- 1) Income Certificate - 7 days
- 2) Caste Certificate - 30 days
- 3) Birth record - 30 days
- 4) Ration card - 180 days

GPPP - Gram Panchayat Development Programme
is a planning programme for the development
of Gram Panchayat

- Sanitation planning
- Road repair planning
- Street light provision / repair
- New and used town / Devdham types

Prods for smooth flow of development Act
in Gram Panchayat and other bodies
like Gram Sabha

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 is the primary concern for government	S. Singh
Day - 2	Welfare Calendar for the year 2022-2023	planned execution and implementation of welfare schemes	S. Singh
Day - 3	Field visit what is Gram Panchayat what is Dry Land	Basic knowledge of a village, what and how things	Pratibha Singh
Day - 4	E-km. mandatory for the all welfare schemes	Digital literacy using mobile phone	S. Singh
Day - 5	Self ship. welfare at eligibility for all welfare	Proposed strategy for welfare	S. Singh
Day - 6	Review of all 5 days activities	Very interesting	Pratibha Singh

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. E-governance programme.

One person one vote. Decentralized plan. All these types persons have different eligible by central.

Central Government. State Government. The Decentralized plan. Then the location of the citizen. It is mandatory for all the work held for all welfare schemes.

1. No. of persons who have held

2. No. of persons who pay no have held

3. No. of persons who are at Agriculture land

4. No. of persons who are in welfare schemes.

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.)

1. Experienced a very good working environment with professional knowledge & kind of people in the organization. All the staff are very punctual attending the office.

→ They have shown an interest in technology and how the system, working and administration. Activities are handled in a professional manner.

→ The time they spent to us in building working schedule are appreciable. The staff co-operation & lateral relation operation in the program.

I am satisfied myself of this organization. I found good salary, good problems, 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 programme Digital Assistant
field verification, welfare Assistant
→ Field Party Verification - Administrative Staff
for Apples - UPO
Final Apples → MPPD/UPO

Every one is using the technology based work
to avoid duplicity and to make transparency and
the efficiency of my scheme

- 1) DDO - Mobile download
- 2) Android smart phones
- 3) IRIS Scanner
- 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. Productivity and productivity which is very productive and growth management compliance along skills.

Every work is done is balanced and can be regulated where world is observing the activity & decision making is very important

For doing anything family practical know leader and sell planning and that the product, 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 improved and
improved myself and conversation to different
people and different places

my written communication has been improved
it by writing my assignments/ reports/ letters

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

my confidence level is very high and
positive and I tend to move ahead. I feel
happy & I feel every moment on the

I always have a very one. when I see
those who are always trying to 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 group discussion I always speak with
power to power and don't let anyone
I will be glad if what I have said

I also encourage others to participate
in the discussion to show their views

I always conclude the group work
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)

For training

- 1) Handheld & Smart phones
- 2) app - mobile, android
- 3) PPT scanner
- 4) Face Authentication Programme

which gives the right, productive
Security

Using E-Pos. Machine, no PDS

Threats

Using Cop & Revised Is. last re-audit
Programme.

Using Power & Identification of
man to last aligned programme

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: TENI Dileep Kumar (2122001036022)

Term of Internship: From 18/8/2022 To 30/9/2023

Date of Evaluation:

Organization Name & Address: Gyan World, Sainikalyan, Kalpanthi

Name & Address of the Supervisor
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

T. Dileep Kumar
Signature of the Student

Evaluation by the Supervisor

Student Name: & Registration No: 2122001036022

Term of Internship: From 18/8/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: Grama Sachivalayam,

Name & Address of the Supervisor: Functionary of Grama Sachivalayam, Kalaparthi
with Mobile Number:

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
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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
Panchayath Secretary
Grama Sachivalayam, KALAPARTHI
Burja Mandalam

