

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. Sri Pallavi

Name of the College: Govt. Degree College

Registration Number: 2122001036025

Period of Internship: From: 18/8/23 To: 30/11/23

Name & Address of the Intern Organization: Ragou - (9) Srikanth

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: Govt. Degree College.

Department: B.A [H.E.P]

Name of the Faculty Guide: K. Vasudeva Rao.

Duration of the Internship: From 18/8/23 To 30/9/23

Name of the Student: Kanchi S. Pallavi

Programme of Study: functioning of Gram ward sarthivodham.

Year of Study: III year.

Register Number: 2122001036025

Date of Submission: 03/10/2023

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On
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Submitted in accordance with the requirement for the degree of.....

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Department: B.A [H.E.P]

Name of the Faculty Guide: K. Vasudeva Rao.

Duration of the Internship: From 18/8/23 To 30/9/23

Name of the Student: Kanchi S. Pallavi

Programme of Study: functioning of Gram ward sarchivology.

Year of Study: III year.

Register Number: 2122001036025

Date of Submission: 03/10/2023

Student's Declaration

I, H. Sri Palavi, a student ofProgram, Reg. No. 919200103625 of the Department of BA., ..H.E.P...... College do hereby declare that I have completed the mandatory internship from..... toin (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of..... (Name of the College)

H. Sri Palavi
(Signature and Date)

Endorsements

Faculty Guide

K. vad

Head of the Department

Ch

Principal

B. J.

Certificate from Intern Organization

This is to certify that K. Sri Pallavi..... (Name of the intern) Reg. No. 212200103628 of Govt. Degree College Name of the College) underwent internship in (Name of the Intern Organization) from 1.8.23..... to 30.9.23.....

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



Authorized Signatory with Date and Seal

Village Revenue Officer
Ragolu Village
Srikakulam (R) Mandal

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. Panchayat: Panch. Act-1974 says that local Governance in every village for the growth & development in a sustainable manner.
2. implementation of Grama ward sachivalayam to render Door to Door services to the household and also developing the village in a sustainable manner.
3. functioning of Grama ward sachivalayam it has mainly 10 types of function ward sachivalayam if the unification required in a village.
4. objection of Grama ward sachivalayam
 1. sustainable development
 2. Door to Door service
 3. Health and Hygienic condition
5. outcome of Grama ward sachivalayam
 1. Door to Door Basic need to the household
 2. All the service of to not stop
 3. easy solution to all Problem.

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 Gramawad sachivalayam

1. Providing version citizen services of a short possible
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 full fill the required of the villagers.
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 service of Grama sachivabhyam
2. various welfare schemes
3. on going Projects /contractation
4. Public Distribution system (PDS)
5. Grama sabha
6. working culture of each functionarization
7. Field visits
8. → Resurvey of Agriculture land
→ Arelal sarrey
→ House hold sarrey
8. PreProtection of natural calametion

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	introduction of skill and volunteers	organization structure	S. Sunan
Day - 2	various functions and their responsibility	organization working mand	S. Sunan
Day - 3	various functions and their defined work and responsibility	- Do -	U. V. V. V.
Day - 4	field visit by ANM DM Jay survey	implementation of PM Jay scheme	S. Masher
Day - 5	Field visit by ANM ANM for survey	How ANM's are visiting regularly to Pregnant women	S. Masher
Day - 6	Field visit by ups school visit	A awareness programme of Disha.	S. Masher

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam Kharipela II
functionaries & volunteers

Main functions are in 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 sarveyal
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 give an opportunity how well the organization staff is behaving 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 Digital Assistant and welfare education Assistant	various services to citizens of type of welfare scheme	S. Suman
Day - 2	Roles and Responsibility of VRO and village sarveya	Ration Distribution system & Household recognition & types of cards	S. Suman
Day - 3	Responsibility of Agriculture Assistant	Type of crops & seed & fertilizers	N. Lakshmi
Day - 4	Responsibility of veterinary Assistant	Role in Animal Disease control preventive and curative card	N. Lakshmi
Day - 5	Role of welfare and education Assistant & visits	visit the schools and cleanliness of associated items and upload in internet	S. Suman
Day - 6	field visit by VRO. PPS distribution	Door to door delivery of Public Distribution but in of Household.	N. Lakshmi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (Citizen) of a shorter possible time

1. inverse of caste & income
2. Matration (land)
3. family member certificate

Applying for the schemes to the eligible candidate
Pass: of Field verification

1. YSR DS eMum
2. YSR Chayutha
3. Rice card
4. YSR Amma Vadi
5. YSR Vidya Devlina

Field Activity :- Ration Distribution to house hold at
Door step lay MDS

Field Activity Land Resurvey using 'GPS' the Icel
technology spread over 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 Matia Police	Awareness Program of safety of women and child	S. Balan
Day - 2	Division and Responsibility of engineering Assistant	Ongoing work requirements and measures	
Day - 3	field activity sex survey PM - Jay survey	Knowing well about sustainable development and growth process	shyam
Day - 4	field activity sex survey hold survey PDS Distribution	Knowing about type of house hold and their eligibility	Vijay
Day - 5	online service by Digital Assistant	Know how to apply caste income certificate	S. Suman
Day - 6	meeting on last 5 days Activation	overall learned maintainances implementation to do better for next	shyam

WEEKLY REPORT

WEEK - 3 (From Dt. 07 to Dt. 12)

Objective of the Activity Done:

Detailed Report:

Coaxing the unit by ANM are united several for any health issues and recommended for medications. Also speak to pregnant women for any difficulties observed the well being and kindness of the people with the ANM.

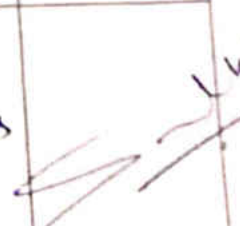
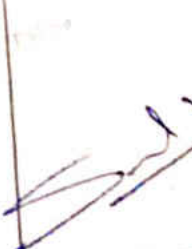
Also accompanied by Mahila Police visited house to educate the children for good touch and bad touch. Awareness for the girl for not being shy. Any harassment that happened should be insisted.

NO of online service & survey are going on any participation and acquired knowledge about home system women and demand of the women.

A calused knowledge on digital literacy how application are filled online what are the demands are attached and concerned.

Knowing the eligibility criteria of all welfare schemes of state government.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY to DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	definition of STAPen, beyond STA, closed beyond STA SLA-	shortest possible time for service	
Day - 2	definition of GDP and its objection over come	development Processes	
Day - 3	finds Alloted to Gram Pan chayat	general Feeds for 15th Panch Management	
Day - 4	House hold survey of system 1, 2, 3, 4, 5	Most likely of income survey	
Day - 5	House hold <u>survey</u> of cpths 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. 11 to Dt. 13)

Objective of the Activity Done:

Detailed Report:

2A. Service L.C. Agreement

in Gram ward sachivalam there are more than 5% service each service in having their own sh. for eg:

1. income certificate - 7000
2. caste certificate - 3000
3. Holivation - 2000
4. Rice card - 1200

GPP Gram Panchayat development Programme

if in a Planning Programme for the development of the Gram Pan chayat

- sanitation Planning
- Road Repair Planning
- street light position Repair
- newover need towns Pension types

Funds for smooth sums of development acts in Grama Panchayat fund are being held

General funds house in 100% 2010
10th finance exam from state Government

ACTIVITY 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.	WLA S. Suman
Day - 2	welfare calendar for the year 2022-2023	Planned execution and implementation of welfare schemes.	WLA S. Suman
Day - 3	Field visit what is Gram Panchayat? what is Agriculture land? what is Dry land?	Basic knowledge of a village visit and bandaries	WLA N. Lakshmi
Day - 4	E-Kye mandatory for all the welfare schemes w Ekye is Done	Digital literacy using Mobile / Smart Phone	WLA S. Suman
Day - 5	5th step validation of eligibility for all welfare and non welfare schemes	Digital literacy training acquired	WLA S. Suman
Day - 6	De Brief of all the days activation	very informative	N. Lakshmi

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria application Program Field verification E-KYC Program

El:- YSR Pension

AP widow single women disability pension all these types of Pension have different eligibility criteria welfare catenax shown the decision Planning and implementation are known at right time in a Project and Process. Monnex.

E-KYC [Electronic Know Your citizen] it is mandatory for all the house holds for all welfare schemes

size step validation to make eligible for a scheme

- 1> no Govt employee in house hold
- 2> no income tax pay in house hold
- 3> no more than 3 Acres of Agriculture land
- 4> no four welfare holds
- 5> electricity consumption more than 300 units month
- 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 all the staff are very Punctual 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 HMC they spent for us is being working schedule are appreciable the staff co-operation & extend their operation in the internet Programme.

The digital Assistants are used for helping in teaching advanced and needs at this moment for account liability which keeps the system trust and worthy

I am satisfied myself of his organization (Myam was sachivalayam) Protocols and working culture.

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

→ each work is systematically managed

Application Program Digital Assistant field verification
welfare Assistant

third party verification - Administrative staff

Bx - Applied - VRO

Final - Applied - MPDS / MRO

every one is using the technology hand work
to avoid duplicity and ensure 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 Procedural Predefine which is very realistic and give to Management competences & analog skills

every work in time is bounded and can't be neglected where work is observing the activities & decision making is very important.

for doing any thing 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 modified and improved myself in communication of different people in different places

My written communication has been improved if by writing say evolution scriptural thoughts

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

My anxiety level is low I am very much patient and listen to music feel anything & I learn more anxiety management techniques.

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

I always greet every one when I see them & these then whenever they do good things.

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

in Exam Division i always spare with Point to Point and don't try to improve i will be clear of what iam saying

I also encourage of ten 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 phone
2. Bio metric Division
3. IRIS scanner
4. Face Authentication Program

which given the scientific procedure

Secondly:

using E ps machine in pas

thirdly

- using 'cops' & 'even' to land re namely Program

using Drones identification of marks in band alignment Program

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Kanchi Sio Palivi 2B2001036025
Term of Internship: From 18/8/2020 to 30/9/2023
Date of Evaluation: 3/10/2023
Organization Name & Address: Ragola and Ragola, Bawar Pe-la
Name & Address of the Supervisor: K. Laxmi
with Mobile Number: 8061299760

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


Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No. Kanchi Sathya 2122001036025
Term of Internship: From 18/8/2023 To 30/9/2023
Date of Evaluation: 3/10/2023
Organization Name & Address: Ragolu and Ragolu Davaji Peta
Name & Address of the Supervisor: K. Laxmi
with Mobile Number: 8061299760

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
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14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


30/9/2023
Signature of the Supervisor



