

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: Singuvaru. Chinnamm^e

Name of the College: G.V.T Degree college for (men)

Registration Number: 2122001036053

Period of Internship: From: ~~2022~~ 19/11 To: 30/11/2023

Name & Address of the Intern Organization

Grama Sachivalayam Ragolu.

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apacche.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....BA..

Name of the College: G.V.T Degree college (men) sk/m

Department: Economics

Name of the Faculty Guide: Economics

Duration of the Internship: From 18/11/23 To 30/09/2023

Name of the Student: S. Chinnaanni

Programme of Study

BA (HCP)

Year of Study: 2021-2024

Register Number: 2122001036053

Date of Submission: 03/10/2023

Student's Declaration

I, S. Chinnamma student of Program, Reg. No. 212210103653 of the
Department of Economics College do hereby declare that I have
completed the mandatory internship from 08/01/2023 to 20/02/2023 in
(Name of the intern organization) under the Faculty Guideship
of, (Name of the Faculty Guide), Department of Govt
Chengalpet College, Madurai (Name of the College)

S. Chinnamma
(Signature and Date)

Endorsements

Faculty Guide

K. V. S.

Head of the Department

C. S.

Principal

B. S.

Certificate from Intern Organization

This is to certify that S:chinnamm?..... (Name of the intern) Reg. No. 21920103653 of G.V.T. Degree college (Name of the College) underwent internship in Grama Sachivalaya (Name of the Intern Organization) from 19/11/2023 to 30/12/2023...

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

Authorized Signatory with Date and Seal



P. Sreed
7/11/2023

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-1974 says that 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 which does with all the activities required in a village.
4. Objectives of Grama ward sachivalayam.
 1. Sustainable ward sachivalayam
 2. Door to door service
 3. Health and Hygiene condition.
5. Outcome of Grama ward sachivalayam.
 1. Providing Basic need to the household
 2. All the services of to non-stop
 3. Early Education 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 grama ward 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 full full the required of villagers.
6. Planning GPDP (Gram Panchayat Development Program)
7. Citizen satisfaction in the ultimate aim of

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. various services of Grama sachivalayam
 2. various welfare schemes.
 3. on going projects/contraction
 4. Public distribution system (PDS)
 5. Grama sabha
 6. of working culture of each functionation
 7. field visits.
 - Resurvey of agriculture land
 - Aerial survey
 - House hold survey
- Operation of natural collection.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam khajipela has 11
functionaries & volunteers

main functions are in follows

1. panchayati secretary
2. digital Assistant
3. village and Education Assistant
4. engineering Assistant
5. village and Education Revenue Officer
6. Agricultural Assistant
7. Veterinary Assistant
8. village surveyor.
9. mohila surveyor 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 villagers.

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	P-Sybil
Day - 2	we discuss functions and their responsib- -ility.	organization working hands	P-Sybil
Day - 3	various functions and their defined work and responsibility.	- DO -	P-Sybil
Day - 4	field visit by ANM PM-Jay survey	Implementation of PM-Jay scheme	P-Sybil
Day - 5	field visit by ANM Animental survey	How ANM's are visiting regularly to pregnant women	P-Sybil
Day - 6	field visit by aops school visit	Awareness programme of oisha	P-Sybil

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Deriving of Division (Citizen) at a shorten possible time.

1. Inverse of caste & Income
2. Halation (land)
3. Family Member Certificate
4. Birth & death conforms

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

1. YSR Premium
2. YSR Chayutha
3. Rice card
4. YSR Ammaadi
5. YSR Vidya Devina

field Activity:- Ration distribution to house hold at door step by MOS

field Activity:- land Resurvey using 'CORS' the the local technology & Recover for accuracy in a main point.

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	P. Singh
Day - 2	Roles and Responsibility of VRO and village surveyor	Ration distribution system & house holds recognition & types of cards	P. Singh
Day - 3	Responsibility of Agriculture Assistant	type of crops & seed & fertilizers	P. Singh
Day - 4	Responsibility of veterinary Assistant	Role in Animal Disease control & preventive and curative care	P. Singh
Day - 5	Role of welfare and education Assistant & visits	visit the schools and cleanliness of associated items and upload in PMHS app	P. Singh
Day - 6	field visit by VRO PDS distribution.	Door to door delivery of public distribution of House hold	P. Singh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

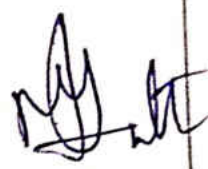
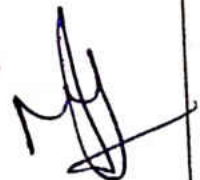
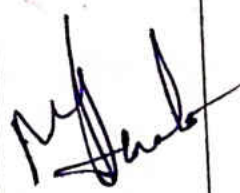
During the visit by ANM we visited several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed the well being and kindred of the people with ANM.

Also accompanied by Habila 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 be insisted.

MO of online service & 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 filled online what are the demands are attached and concerned

Knowing the eligibility criteria of all welfare schemes of State Government.

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division and Responsibility of malavika 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 spg survey PM-Jay survey	knowing about ty- pe of house hold & their eligibility	
Day - 4	field Activity House hold survey PDS Distribution.	knowing about types of house hold & their eligibility.	
Day - 5	online service by Digital Assistant	know how to apply caste / Income Certificate	
Day - 6	De - brief on last 5 days Activation	overall I learned maintenance & implementation to do better for activation	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA Service Life Agreement

In Gram ward Sachivalayam there are more than 546 service each service is having their own sale.

for eg:

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

Gp DP - Gram panchayat development programme

It is a planning program for the development of the Gram panchayat

- sanitation planning
- Road Repair planning
- street light position/Repair
- new over need towns/dension types.

finds - for smooth slums 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 FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of sea - open beyond sea closed beyond sea	shortest possible time for service	
Day - 2	Definition of GDP and its objection overcome	Development processes	
Day - 3	finds allocated to Gram panchayat	General test for 15th toll management	
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of income service	
Day - 5	Home held survey of cloths 6, 7, 8, 9, 10	categories of house hold	
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Sale Government welfare schemes and its eligibility criteria, application program, filed verification in e-kyc program

eg:-

VSR pension

↓

↓

↓

↓

↓

AP

widow

single women

disability

testerman

All these types of pension have different eligible list criteria

Welfare catender shown the decision planning and implementation are known at right time in a project and procedural manner

e-kyc [Electronic know your citizen] which given, then the live location of the 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 two welfare holds
- 5) electricity consumption more than 300 units / months
- 6) 1000 sq ft of commercial land in urban area

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	
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 agriculture land? What is dry land?	Basic knowledge of a village visit and boundaries	
Day - 4	E-kyc Mandatory for all its welfare schemes how E-kyc is done	Digital literacy using mobile/small phone	
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired.	
Day - 6	the Brief of all its 5 days activation.	very informative	

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 & 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 Home they spent for us in being working schedule are appreciable, the staff co-operation & extended their operation in the interest-free programme.

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

I am satisfied myself at this organization (Cannam word 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 - MPDO/MPRO

every one is using the technology bound 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 predictive which is very realistic and given management, competence & analog 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 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 planes.

My written communication as per improved if by writing say evolution scription / thoughts

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 I feel anything & I learn more anxiety management technologies

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

I always greet every one when I see them & those 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 gram division. I always space with point to point and dont log to improve I will be clear of what i am saying

I also encourage othen to participate in the discussions to share i am saying

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. Biometric Division
3. TRIS Scanner
4. face Authentication program

which given the realistic procedure

secondly:-

using e-pos machine in pos

thirdly:-

- using 'cops' & 'Reven' in land Re-namely program

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: 8.chinnawun -> 9122001036053

Term of Internship: From 8/1 To 30/10/23

Date of Evaluation:

Organization Name & Address:

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) 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

Evaluation by the Supervisor of the Intern Organization

Student Name: & Registration No: S. Chinnai. 55122001021053

Term of Internship: From 9/9/23 To 30/10/23

Date of Evaluation:

Organization Name & Address:

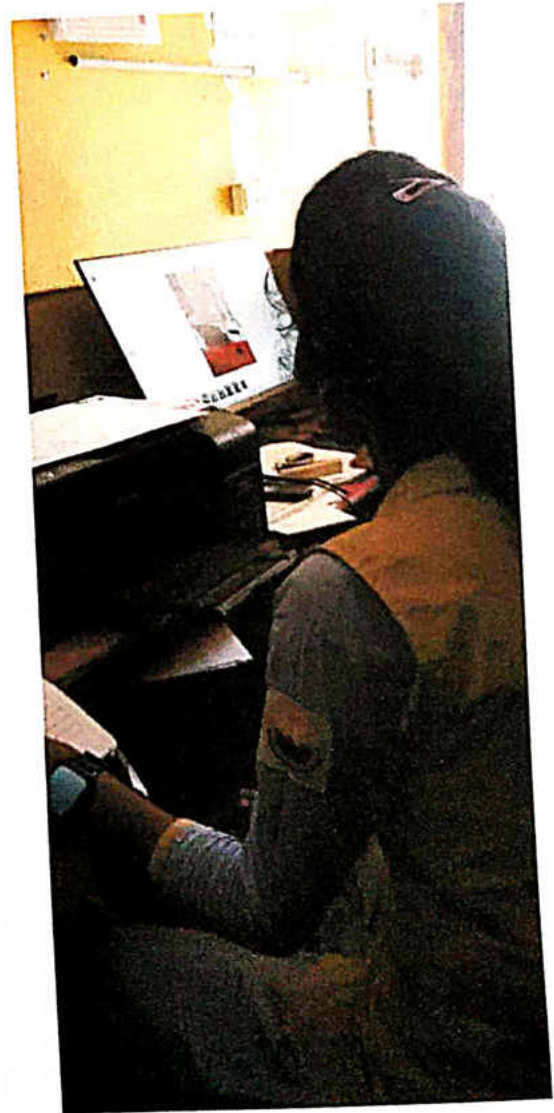
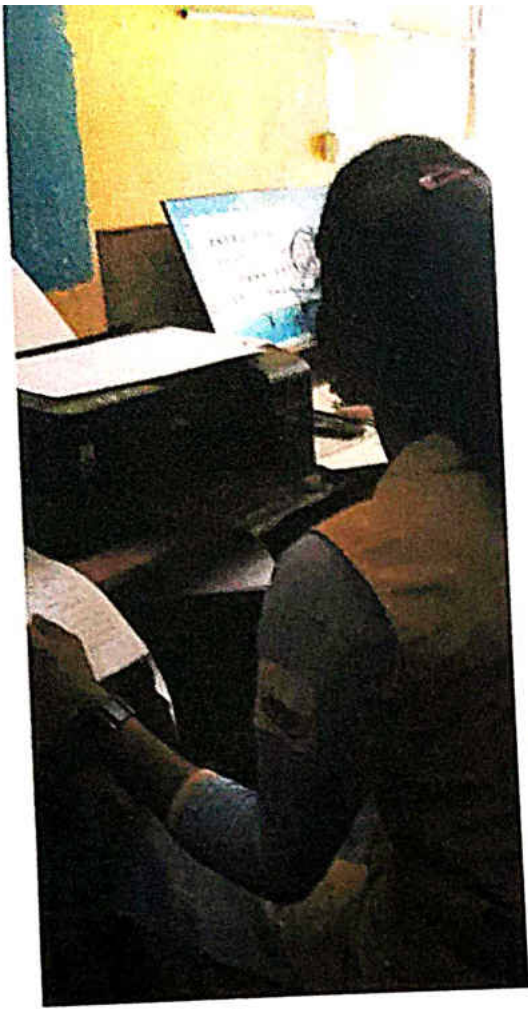
Name & Address of the Supervisor
with Mobile Number:

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



PHOTOS & VIDEO LINKS