

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: TOMAPAIA : SIVA GAHESH

Name of the College: Government Degree College (men) Srikakulam

Registration Number: 2122001036056

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

Name & Address of the Intern Organization

Grama Sachivalayam, S. Allena, Bujamandalu, SRML St.

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)

functioning of Grama ward Sachivalayam

Submitted in accordance with the requirement for the degree of.....

Name of the College: Government Degree College (men)

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

Name of the Faculty Guide: Ramamurthy.

Duration of the Internship: From 18/08/23 To 30/09/23

Name of the Student: T. Siva ganesh

Programme of Study Functioning of Grama ward Sachivalayam.

Year of Study: IInd year

Register Number: 2122001036056

Date of Submission: 03/10/2023

Student's Declaration

I, T. Siva Sathesh, a student of Program, Reg. No. 2122001036056 of the Department of BA, H.E.P. College do hereby declare that I have completed the mandatory internship from 18/08/23 to 28/09/23 in Grama Sachivalayam (Name of the intern organization) under the Faculty Guideship of Ram. Mathy, (Name of the Faculty Guide), Department of Economics Govt. Deemed College (Name of the College)

T. Siva Sathesh
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that T. Siva Ganesh (Name of the intern) Reg. No. 2122001036016 of Gout. Sreeva College (Name of the College) underwent internship in Grama Sachivalayam (Name of the Intern Organization) from 12/01/23 to 30/01/23.

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

S. Anwar

Authorized Signatory with Date and Seal
Grama Sachivalayam, ALLEN
Burja Mandalam

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 or Development in a notable manner.
2. Implementation of Grama Sachivalayam to render Door to Door services to the household and also Devolving the Village in a notable manner.
3. Functioning of Grama Panch Sachivalayam it has mainly 10 types of function. Which does with all the activities required in a village.
4. Objectives of Grama Panch Sachivalayam
 1. Sustainable Development
 2. Door to Door service.
 3. Health and Hygienic condition.
5. Outcome of Grama Panch Sachivalayam.

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

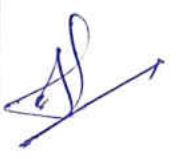





1. Providing version to citizen services of a Short Possible type.
2. Single window service system.
3. Door to Door service or helive to home.
4. Providing ambient environment all living organization.
5. Each functionary has a specific value to fulfill the required of the villagers.
6. Planning GRDP (Grama Panchayat Development Program)
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. vision service of Grama Sachivalayam
2. various welfare schemes
3. on going to Projects/ construction.
4. Public distribution system (PDS)
5. Grama Sabha
6. working culture of each functionalization.
7. Field visits.
 - Survey 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	
Day - 2	various functions and their responsibility	organization working hands	
Day - 3	various functions and their defined work and responsibility	- Do -	
Day - 4	field visit by ANM PM - Jay shree	Implementation of PM-Jay Scheme	
Day - 5	field visit by ANM ANMental survey	How ANM's are visiting regularly to Pradhan mantri.	
Day - 6	field visit by WPs school visit	Awareness Program about of digha.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grameen Sachivalaya Khojipela has
functionaries as volunteers.







Main functions are in follows

1. Panchayat Secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Engineering Assistant
5. Village and Revenue officers
6. Agricultural 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 ANM give an opportunity
how well 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	various services to citizens and type of welfare	
Day - 2	Roles and Responsibility of VRO and village surveyor.	Ration Distribution system, House hold recognition	
Day - 3	Responsibility of agriculture Assistant	type of groups & speed or lateness etc	
Day - 4	Responsibility of veterinary Assistant	Role in animal dis- ease control or proac- tive and curative	
Day - 5	Role of welfare and education Assistant or visits	visit the schools and cleanliness of associated time and uphold ethics	
Day - 6	field visit by VRO - PDS Distribution	Door to Door Delivery of Public Distribution of House hold.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (wizeh) of a
Sketch Possible time

1. Increase of Cask of income
2. Hattation (land)
3. Family Hember's certificate
4. Birth & Death Certificates.







APPLYING to the schemes to the eligible candidate
of field verification.

1. YSR DREAM
2. YSR Chakratho
3. Rice card
4. YSR Aamavadi
5. YSR Vidya Devis

Field Activity :- Ration Distribution to house of
Door skip by MDS

Field Activity :- Land Registry using 'GPS' the
the local technology & Reverts for accuracy in
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 Mahila 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 SPN survey PM-Jay survey	knowing well about sustainable develop- ment and growth.	
Day - 4	field activity House Hold survey PDS distribution	knowing well about sustainable develop- ment and growth Process	
Day - 5	online session by digital assistant	know how to apply costal income certificate	
Day - 6	De brief on last 5 days activities.	overall i learned maintenance or imple- mentation.	

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 for medications. Also spoke to Panchayat members for any difficulties observed the were being and kinden at the people with the ANM.

Also accompanied by mobile Police visited house to educate the children for good touch and bad touch awareness happened should be actively insisted.

No of online service & survey are going on and Participation and acquired knowledge about how a system works on Demand of the Government.

Acquired knowledge on Digital literacy how application are filed online. what are the advantages are noticed and concerned.

Knowing the eligibility criteria of all welfare department 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>for</i>
Day - 2	Definition of DPGP and its objection overcome	Development Processes	<i>for</i>
Day - 3	finds allocated to Gram Panchayat	generate trust for 15 th for management	<i>for</i>
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of income survey	<i>for</i>
Day - 5	Home hold survey of clashes 6, 7, 8, 9, 10	categories of house hold	<i>for</i>
Day - 6	Home hold survey o- 11, 12, 13, 14, 15	- Do -	<i>for</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA service life Agreement

In Greater Ward Sachivalayam there are more than 546 service each service is having their own SLA.

for eg: 2

1. Income tax - 1 days

2. Cost Certificates - 30 days

3. Holivation - 30 days

4. Rice card - 180 days

GNPDP Gram Panchayat Development Programme

in a Planning Program for the Development of the Gram Panchayat

→ Sanitation Panchayat

→ Road Repair Planning

→ Street light Position / Repair

→ New overhead towers / Poles types

finds 2 for smooth status of development also in

Gram Panchayat but are being held General funds

House, land / property law 15th Finance - Grants 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 state govt schemes welfare schemes or their eligibility	welfare in the primary cohes for existing	Amey
Day - 2	welfare calendar for the year 2	Planned execution and implementation of welfare	Amey
Day - 3	field visit :- what is Gram Panchayat what is Day land?	Basic knowledge of a village visit and bonding	Amey
Day - 4	E-KYC Mandatory for all the welfare schemes How E-KYC is Done.	Digital literacy using mobile/ smart Phone	Amey
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes.	Digital literacy training acquired	Amey
Day - 6	De Brief of all the 5 days activation	very informative	Amey

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and is eligibility criterion application program field verification E-KYC Program.

ERSS ↓ Y.S.R. Pension ↓ ↓
↓ ↓ ↓ ↓ ↓
OAP widow single women Disability Kshetram

All these types all Pension have different eligibility criteria.

Welfare centers show the Pension Planning and implementation are shown at right time in a proper and procedure manner.

E-KYC (Electronic Know Your Citizen) which gives them the live location of the Citizen. It is mandatory for all the house holds for all welfare schemes.

5 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 3 Acres of Agriculture land
- 4) No four welfare holds.

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.)

experienced a very good working environment with professional knowledge kind of people is organization program fixed vacation maintenance charity E-KYC Program.

they have sharp on income tax and know the operation the staff cooperation helps operation in the internship Program.

The original assignment are used for helping in searching advanced and needs at this moment for accuracy which keep the system must and worthy

I am satisfied myself of this organizations great work satisfaction protocols and working enthusiastically.

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

→ Each work is systematically tagged

Application Program digital assistant

field verification - welfare Assistant

field Party verifications - admission staff

Pre - Applied - VRO

final - Applied - MPRO/ MRO

Every one is using the technology hand work to avoid disparity and ensure transparency in the eligibility of any scheme.

1) Bio metric division

2) android source Phones

3) IRIS Scanners

4) Face biometrics

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 speech ability is ~~Hebrew~~ and it will be improved by communication skills.

I always greet every one when i-see them or house hold whenever they do good things

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 Street Photos
2. Bio - Metric Device
3. IRIS Scanner
4. face Authentication Program

which given the relative Procedure

secondly :-

using E-Pas machine is PDS

thirdly :-

using "CAPS" or "Reven" in Land Re-habilitation Program.

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

→ Each work is systematically tagged

Application Program digital assistant

field verification - welfare Assistant

field Party/ verifications - admission staff

Pre - Applied - VRO

final - Applied - MPRO/ MRO

Every one is using the technology hand work to avoid duplity and false transparency in the integrity of our scheme

1) Bio metric division

2) android source Phoning

3) IRIS Scanners

4) Face recognition

Detailed Report:

SLA service life Agreement

In Greater Ward Sachivalayam there are more than 546 service each service is having their own SLA.

for eg: 2

1. Income tax - 1 days

2. Cost Certificate - 30 days

3. Holivation - 30 days

4. Rice cost - 180 days

GPDG Gram Panchayat Development Programme

in a Planning Program for the Development of the Gram Panchayat

→ Sanitation Panchayat

→ Road Repair Planning

→ Street Light Position / Repair

→ New overhead towers / Poles types

findings for smooth running of development also in

Gram Panchayat level are being held Gramal funds

House tax / Property tax 15th finance. Gramin from State Government.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	T. Siva Ganesh 4 2122001036056
Term of Internship: From	18/04/23 To 19/09/23
Date of Evaluation:	
Organization Name & Address:	Grama Soukshalyam, Allina, Busja Mandal
Name & Address of the Supervisor with Mobile Number:	Srinivas Rao.

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. Siva Ganesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: <u>T. Siva Ganesh & 2122001036056</u>
Term of Internship: From <u>12/08/23</u> To <u>30/09/23</u>
Date of Evaluation:
Organization Name & Address: <u>Grama Sachivalayam & Allina, Buija Mandal</u>
Name & Address of the Supervisor with Mobile Number: <u>Srinivas Rao</u>

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

