

K. Kalpana

Group:- HEP(B.A)

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: K. Kalpana

Name of the College: Government Degree College [MEN] Srikakulam

Registration Number: 2122001036023

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

Name & Address of the Intern Organization: Ippili Sadhivakayam


15/10/2023
PANCHAYAT SECRETARY
IPPILI (G.P.)
Srikakulam(Rural)Manda

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 Sachivayam

Submitted in accordance with the requirement for the degree of...BA[HEP]

Name of the College: Government Degree College [MEN] Srikakulam

Department: Economics (Department)

Name of the Faculty Guide: K. Vasudev Rao

Duration of the Internship: From 18/6/2023 To 30/4/2023

Name of the Student: K. Karana

Programme of Study: functioning of Grama ward Sachivayam

Year of Study: 2022 - 2023

Register Number: 2122001036023

Date of Submission: ~~30/4/2023~~ 3/10/2023

Student's Declaration

I, K. Kalyana, a student ofProgram, Reg. No. 2122001036023 of the
Department of Economics College do hereby declare that I have
completed the mandatory internship from 12/1/2022 to 30/9/2022 in
(Name of the intern organization) under the Faculty Guideship
of K. Vasudevarao (Name of the Faculty Guide), Department of Economics...
Govt. Degree College, Luni (Name of the College)

K. Kalyana
(Signature and Date)

Endorsements

Faculty Guide K. Vasudevarao

Head of the Department Economics
[Signature]

Principal

[Signature]

Certificate from Intern Organization

This is to certify that K. Kalpana..... (Name of the intern) Reg. No. 212200036023 of Govt Degree College (M.E.N) Selm..... (Name of the College) underwent internship in IPPILI Sachinayam..... (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.....

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

[Signature]
16/10/2023
Authorized Signatory with Date and Seal
PANCHAYAT SECRETARY
IPPILI (G.P.)
Srikakulam(Rural)Manda

ACKNOWLEDGEMENTS

~~I am~~

I am deeply grateful to all staff members to the Government Sachivalayam and also my mentors and to advisors during this Internship for their invaluable advice and guidance. Their industry experience company and the industry and allowed me to make the most Internship.

Throughout the Internship the Subhaya Government Sachivalayam provided me with valuable industry insights and guidance that helped me to manage my tasks to Sachivalayam. and responsibilities to the. They always able to answer my questions helped me to grow as a their wisdom and thankful for 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.

- ① Panchayati Raj Act-1994 says that local Governance in village for the growth & development in a sustainable manner.
- ② Implementation of Grama word Sachivalayam to under door to door service to the household and also developing the village in a sustainable manner.
- ③ functioning of Grama word Sachivalayam it was mainly 10 types of function which deal with all the activities required in a village.
- ④ objectives of Grama word Sachivalayam
 - ① sustainable development
 - ② door to door service
 - ③ health and hygienic condition.
- ⑤ outcome of Grama word Sachivalayam
 - ① providing basic need to the household
 - ② all the services of the no. stop
 - ③ early education to all children.

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 Gramward Sachivalayam

- ① providing vision citizen services of of shoot possible type.
- ② Single window services system.
- ③ Door-to Door services & welfare to home.
- ④ providing ambient environment to all living organization.
- ⑤ Each functionary has a specific value to full fill the the required of the villages.
- ⑥ planning GDP (Gram 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 services of Grama Sahvalayam
- ② various welfare schemes.
- ③ on going projects / contraction
- ④ public distribution system (PDS)
- ⑤ Grama Sabha
- ⑥ working culture of each function.
- ⑦ field visits.
- ⑧
 - ⇒ Resurvey of agriculture land
 - ⇒ Aerial survey
 - ⇒ House hold survey
- ⑨ preservation of natural element.

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	organization structure	G. S. Sakku 16/10/2023
Day - 2	various functions and their responsibility	organization working methods	G. S. Sakku 16/10/2023
Day - 3	various functions and their defined work and responsibility	- 00 -	K. Lakshman Rao 16/10/2023
Day - 4	field visit by ANM pm-Jay survey	Implementation of pm-Jay scheme	K. S. Sakku 16/10/2023
Day - 5	field visit by ANM Antenatal survey	How ANMs are visiting regularly to pregnant women	K. S. Sakku 16/10/2023
Day - 6	field visit by wpr school visit and AWC.	Awareness program among Disha engaged and AWC	K. Sandhya Lakshmi (GMSK) 16/10/2023

WEEKLY REPORT

WEEK - 1 (From Dt 18/08/2023 to Dt 24/08/2023)

Objective of the Activity Done:

Detailed Report:

Grama Sahakalyam Ippe -has 10 functionaries & Volunteers.

Main functions are to 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 supervisor
9. mahila panch / Grama Mahila Samrakshana Kayadasi
10. ANM
11. line man

overall-in charge is panchayat secretary who is maintaining all the activities in and around

field visit by nlm give an opportunity how well the organization staff is working with the villages.

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 original Assistant and welfare & education Assistant	Various Services to Citizens and type and welfare Schemes	S. J. J. 16/10/2023
Day - 2	Roles and Responsibility of VRO and Village Surveyor	Ration Distribution System & House hold recognised & type of work	S. J. J. 16/10/2023
Day - 3	Responsibility of Agriculture Assistant	Types of crops & seed & fertilizers	S. J. J. 16/10/2023
Day - 4	Responsibility of Agriculture Assistant Village Surveyor	Role in animal diseases control & disease sensitive and control come.	B. N. N. 16/10/2023
Day - 5	Role of welfare and education Assistant & visit	Visit The school and cleanings of affected home	K. Lakshma 16/10/2023
Day - 6	Fielded visit by to VRO PDS Distribution.	Door to door delivery of public Distribution of these hold.	16/10/2023

WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/2023 to Dt. 31/08/2023..)

Objective of the Activity Done:

Detailed Report:

Delivering of Division (Citizen) of a station possible time.

1. Increase of cash & Income
2. Matka (Laud)
3. Family member certificate
4. Birth & Death certificates

Applying for the scheme to the eligible and double part of field verification.

1. YSR Duetum
2. YSR Chayatha
3. Rice card
4. YSR Vriya deveda

Field activity:- Ration Distribution to House Hold ext. of door step by SMS MDS

Field activity :- Land survey using 'ops' The the local technology & proven 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 Responsions ity of mahila police.	Awareness program for safety of women and child.	K. Sandhya Rani (GMSK) 16/10/2023
Day - 2	Division and responsibility of engineering assist ant.	ongoing work Requirements and measures	G. Sankar 16/10/23
Day - 3	field Activity SPM survey Pm Jay survey	knowing well about sustainable develop ment and go with process	G. Sankar 16/10/23
Day - 4	field Activity House hold survey POS distribution	knowing about type of house hold & their eligibility	K. Sankar 16/10/23
Day - 5	online service by Digital Assistant	know how to apply caste / Income certificate	M. Pradeep
Day - 6	on-site on last 5 days activation	overall i learned maintainance & implementation to do better for notices	M. Pradeep

WEEKLY REPORT

WEEK - 3 (From Dt. 1/09/2022 to Dt. 7/09/2022..)

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 prepositional women for any difficulties observed the well being and know at the people with the ANM.

Also accompanied by Mahila police visited house to educate the children for Good touch and Bad touch awareness by the Girl for not being shy any harassment happened should be trusted

No of online services & survey are going on and participation and acquired knowledge about the system women on demand of the Government

Acquired knowledge on digital literacy how application are filled online what are the demand are attached 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 SLA open beyond SLA - closed beyond SLA	Shortest possible time for services.	G. Jeeva 16/10/2023
Day - 2	Definition of GDP and its objection overcome	Development process	G. Jeeva 16/10/2023
Day - 3	Funds allocated to ex Gram panchayat	General test for 15th fall management.	G. Jeeva 16/10/2023
Day - 4	House Hold survey of system 1, 2, 3, 4, 5	most likely of income survey	P. Sarada Dt- 16-10-2023
Day - 5	Home Hold survey of clothes 6, 7, 8, 9, 10	categories of houses hold.	P. Sarada 16-10-2023
Day - 6	Home Hold survey of 11, 12, 13, 14, 15	- do -	P. Sarada 16/10-2023

WEEKLY REPORT

WEEK - 4 (From Dt. 16/9/2022 to Dt. 22/9/2022)

Objective of the Activity Done:

Detailed Report:

SLA Service Agreement

In Gram ward sachivalayam there are more than services each services in giving their own SLA.

for eg:

1. Income Certificate - 1 days
2. Cast Certificate - 30 days
3. Motivation - 30 days
4. Rice Card - 180 days

Gpdp - Grama panchayat development programme

It is a planning programme for the development of the Grama panchayat.

⇒ Sanitation planning

⇒ Road Repair planning

⇒ Street light position/Repair

⇒ New over head tank location types

Steps for smooth flow of development acts in Grama panchayat board are being held.

General funds House tax/property tax

15th Finance - 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 for the existing Government	K. Lakshman Rao WEA 16/10/2022
Day - 2	welfare calendar for the Year 2022-2023	Planned execution and implementation in welfare schemes	K. Lakshman Rao WEA 16/10/2022
Day - 3	field visit: what is Gramapanchayat? what is Government land? what is land?	Basic knowledge of a village visit and branding	
Day - 4	E-kyc authority for all the welfare schemes How E-kyc is done	Digital literacy using mobile small phone	K. Lakshman Rao WEA 16/10/2022
Day - 5	Six step valuation of eligibility for all welfare and schemes	Digital literacy training awareness	K. Lakshman Rao WEA 16/10/2022
Day - 6	De Brief of all the 5 days activities	very Informative	S. Laxmi 16/10/2022

WEEKLY REPORT

WEEK - 5 (From Dt. 21/9/2023 to Dt. 27/9/2023)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes & eligibility criteria, application programme & field verification v. KYC programme.

EG:-

↓ ↓ VSP Pension ↓ ↓
OAP Widow Single women Bighatya Ashura
man All These types of pension have different eligibility criteria.

Welfare calendar shown the decision planning and implementation are known at right time in a proper and procedural manner.

E. KYC [Electronic know your citizen] which given then the five location of the citizen it is mandatory for all the house holds for all welfare schemes.

Ex step:- validation - to make eligible for a

1. No Govt Employee to House hold
2. No Income for tax pay in House hold
3. No more than 3 acres of agriculture land.
4. No farm welfare holds
5. Electricity consumption more than 300 units/month
6. 1000 sq field Commercial land in Government.

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 the organization as the staff are very practical in working in 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 beginning working schedule are appreciable the staff co-operation extends their operation in the internship programme.

The digital sessions for used are for being in training advanced and needs at this moment for accountability, which keeps the system trust and working.

In form assisted my self of this organization Gurus word sachivalyam practices and working the 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 handled.

Application personnel digital assistant

Field verification - welfare assistant

Third party verification - administrative staff

paid - applied - VRO

final - applied - MPDP/MPD.

Every one is using the technology based work to avoid deputy and ignore transparency to 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 experience through 9-11 project which is very great and given force to management competence & strong skills.

Every work in the is bounded and cannot be decided 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 skills are mixed and improved my self in communication of different people in different places.

My written communication as per improved if my writing say evaluation scripton/thoughts.

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

My anxiety level are low from very much patient and listen to music when feel anything & learn more anxiety management technique.

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

I always greet everyone when I see them. 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.

~~I am~~ In team Division I always speak with point and don't try to improve 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. GPS scanner
4. face authentication program

which given the realistic procedure.

Secondly :-

using E-pos machine in pos

Thirdly :-

- using 'cops' & even in land re-namely program.

- using drones in identification of marks in land allotment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: K. Kalpana 21220010360223

Term of Internship: From 18/8/23 To 30/9/2023

Date of Evaluation: 30/9/2023

Organization Name & Address: Apple Nubeye

Name & Address of the Supervisor J. Lakshmi
with Mobile Number: 8639858667

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

K. Kalpana
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: 2122001036023
 Term of Internship: From 18/8/2023 To 30/9/2023
 Date of Evaluation: 30/9/2023
 Organization Name & Address: Lppin Village
 Name & Address of the Supervisor J. Lakshani
 with Mobile Number: 8639858667

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
 PANCHAYAT SECRETARY
 IDOLKOT

PHOTOS & VIDEO LINKS



