

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: Thadangi. Radhika.

Name of the College: Government degree college for (MEN) Sri Kakulani.

Registration Number: 2122001036054

Period of Internship: From: 12/02/2023 To: 30/09/2023

Name & Address of the Intern Organization Sachivalayan Department
(Bavaji Thota)

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 for (MEN) Srikakulam.*

Department: *Economics*

Name of the Faculty Guide: *K. Vasudeva Rao*

Duration of the Internship: *From 18.12.23 To 30.05/2024*

Name of the Student: *Thadangi. Radhika.*

Programme of Study *BA (Hq)*

Year of Study: *2022 - 2024*

Register Number: *2122001036054*

Date of Submission: *3/10/2023*

Student's Declaration

I, T. Radhika, a student of B.A. (H) G.D.C. (M.M.) Program, Reg. No. 2122001636054 of the Department of B.A. (H) G.D.C. (M.M.) College do hereby declare that I have completed the mandatory internship from 12-8-2023 to 30-9-2023 in Vedha. Prakshi. Ho. a. (Name of the intern organization) under the Faculty Guideship of K. Vasudeva. Rao (Name of the Faculty Guide), Department of Economics..... G.D.C. (M.M.) G.D.C. (M.M.)..... (Name of the College)

T. Radhika
(Signature and Date)
04/11/2023

Endorsements

K. Vasudeva. Rao
Faculty Guide

Head of the Department C. S. S.

Principal

B. S. S.

Certificate from Intern Organization

This is to certify that Thoudangi Radhika (Name of the intern) Reg. No. 2122001036054 of Gout Degree College (MEN) (Name of the College) underwent internship in Bavajithota, Grama Panchayati (Name of the Intern Organization) from 18/8/2023 to 30/09/2023.

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

G. Nandya 04/10/2023
Authorized Signatory with Date and Seal
Bavajithota Grama Panchayati
Srikanthapuram
Srikakulam Municipal Corporation

ACKNOWLEDGEMENTS

-this Sachivalayan Internship report is the result of an end of a way of two months. It would not have been possible without the participation, assistance of brave and courageous people along the way, thus, we have to thank them all.

First and foremost, I would like to give a special gratitude to my parents who gave me every opportunity to keep my step ahead. I extend my gratitude to my mentor and class teachers. especially to our principal Madam and group members with whom I started sharing my dark days and together we shared academic and social problems.

special thanks must be given to the Sachivalayan staff of Bhusi thota, srikakulam for their feed back, love and support with which, I achieved skills, and development.

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.

- Panchayati Raj Act - 1994. That local governance in every village for the growth and development in a sustainable manner.
- Implementation of Grama ward Sachivalayam to render door to door service to the holder, and also developing the village in sustainable manner.
- functions of Grama ward Sachivalayam. It has mainly 10 types of functionaries which does with all the activities. required in a village.
- Objectives of Grama ward Sachivalayam:
 - 1) Sustainable development.
 - 2) Door to door service
 - 3) Health and hygienic condition.
- Outcome Grama ward Sachivalayam:
 - 1) providing basic needs to the household
 - 2) 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.

Introduction of Gram ward sachivalayam.

- 1) providing of citizen service with in short time
- 2) single window service system.
- 3) Door to door service and welfare to have holds.
- 4) providing ambient environment for all living organization
- 5) Each functionary has a specific value to fulfill the required of the villages.
- 6) planning GPDP (Gram panchayat development programme)
- 7) Citizens satisfaction is the ultimate aim of the 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.

- > various services of Grama^{ward} Sachivalayam.
- > various welfare schemes.
- > on going projects / contracts.
- > Public distribution system (PDS)
- > Grama Sabha.
- => working culture of each functionalization.
- > field visits.
 - 1) Reserve of Agriculture land
 - 2) House holds survey
- => pre - production of natural cremation.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Democratic decentralization - Panchayati Raj system.	Democratic decentralization from -10P level to village level or grass roots level.	P.B.
Day - 2	Grama ward Sachivalayam	What are the powers in the secretariat system their positions.	P.B.
Day - 3	Andhra Pradesh Panchayati Raj Act - 1994 And Municipality Act	How the Panchayati Raj system is set up Explanation of how the Panchayati Raj system is set up.	P.B.
Day - 4	Welfare calendar	Who gets what schemes in which month its main objectives.	P.B.
Day - 5	Structure and powers of Grama Panchayati/ Municipality	Establishment of Grama Panchayat/ Municipality its structure and powers.	P.B.
Day - 6	Gram Panchayati duties./ Municipality	Grama Panchayat And Municipality's functions and their procedures.	P.B.

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 24/08/23)

Objective of the Activity Done:

Democratic decentralization - Panchayati

Detailed Report:

Raj system :- 18 items added to 11th schedule by 73rd Constitution amendment.

=> Constitution of India describes Panchayat Raj system, democratic decentralization, central government, state government, Zilla Parishad, Mandal Parishad, Gram Panchayati.

=> Sub Indices, of devolution index.

1) functions 2) finances 3) finances.

=> 18 items included in constitution 11th schedule that can be assigned to panchayats. 1. Economic development related (a) Agriculture - extension (b) Animal

=> Grama ward secretariat this secretariat system has been set up in an effort to ensure corruption free and full transparency policy so that the people can go around the officers for the certificates and documents they need and do not have to play bridges to anyone.

TO provides welfare schemes to all the deserving without caste, creed party without any corruption and Rice pensions, health cards, SHS services are available with in a specified period and this system Grama ward secretariat develop devolution reasons for non-f fulfillment of Panchayati Raj institutions.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Sarpanch, powers and duties.	How the Sarpanch is elected the powers and duties of the Sarpanch.	G. Naray
Day - 2	Sarpanch duties and Responsibilities.	The duties and Responsibilities of the Sarpanch	G. Naray
Day - 3	Grama Ward Sachivalaya unification.	How the integration of the Grama secretariat was established at the village level They explanation.	G. Naray
Day - 4	Grama Panchayat/Ward Sabha Meeting.	What kind of meetings should be held by the Grama Panchayati where and how.	G. Naray
Day - 5	Roles secretariat in grama Sabha.	The secretary at the time of the Grama Sabha role descri- ptions.	G. Naray
Day - 6	Secretariat staff of Duties.	Secretariat staff main duties to be performed and their duties.	G. Naray

WEEKLY REPORT

WEEK - 2 (From Dt. 25-8/23 to Dt. 31/08/23)

Objective of the Activity Done:

1) Duties and Powers of Sarpanch

Detailed Report:

Sec 25) = As per Andhra Pradesh Panchayat

Raj Act - Sarpanch is elected by the village through direct elections for proper management of the administration activities of each gram panchayat.

Legal Powers :- Fixing dates proceeding and conducting Grama Panchayat meetings sections 37 powers of Administration control over secretary to implement Grama Panchayat resolutions sections 25 = Secrecy of all gram panchayat recorded 250.

Administrative Powers :- Can issue orders. Whether written or verbal and collect information for legal purposes officers under sections 25 = Authority to sign checks issued by Grama Panchayat = Taking affirmative action to write replies to reports of inspection officers.
= Obtaining photo identify cards by Zilla Panchayat officers delegations of Sarpanch's powers = delegations of powers is subject to conditions and terms imposed.

=> Subject Sarpanch can delegated some of his powers Sarpanch. If the post is vacant where there is no Sub Sarpanch, it can be delegated to any members.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Grama Panchayat / Municipality functions & action Committee	Importance of committees, their functions.	U. Nanda
Day - 2	Rural drinking water supply	How drinking water supply is done in villages?	U. Nanda
Day - 3	Grama Panchayat / Municipalities & election management	processes and procedures for elections in gram Panchayat / municipalities.	U. Nanda
Day - 4	Grama Panchayat / sanitation Municipality	Awareness of sanitation in gram Panchayat	U. Nanda
Day - 5	personal hygiene & sanitation.	Sanitation works in village personal hygiene, latrines	U. Nanda
Day - 6	Field work = Anganwadi Centre	Anganwadi what nutrients are given to children and pregnant women.	U. Nanda

WEEKLY REPORT

WEEK - 3 (From DL 01-02-2003 to DL 07-02-2003)

Objective of the Activity Done:

- Y.Y.S.P. complete nutrition kit 7%

Detailed Report:

Given to pregnant women and lactating women
6-lams, includes in that kit 12-finger millet 1kg, 2-sorghum
4-porria 1kg 2-waste 1kg 45 gramme flakes 5 chick excludes.

7-vailek 200gm. - Anganwadi centre (AWC)

women police secretary (WPS)

super wiser

child development project officer (CDPO)

project officer (PO)

Grama Panchayat Action committees significance

Performance Action committee means - sections 40 of Pancha
Pradesh Panchayat Raj Act 1994 - towards, strengthening local
bodies.

→ G.O.M.S.No. 174 date :- 04.06.2003 issued orders.

Constitutioning functional committees - the various aspects
responsible for the Grama Panchayat were divided into 5
parts. 1. Operational Committee

2. Natural resources Committee

3. Human resources development committee

4. Employment coordination self help group committee

5. Financial planning committee

6. Works Infrastructure Committee.

At least 7-10 members may be appointed in committee

Natural resources management, water resources, land conservation.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Infrastructure facilities (Roads and amenities)	How are roads saving and amenities constructed in villages.	G. Nandya
Day - 2	Establishment of Committees Management	Committees are established and their development friendly program	G. Nandya
Day - 3	Grievance monitoring system and energy assistance of role	What is the role of energy assistant.	G. Nandya
Day - 4	Grama Panchayat/Municipalities financial resources.	How financial resources are used in grama Panchayat.	G. Nandya
Day - 5	House tax appraised and demand preparation.	How house tax is levied demand generations.	G. Nandya
Day - 6	Grama Panchayat assets/Municipalities are auctioned	Safeguarding of grama Panchayat/Municipal assets and their auctions.	G. Nandya

WEEKLY REPORT

WEEK - 4 (From Dt. 8/7/23 to Dt. 15/9/23)

Objective of the Activity Done:

Basic facilities Roads, sewers, cement-

Detailed Report:

EMies) = Important Street = section 45 (1) mainly

Three types = material used for their construction - place where

they are located = ownership 1) Construction materials

= Earthen roads = Gravel roads = metal roads = Cement roads

2) Based on their location = main roads = Internal roads =

Approach roads = fields roads = forest roads = Roads to Burial

and Burning grounds = Roads to Public institutions, section 114

Classification of roads under Gram Panchayat based on

their ownership = National highways.

= R and B and state highways - Zilla Parishad highway

= Mandal Parishad highways. Gram Panchayat roads = three.

Important aspects, 1) Construction of roads.

2) Maintenance of Roads 3) Construction of roads funds.

The following are the sources of funds:-

1) 15th financial commission funds.

2) Employment Guarantee scheme funds.

3) SC. ST Subplan funds.

4) Pradhanmantri Gramin Sadak Yojana funds

5) Legislators members of Parliament funds.

6) State finance commission funds.

7) Agriculture market committee funds.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Taxes management	How to levy taxes How to pay taxes procedures.	U. Nury
Day - 2	works in municipalities	municipalities in works and their procedures.	U. Nury
Day - 3	municipality / corporation development plan	municipality development programming	U. Nury
Day - 4	CFMs, PES applications and integration	How to apply for CFM and PEC etc.	U. Nury
Day - 5	municipalities protection of assets.	municipality - preservation of assets who develops them	U. Nury
Day - 6	municipalities conservation policy	How assets are to be preserved and their preservation policy.	U. Nury

WEEKLY REPORT

WEEK - 5 (From Dt. 16/1/2023 to Dt. 22/1/2023)

Objective of the Activity Done:

Tax and duties, procedures

Detailed Report:

Revenue receipts and income tax types & own

income 1) House tax 2) library tax 3) utility charges,

4) plev tax 2. fees income yielding assets - taxes, levied by gram panchayat.

→ House taxes collection procedure panchayat no. Act 1994

→ library taxes Each village an additional 8% of the panchayat shall be collected from the people and paid by the village corporation.

→ utility charges: According to section 71 of the Panchayat Raj Act, the Gram Panchayat may levy some special tax on the houses.

According to G.O. No 252 dated 2.7.1997 these special taxes can be levied as a surcharge on top of house tax. Explained in G.O. 97 dated 14.3.2002

2. fees. fees are important :-

1) license fees

2) fee on irregularities

3) Bandela doddhi fee license for granting,

permission lay outs and house construction.

4) Private tap fees

5) private plumbing fee

6) license for dogs / pigs

7) warrant impound fees

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.)

Work Environment :-

I experienced a very good working environment with internship. In this organisation all staff are very punctual in attending office.

they had shows technology and how the system work and administration activities are handled in a procedure manner.

the time they spent for working schedule is appreciable, and they extended their cooperation in my internship programme.

The digital aids used for helping in learning are very advanced and needs at them movement for transparency accountability, which keep the system trust, worthy.

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

Technical skills :-

Each work is systematically managed -

- Application program - Digital Assistant

field verification - welfare Assistant

pre - Applied - VRO

Every one is using the technology, bound work to avoid duplicacy and ensure transparency, in applicants. Eligibility of any scheme

1) Bio - metric device

2) Android Smart Phones

3) JRTS Scanners

4) face Authentication.

I have tried to perform all duties efficiently and effectively to avoid any bad repetition that could occur and lead to wastages of time but I didn't practice more about what I have learnt in theory. I expected to practice it during Internship. AND the way in which Intence has changed as a result of Internship experience.

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.

Managerial skills :-

I achieved the great time management procedural practice which is very realistic and given time management, competence and analytical skills.

Every work is time bounded and can't be neglected while world is observing the activity and decision making is very important.

for doing any project to finish we have proper knowledge, secondly planning and thirdly the procedure for implementation.

The way in which intern has changed as a result of internship experience :-

1. Punctuality :- This is the most important and emphasized thing which helps in fulfilling their goals and objectives.
2. Time management :- As a result of internship trainee learnt how to perform different responsibilities in short term.
3. Confidence :- A trainee got used with the external environment of school and trained has to be confident especially on work field.

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.,)

Communication - skills :-

With this internship I have improved my communication skills both oral and written.

My confidence level are very high and will confidence with the same.

With the help of internship I have learned many anxiety management techniques. And speaking ability. AND overall communication skills are also improved.

My self I conclude that in the Sachivalayan, I perform very officially and obediently. There was a improvement of my oral communication skills. The working environment was so exciting my colleagues helped me to cope well with all challenges, at work and they are always there for me. I am understand and learn so many matters from Sachivalayan. This is the most important and emphasised thing which help in fulfilling this goals and objectives to must maintain punctuality.

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

I also encouraged often to participate, in discussions and to share my views.

I always engage in the group discussions with friends and family members.

My self,

I was considered as a new comer in the organization I had to first introduced my self to the fellow workmates which I did without any problem. I performed my responsibilities; I was trained by my supervisor and other staff depending on task to be performed the working environment was so exciting. My colleagues helped me to cope well with all challenges at work and they are always time for me. And I have tried to perform all duties efficiently and effectively to avoid any bad reputation that could occur and lead to wastage of time.

this is the most important thing goals and emphasized thing which helps. in full filling trainee got used with external environment of school and a trainee was to be confident especially on work fields.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

firstly :-

- 1) Handling of smart phones
- 2) Bio - metric device
- 3) JRTS scanner
- 4) Face Authentication process.

secondly :-

using E-pos machine in PDS

thirdly :-

- 1) using 'eops' and development of revenue in land reserve program.
- 2) using DRONES in identification of mark in land alignment program.

In my opinion sachivalayan and volunteer systems already proved to be efficient way of handling government scheme right from application recovery to finalizing beneficiary towards public welfare schemes is processing at the fast and handle free manas that never done before and it would have not possible with at sachivalayan volunteer and staff.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	Thandangi. Radhika. Reg No: 2122001036054
Term of Internship:	From 15/8/2023 To 30/09/2023
Date of Evaluation:	04/11/2023
Organization Name & Address:	Sachivalayam, Bavaji Kote (village)
Name & Address of the Supervisor with Mobile Number:	G. Rambabu, Bavaji Kote, 9908652419

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	1	2	3	4	5

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	Thadangi - Radhika Reg No: 2122001036054
Term of Internship: From	20/1/2022 To 20/1/2022
Date of Evaluation:	04/11/2022
Organization Name & Address:	Sachivalayam, Bawajithota (Village)
Name & Address of the Supervisor with Mobile Number:	G. Rambabu, Bawajithota, 9908652419

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

T. Radhika.
Signature of the Student





