

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. SAI VARHAM

Name of the College: Govt. Degree College (Men)

Registration Number: 2122001036030

Period of Internship: From: 8-8-2023 To: 30-9-2023

Name & Address of the Intern Organization: Sachiyaalayam, Kondagudem.

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apche.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 (men)

Department: B.A (H.E.P)

Name of the Faculty Guide: K. Venkava Rao

Duration of the Internship: From 20-07-2022 To 30-09-2022

Name of the Student: K. SAI VARDHAN

Programme of Study functioning of Grama wada selhi Vokgam

Year of Study: 2021-2023

Register Number: 2122001036030

Date of Submission: 03/10/2023

Student's Declaration

K. SAI VARDHAN, a student of Program, Reg. No. 20200036030 of the
Department of B.A., H.E.P. College do hereby declare that I have
completed the mandatory internship from 11/8/22 to 20/9/23 in sachivdalan
(Name of the intern organization) under the Faculty Guideship
of V. VASANTH K P D, (Name of the Faculty Guide), Department of ECONOMICS
G. V. E. (men) (Name of the College)

K. SAI VARDHAN
(Signature and Date)

Endorsements

Faculty Guide

K. V. S.

Head of the Department

C. S.

Principal

[Signature]

Certificate from Intern Organization

This is to certify that K. SATI VARDHAN (Name of the intern) Reg
No. 2200036030 of Govt. Degree College (Women) (Name of the College) underwent internship
in SACHIVDALAN (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/Not Satisfactory).

D. Chaturvedi
Authorized Signatory with Date and Seal
Panchayat, 20.09.2023
K. CHATURVEDI
Secretary, Panchayat

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members of the Sebhaya Girana ward Solihulayam and also my mentors and advisors during this internship for their invaluable advice and guidance. Their invaluable expression and expertise helped me to better my internship.

Throughout the internship the Kondagudem Girana ward Solihulayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities. They were always available to answer my questions and provide support and their wisdom and expertise helped me to grow as a professional.

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.

Panchayat Raj Act 1994 says that total governance in every village for the growth & development in a noticeable manner.

Implementation of Grama Ward Sahivodayam to reach door to door service to the household manner.

Functioning of Grama Ward Sahivodayam. It has mainly 10 types of function which does with all the activities required in a village.

Objective of Grama Ward Sahivodayam.

1) Sustainable Grama Ward Sahivodayam

2) Door to door service.

3) Health and Hygienic condition.

Mission of Grama Ward Sahivodayam

1) Providing basic need to the household

2) All the service of do non stop

3) Early solution to all problems.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value,
- G. Future Plans of the Organization.

Integration of Grama ward 'Sahivakya'

- 1) providing vision citizen services of a 'Shakti' possible type.
- 2) simple window service system.
- 3) door to door service welfare to home
- 4) providing healthy environment to all living organization
- 5) each functionary has a specific value to the village.
- 6) planning of the villages.
- 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 Sehiwakyah
 - 2) various welfare schemes
 - 3) an going projects / congregation.
 - 4) public distribution system
 - 5) Grama Sabha
 - 6) working cycle of each functioning.
 - 7) field visits.
 - > description of Pogni (village) land
 - > Anekal survey
 - > House hold survey
- SPR presentation of natural realisation.

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	<i>[Signature]</i> D. Chatterjee District In-charge N.C.O. - CUDAPUR Bachchan, Warda
Day - 2	various functions and their defined were and responsibility	organization working plans	<i>[Signature]</i>
Day - 3	various functions and their defined were and responsibility	- do -	<i>[Signature]</i>
Day - 4	field visit by AMM DM - day survey.	implementation of PM day scheme	<i>[Signature]</i>
Day - 5	field visit by AMM AMM engal survey	How AMMs are visiting regularly to prompt women.	<i>[Signature]</i>
Day - 6	field visit by WPS school visit	awareness to girls of D.P. plan	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ग्रामा सहिवलाक्षी मंडलकाम हास " फुल्ले
मोहलें & वोलुंगलें.

main functions are in follows

1) Panchayat secretary.

2) Digital Assistant

3) Village and extension assistant

4) Engineering Assistant

5) Village and welfare officer

6) Agriculture Assistant

7) Veterinary Assistant

8) Village surveyor

9) Mahila Police

10) ANM

11) Line man.

Overall - in charge is Panchayat secretary who is maintaining all the activities in and around.

Field visit by ANM 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 responsibilities of digital assignment and welfare education pro gram.	varies services to citizens and type of welfare schemes.	<u>Ray</u>
Day - 2	roles and responsibilities of URO and village surveyor	roadside distribution system house need recognition types of roads	<u>Dileep</u>
Day - 3	responsibility of agricultural assistant	role in animal disease control prevention and curative care	<u>meena</u>
Day - 4	responsibility of veter inary assistant.	type of crops seed produc tion.	<u>me</u>
Day - 5	role of welfare and education assistant	visit the schools and cleanliness of also check the and upload images all	<u>ans</u>
Day - 6	field visit by URO - for distribution.	Door to door delivery of fire distribution of house hold	<u>A</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Depleting of provision category of a shop possible here.

- 1) Inverse of age & income
- 2) location (land)
- 3) family member certificate.
- 4) Birth - death certificates.

Applying for the schemes to the eligible certificate part of financial verification.

- 1) YSR - Premium
- 2) YSR - Chayutha
- 3) Rice card
- 4) YSR - Annaadadi
- 5) YSR Uthya - bever

field activity: ration distribution to house hold all door step by hds.

Field AC div's load recovery using 'cols' the best technology recover for all (q) 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 Madhya Pradesh Police.	Awareness program for safety of women and child.	IS
Day - 2	Division and responsibility of Engineering Assistant	arranging work of assignments and measures.	rather
Day - 3	Field Activity. Sp6 survey. Pm - Day survey	knowing about sustainable development and go with process	~
Day - 4	Field Activity. House hold survey PDS distribution.	knowing about type of house hold their eligibility	~
Day - 5	online service by Digital Assistant.	know how to apply postal service certificate.	~
Day - 6	be brief on post days registration.	overall I learnt many more implementation for a better future	~

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by Ann we visited several
for any health issues and recommended
few medications also spoke to pregnant
women for any difficulties observed. The
well being and kind new of the people with
the Ann.

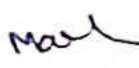
Also accompanied by Mahila police visit
house to educate the children for good touch
and bad touch awareness for the girls for
not being shy any harassment happened
should be insisted.

no of online service smooth at going
on and participation and alerted know
ledge about how a system women on diamond
of the government.

Acquired knowledge on digital literacy how
application is killed online what of the
demands be evaded and concerned.

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

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of SCA - open beyond SCA - closed beyond SCA	shop floor - possible hire for service	
Day - 2	Definition of GDP and its objection overcome	development processes	
Day - 3	Funds allocated to car purchasing	General test for 15th - for management	
Day - 4	House hold survey of system. 11, 12, 13, 14, 15	most likely of Inchok survey	
Day - 5	House hold survey of clothes. 6, 7, 8, 9, 10	categories of house hold	
Day - 6	House hold survey of 11, 12, 13, 14, 15	- 20 -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA service life. Agreed
in Grama Panchayat. There are more
than 546 service each service in having their
own SLA - for eg)

1) Trade certificate - 1 day

2) Case certificate - 30 days

3) Motivation - 30 days

4) Rice QMS - 180 days

ADP - Grama Panchayat. Development Programme

& in a planning program for the development
of Grama Panchayat.

-> Sanitation planning

-> Road Repair planning

-> Street light position / repair

-> New over head lines / tension

Funds for small scale of development work
in Grama Panchayat found are being
held.

General funds. House hold / Prokriya
for 1st time - Grama in 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	rules of state government welfare schemes & their eligibility.	welfare in the primary concern for the existing government	✓
Day - 2	welfare calendar for the year 2022 - 2023	planned execution and implementation of welfare schemes.	✓
Day - 3	field visit: what is Gram Panchayat what is agricultural land what is dry land?	Basic knowledge of a village visit and tasks.	✓
Day - 4	E-KYC mandatory for all the welfare schemes how E-KYC is done.	digital literacy using mobile/ email phone.	✓
Day - 5	site step validators for all the welfare and non-welfare schemes	Digital literacy training acquired	✓
Day - 6	re-brief of all the days activities	very much clear.	✓

WEEKLY REPORT

WEEK - 5 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and
is eligibility criteria applied for pension
and verification e-KYC program.

eg: [↓] [↓] [↓] [↓] [↓]
YSA Pension.

OAD widow single women disabled people

All these types of pension have different
eligibility criteria.

welfare calendar shown the decision mak-
ing and the pensioner are known all right
have in a project and procedure monitor

e-KYC Electronic know your citizen
it is mandatory for all the house-
holds for all welfare schemes.

sim. step validation: to make eligible for

- 1) No Govt employee in house hold
- 2) No Income tax pay in house hold
- 3) No more than 5 acres of agricultural land
- 4) No Govt welfare lands.
- 5) electrical consumption more than 300 units
- 6) 10000 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 people, knowledge & kind of people in this organisation all the staff are very punctual in attending the office.

They have shown an interest in technology and how the system working and administration all these are handled in a procedural manner.

All these they spend for us in being working scheme are acceptable, the staff co-ordination, extended their operation in the internet programme.

The digital assignments are used for helping in learning advanced and needs of this moment for accountability, which keeps the system most and regular.

I am satisfied myself of this organizational work, satisfactory model 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
fixed verification - self assistant
direct - party verification - administrative
PC - Applied - VRO
final - applied - MRO/MFO.

Every one is using the technology based
work to avoid duplicity and small errors
prevalent in the eligibility of any scheme

Everyone is using the technology based
work to avoid duplicity and small errors
prevalent in the eligibility of any scheme

1) Bio - metric division

2) Android small phone

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 from the degree which is very useful and given more to management (complex) roles skills.

Every work in life is bounded and can be neglected while world is observing the activity decision making is very important

For doing any thing firstly practical knowledge and secondly planning and finally 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 not good and I improve myself in communication of other people in different roles.

My written communication is not improved it by writing. See evolution script/notes.

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

My posture level is low. I use mouth position and listen to music when free. I am learning more on management knowledge.

My speech ability is not good and it will be improved by communication skills.

I always feel sorry for one who is not able to do well 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 group discussion always start with point to point and don't go round & will be clear of what I am saying

I also encourage others to participate in the discussions to share their views.

I always calibrate 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 staff phones

2) Bio-metric Division

3) IRIS scanner

4) face recognition program.

which given the real time project

Secondly:

using E-POS machine in POS

thirdly:

→ using GPS 'Area' in land re-survey

program

→ using GPS in identification of marks in land allingment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No. V. SAT VARDHAN

Term of Internship: From To Kondamudem

Date of Evaluation: 18-8-2023 - 30-09-2023

Organization Name & Address: V. SAT VARDHAN, Kondamudem, Srivilliputhur

Name & Address of the Supervisor
with Mobile Number: 7075082331

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

V. SAT VARDHAN
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name & Registration No. K. SAT VARADHAN

Term of Internship: From SACHIDHARAM

Date of Evaluation: 18-08-2023 - 30-09-2023

Organization Name & Address: K. SAT VARADHAN - SRI KUNHUKA

Name & Address of the Supervisor

with Mobile Number: 1075082331

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

L. Chapraji
Signature of the Supervisor
Panchayat Secretary
KONDAGUDAM(VIII)
Sankhavanur, Mysore



OZMO Shot by Sal (s)

2024/11/17 10:00