

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: Sadhu. Sravani

Name of the College: Government Degree College (MEN) Sri/kekulam

Registration Number: 2122001036048

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

Name & Address of the Intern Organization

Adiradam peta sachivalaya
Sri/kekulam dist. Andhra
pradesh

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: *Government Degree College (men) Srikakulam*

Department: *B.A (Economic)*

Name of the Faculty Guide:

Duration of the Internship: From *18/08* To *20/09/2023*

Name of the Student: *Sadhu . Sravani*

Programme of Study

Year of Study: *{2023} IIIrd year*

Register Number: *21220010360618*

Date of Submission: *02/9/2023*

Student's Declaration

I, S. Sravani, a student of Program, Reg. No. 2122000103608 of the Department of Economics in College do hereby declare that I have completed the mandatory internship from 19/08 to 20/9/23 in Adi Vaxam Peta (Name of the intern organization) under the Faculty Guidship of Dr. V. Venkatesh (Name of the Faculty Guide), Department of Economics in (Name of the College)

S. Sravani
(Signature and Date)

Endorsements

Faculty Guide

K. V. Reddy

Head of the Department

C. S. Reddy

Principal

B. S. Reddy

Certificate from Intern Organization

This is to certify that S. Sriavani..... (Name of the intern) Reg. No. 212200102648 of UVC (MEN)..... Name of the College) underwent internship in M. Vasudev Rao..... (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).


Authorized Signatory with Date and Seal

Ward Administrative Secretary
Adivarampeta Secretariat-2108502
Srikakulam Municipal Corporation

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the Adinarampeta Grama ward Sachivalayam and also my mentors and advisors during this internship for their invaluable advice and guidance their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my throughout the internship the Adinarampeta Grama ward Sachivalayam 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 professional I am thankful for their time and support and for their

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 noticeable manner
- ② Implementation of grama ward sachivalayam + vander 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 3 types of function which does with all the action required in a village
- ④ objective 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 speedy 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 grama ward sachivalaya

- ① Providing various citizen services at a short possible type
- ② single window service system
- ③ Door to Door service & welfare at home
- ④ providing ambient environment of all living organization
- ⑤ Each functionary has a specific value to fulfill the required of the villagers
- ⑥ Planning group (Grama Panchayat Development Program) citizen stratification 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 Sachivalayam
- ② various welfare schemes
- ③ on going Projects/ contribution
- ④ Public Distribution system (PDS)
- ⑤ Grama Sabha
- ⑥ working culture & each functionalization
- ⑦ field visits
 - survey of Agriculture land
 - Antel survey
 - house hold survey
- ⑧ Preproduction & natural calamitation

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	organisation structure	 13/10/23
Day - 2	various functions and their responsibility	organization working hands	 13/10/23
Day - 3	various functions and their defined core and responsibility	- Do -	 13/10/23
Day - 4	field visit by ANM (WHS) Pm-Jay survey	Implementation of Pm-Jay scheme	
Day - 5	field visit by ANM (WHS) Anmentat survey	How ANM's are visiting regularly to pregnant women	
Day - 6	field visit by WPS school visit	Awareness Programme of Disha.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Chorana Sachivalayam Abivarambela has
is functioning & volunteers

Main functions are in follows

- ① Panchayati Secretary
- ② Digital Assistant
- ③ Welfare and Education Assistant
- ④ Engineer Assistant
- ⑤ Village and science officer
- ⑥ Fisheries Assistant
- ⑦ Agriculture Assistant
- ⑧ APS
- ⑨ I Ann / MLHP
- ⑩ Electrical Assistant

Overall incharge is Panchayat secretary
he is maintaining all the activities in and around

triald list by Ann give on opportunity
how were the organization staff is behaving
with the villagers

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 Welfare Education Assistant WEDS	various services to citizens and types of welfare schemes	Y. J. S.
Day - 2	Roles and Responsibility of (VRO) and Village WPS Sarpanch	Ration Distribution System & household recognition & types of cards	Y. J. S.
Day - 3	Responsibility of Agriculture Assistant	type of crops & seed & fertilizer	Y. J. S.
Day - 4	Responsibility of veterinary Assistant	Role in Animal Disease Control & preventive and curative care	Y. J. S.
Day - 5	Role of members and education Assistant & visit (WEDS)	visit the schools and cleanliness & associated items and upload in NMB	Y. J. S.
Day - 6	field visit by VRO PDS - distribution	Door to Door delivery of PDS distribution & household	Y. J. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Decreasing of Division latencies at a shorter possible time

- ① Increase of caste income
- ② mutation land
- ③ family member certificate
- ④ Birth & death certificate

Applying for the schemes to the eligible candidate part of field verification.

1. YSR Premium
2. YSR Chayutha
3. Rice Card
4. YSR Ammayadi
5. YSR Vidya Deana

Field Activity :- Ration Distribution to household at Door step by NPS

Field Activity :- Land Record using GPS the local technology & Revenue 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 महिला Police	awareness Program for safety of women and child	V. Par
Day - 2	Division and Responsibility of Ward Amenities Secretary	ongoing work requirements and measures	V. Par
Day - 3	field Activity: Sib survey PM - Jang survey	knowing well about sustainable development and growth policy	IC Par
Day - 4	field Activity: Household survey PDS Distribution	knowing about type of house hold & their eligibility	IC Par
Day - 5	online service by ward education and training Secretary	know how to apply caste Income Certificate	V. Par
Day - 6	De - brief on last days activation	overall i learned maintenance & implementation to do better job	V. Par

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by Anon we united several for any health issues and recommended few medications also spoke to pregnant women for any diabetic observed the well being and kindness of the people with the Anon.

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 happened should

no of online services & survey are going on and Participation and acquired knowledge about how a system women can Demand of the Government

Acquired knowledge on Digital literacy how application are billed 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 SCA open beyond SCA - closed beyond SCA	shortest possible time for service	<i>Ram</i>
Day - 2	Definition of GDP and its objection overcome	Development Processes	<i>Ram</i>
Day - 3	fund allocated to Grama Panchayat	General test for 5 th fall management	<i>Ram</i>
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of income survey	<i>Ram</i>
Day - 5	House hold survey of clothes 6, 7, 8, 9, 10	categories of household	<i>Ram</i>
Day - 6	House hold survey of 11, 12, 13, 14, 15	- do -	<i>Ram</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service like Agreement

In Gram ward Sachinlalayan there are more than 546 service each service in having their own SLA

For eg:-

- ① Income certificate - 3 days
- ① cost certificate - 30 days
- ② matriculation - 30 days
- ③ Rice card - 180 days

GPOP - Gram 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 need towns / Densities types

Funds for smooth running of development work in Grama Panchayat fund are being held

General funds House tax/property tax 15th income Gramin 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 in the Primary concern for the existing government.	G. D. Jyoti
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	G. D. Jyoti
Day - 3	Field visit :- what is gram panchayat what is agriculture land what is dry land	Basic knowledge of a village visit and boundaries	G. D. Jyoti
Day - 4	e-kyc mandatory for all the welfare schemes How e-kyc is Done	Digital literacy using mobile smart phone	G. D. Jyoti
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training exercise	G. D. Jyoti
Day - 6	Pr - Review of all the 5 days activities	Very informative	G. D. Jyoti

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government welfare schemes and its eligibility criteria application process filed verification E-type program

eg ↓ ↓ ↓ YSR Pension ↓
OAP widow single women disability fisherman

All these types of pension have different eligibility criteria

welfare calendar shown in Decision Planning and implementation are known at right time in a periodic and procedural manner

E-type (electronic know your citizen) which given them the live location to the citizen it is mandatory for all the households for all welfare schemes

5th step verification to make eligible for a DND Govt employee in household

2) No income tax pay in house hold

3) No more than 3 Acres of Agriculture land

4) No four welfare handily

5) electronically consumption more than 300 units

6) 1000sq sqft commercial land in urban

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 prompt in attending the duties

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 being working schedule are appreciable the staff co-operation & extended their operation in the internship programme.

the Digital assistants are used for meeting in learning & advanced and needs at their moment for accountability which keeps the system trust and worthy

I am satisfied myself to this organization (aram ward sachivalayan) 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 Assisted
field verification - Webcam Assisted
third Party verification - Administrative skills
Proc - Applied - VRO
Final - Applied

Every one is using the technology bound 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 short-time Governor
Procedural procedure which is very realistic
and given time to management competence
& Policy skills

Every work in time is bounded
and can't be neglected whole 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 is communicated to different people in different places

my written communication has been improved by my writings by explanation description description / thought.

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

my Anxiety level are low, I am very much patient and listen to music when feel anything & learn more anxiety management

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

I always greet every one when see the & those the whenever they do good thing.

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

In Sales Division I always start with Point to Point and don't try to improve I will be clear at what I am saying

I also encourage others to participate in the discussions to share their view

Discussions - always conclude the group 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 Biometric Phones
2. Bio metric Division
3. IRIS Scanner
4. Face Authentication Program

which gives the scientific procedure

Secondly :-

Using E-POS machine in POS

Thirdly :-

- using 'Cops' s 'Recon' in land
Re - namey Program

- using Drones in Identification of
Marks in land allotment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Sodhu. Sravani S 9122001036048

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

Date of Evaluation: 3/10/2023

Organization Name & Address: Adi Ram Pata mandal sriraksh

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) Responsibility	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

Sodhu. Sravani
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

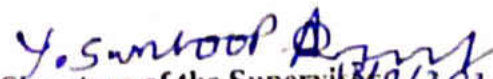
Student Name: & Registration No:	Sadha . Sriavani . B 2122001076048
Term of Internship:	From 18/08/22 To 20/09/2023
Date of Evaluation:	
Organization Name & Address:	Adiva Yampala mandal Srihatulom Srihatulom
Name & Address of the Supervisor with Mobile Number:	

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
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 18/09/2023

PHOTOS & VIDEO LINKS





