

Program Book for Short-Term Internship

Name of the Student: P. Jyotshna

Name of the College: Govt. Degree College

Registration Number: 2122001036039

Period of Internship: From: 18/9/23 To: 30/9/23

Name & Address of the Intern Organization: Raghavi. Srikakulam

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apshc.ap.gov.in>

1. It is mandatory for all the students to complete 3 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.

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 18/1/23... To 30/9/23

Name of the Student: Pandi - Jyotshna

Programme of Study: functioning of cinema and Sachivolan

Year of Study: III Year.

Register Number: 21226010 36039

Date of Submission: 01/10/2023

Student's Declaration

I, P. Jyotsna, a student ofProgram, Reg. No. 2122051036039 of the
Department of B.A., H.E.P. College do hereby declare that I have
completed the mandatory internship from 16/8/23 to 30/9/23 in
(Name of the intern organization) under the Faculty Guideship
of....., (Name of the Faculty Guide), Department of.....
..... (Name of the College)

P. Jyotsna
(Signature and Date)

Endorsements

Faculty Guide K. V. Kew

Head of the Department C. S. S.

Principal

B. S. S.

Certificate from Intern Organization

This is to certify that P. Jyotsna (Name of the intern) Reg. No. 2122001036039 of Govt Degree College (Name of the College) underwent internship in (Name of the Intern Organization) from to

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

Village Revenue Officer
Ragolu Village
Srikakulam (R) Mandal

Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

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 every village for the growth & development in a sustainable manner
2. implementation of Grama ward Sachivalayam to render door to door service 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 it the activities 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. Providing basic need to the household
 2. All the service of to non stop
 3. Early 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 uramawad sachivalayam

1. Providing various citizen services of a short possible type
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 fulfill the required of the villagers
6. Planning CPDP (Uram Panchayat Development Program)
7. citizen satisfaction is 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 orama sachivalayam
2. various welfare schemes
3. on going projects / contraction
4. Public Distribution system (PDS)
5. orama sabha
6. working culture of each functionalization
7. Field visits
 - > Resurvey of Agriculture land
 - > Aerial survey
 - > House hold survey
8. preparation of natural calamities.

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	<u>Abu</u>
Day - 2	coastal functions and their responsibility	organization working hands	<u>Shu</u>
Day - 3	various functions and their defined area and responsibility	- Do -	<u>Shu</u>
Day - 4	field visit by APM on Jay Sorey	implementation of PM Jay scheme	APM
Day - 5	Field visit by APM AN Mental Surgery	How APM is are visiting regularly to pregnant women	ANM
Day - 6	Field visit by WPS School Visit.	A workshop programme of Disha.	<u>Hem</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

name Sachinlalayam Khajirala 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. Agriculture Assistant
7. Veterinary Assistant
8. Village Sarvegal
9. Mahila Police
10. ANM
11. Panchayat.

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 and type of welfare schemes	<u>TS</u>
Day - 2	Roles and Responsibility of VRO and village sarvegar	Ration distribution system & household recognition & type of cards	<u>TS</u>
Day - 3	Responsibility of Agriculture Assistant	Type of crops & seed & fertilizers	<u>Praveen</u>
Day - 4	Responsibility of Veterinary Assistant	Role in animal disease control & preventive and curative card	<u>AS</u>
Day - 5	Role of welfare and education Assistant & Visits	Visit the schools and cleanliness of associated items and upload in mms app	<u>B1</u>
Day - 6	Field visit by VRO-PPS Distribution	Door to door delivery of public distribution of household hold	<u>DS</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (citizen) of a shorten possible time

1. Inverse of caste & income
2. Matation (bnd)
3. Family member certificate
4. Birth & Death con forms

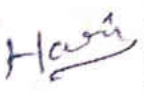
Applying for the schemes to the eligible candidate part of Field verification

1. YSR Premium
2. YSR chagutha
3. Rice card
4. YSR Amma badi
5. YSR Vidya Devtha

Field Activity:- Ration distribution to house hold at door step lay mds

Field Activity Land Resurvey using 'GPS' the local technology S reover 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 Maternal Police	Awareness Program for safety of women and child	
Day - 2	Division and Responsibility of engineering Assistant	Ongoing work Requirements and measures	
Day - 3	Field activity survey PM-Jay survey	Knowing well about Sustainable develop- ment and growth process	
Day - 4	Field activity Household survey and distribution	Knowing about type of household and eligibility	
Day - 5	online service by Digital Assistant	know how to apply castel income certificate	
Day - 6	Debrief on last days Activation	Overall learned Maintenance & implementation to do better activities	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Working the unit by ANM we visited several for any health issues and recommended for medications. Also spoke to pregnant women for any difficulties observed the well being and kindred 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 crime for not being shy any harassment happened should be insisted.

No of online service & survey are going on any participation and acquired knowledge about kora system women on demand of the government.

Acquired 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 & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	definition of scaoden beyond sca closed beyond sca	shortest possible time for service	
Day - 2	Definition of CRDP and its objection overcome	Development processes	
Day - 3	Funds Allocated to exam Panchayat	General test for 15th roll Management.	
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of income survey	
Day - 5	Home help survey of cloths 6, 7, 8, 9, 10	categories of house hold	
Day - 6	more held survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

WEEK - 4 (From Dt.....14..... to Dt.....19.....)

Objective of the Activity Done:

Detailed Report:

SLA . Service Like Agreement

In gram ward Sachivalayam there are more than 546 service each service in having their own SLA

For eg:

1. Income certificate - 7 days
2. Caste certificate - 30 days
3. Motivation - 30 days
4. Rice card - 180 days

GPDP . Gram Panchayat development programme

if in a Planning program for the development of the Gram Panchayat

- > Sanitation planning
- > Road Repair planning
- > Street light position / Repair
- > New over head tanks / Pension types

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

General funds, house tax / property tax

10th 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 states, promote welfare are schemes their eligibility	welfare in the primary concern for the existing government.	D.G.R.
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	G.P.
Day - 3	field visit what is Gram panchayat what is Agriculture land what is dry land?	Basic knowledge of a village visit and boundaries	mw.
Day - 4	E-KYC mandatory for all the welfare schemes where EKYC is done	Digital literacy using mobile & smart phones	Shikha
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired	mw.
Day - 6	De brief of all the days activities	very in formative	g

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria, applications, program field verification e- kyc program.

Eg :- ↓ ↓ YSR Pension.

OAP widow single Women Disability overman all these types of pension have different eligibility criteria welfare calendar shows the decision planning and implementations, we know at right time in a project and procedure manner,

e-kyc (E) electronic know your citizen, it is mandatory for all the house holds for all welfare schemes,

six 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 wheel drive holds
- ⑤ electricity consumption more than 300 units/month
- ⑥ 1000 sq ft. field commercial land, 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 time they spent for us is being working schedule are appreciable, the staff co-operation & extend their operation in the internship programme.

The digital Assistants are used for helping in learning advanced and needs at this moment for accountability, which keeps the system trust and worthy.

I am satisfied myself of his organization (Yashwanth 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

Pre - Applied - VRO

Final - Applied - MPDS / MRO

every one is using the technology hand work to avoid duplicity and ignore 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 predeline which is very realistic and given to management. competence & analog skills

every work in time is bounded and can't be neglected while world is observing the activity & 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 improved if by writing say evolution script on 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 technologies

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

i always greet everyone when i see them & thank them 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 division i always space with point to point and don't. bg to improve i will be clear of what i am 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 realistic procedure

secondly:

using e-POS machine in POS

thirdly

- using 'cops' & 'reven' to land Re-namely program

- using dopes in identification of marks in bond alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Pand'xi - Jyotshna . 2122001036039
 Term of Internship: From ^{Short} 18/19 To 20/9/2023
 Date of Evaluation: 03/10/2023
 Organization Name & Address: Ragol Vaidhyanagar Ragol V, Gudum
 Name & Address of the Supervisor K. Suresh
 with Mobile Number: Ph:- 6281784061

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

Evaluation by the Supervisor of the Intern Organisation

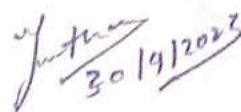
Student Name: & Registration No: Pandita Jayashree 2122001036030
 Term of Internship: From 18/8/2023 To 30/9/2023
 Date of Evaluation: 3/10/2023
 Organization Name & Address: Pagalya Rd. Pagalya, Gudum
 Name & Address of the Supervisor K. Suresh
 with Mobile Number: 9281784061

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


30/9/2023

Signature of the Supervisor

PHOTOS & VIDEO LINKS

