

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: BIDDIKA SANJAY KUMAR

Name of the College: Govt. Degree college man

Registration Number: 2122001440004

Period of Internship: From: 14/08/2023 To: 14/09/2023

Name & Address of the Intern Organization

Sachivalayam. -1

Peddapolla (village)

SriKakulani (Dist.)

Ap. 532460

Seethampeta (mandal)

Guidelines 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: Govt. Degree college man (Srikakulam)
Department: Revenue Department in Sachivalayam. 1 (Seethampeta)
Name of the Faculty Guide: Rawibabu sir
Duration of the Internship: From 14/3/23 To 14-09/23
Name of the Student: BIDDIKA SANJAY KUMAR
Programme of Study
Year of Study: 3rd year
Register Number: 212200144004
Date of Submission:

Student's Declaration

I, B. Sanjay..., a student of Internship Program, Reg. No. 2122001440004 of the Department of Gout. degree..... College do hereby declare that I have completed the mandatory internship from 14-9/23 / to 14-11/23 in Seeharidayam (Name of the intern organization) under the Faculty Guideship of Kamesh..., (Name of the Faculty Guide), Department of BA. (P.G.E) Gout. degree College... (Name of the College)

B. Sanjay Kumar

(Signature and Date)

Endorsements

Faculty Guide

Behmaia
4/11/2023

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that B. Sanjay Kumar (Name of the intern) Reg. No. 2122001440004 of Cnot degree (Name of the College) underwent internship in Sachin Sagar (Name of the Intern Organization) from..... to

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

Authorized Signatory with Date and Seal

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.

This report is the result of 5 weeks internship. During the internship it is required to study the organization department of the organization and critically relate the theoretical aspects of the organization in the practical knowledge situation. I got an opportunity of getting practical knowledge about the village Secretariats in Andhra Pradesh. I joined at Seethampeta in Peddapala village Secretariate. During this time period I gather all the necessary information about village Secretaries..

Efforts have been made to complete this report in many ways that activities its salient features not only for students but also for the government much know all about the problems of the society. On the date of Oct 2, 2023 government started Grama Sachivaram across the Andhra Pradesh. During this 3 years period nearly they gave 5 crore solution to the people across Andhra Pradesh. About 21 functionaries are there in Sachivaram to serve the people in their respective disciplinary. They work for people and to know the problem of the villages...

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Digital Assistant Explains that, attend the duties as entrusted by the panchayat Secretary	All employees are do the work under panchayat Secretary	<u>Rajith</u>
Day - 2	D.A tells that the detailed information about the scheme of the Ammavadi	Ammavadi to belong to the Eligibility of the people of age 54 to 14 years.	<u>Rajith</u>
Day - 3	D.A Explain that, he attends to the postal duties, Govt Special programme and the Election duties	DA attends to the Government programme (must and stood)	<u>Appare</u>
Day - 4	welfare assistant to the clearance of field services in online and manual reports	He clears the all fields files and documents.	<u>Appare</u>
Day - 5	w-A do the clearance of field and discuss about JVD Chayatha scheme Etc ..	To belonging to only degree people @ students.	<u>Appare</u>
Day - 6	w-A visits to village, schools hostels, SHGs and VO meetings and also visits to self employment as per duty..	what problems are faced by schools, villages.	<u>Appare</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: By Digital Assistant :

⇒ Exchange the information related to grievances in Spandan to ensure quality disposal and developmental activities of their jurisdiction and to seek solution.

⇒ Attend the duties as entrusted by the panchayat Secret -ary

⇒ To explain detailed report to the Amravadi scheme.

⇒ He attend to the protocol duties, Government special programs and election duties.

⇒ Distribution of tppal to functional assistant for processing files through the allotment Register checking mail, Down loading Government Order..

Welfare Assistant :

⇒ Interacting with the other functional assistant to exchange the information related to grievances in Spandan to ensure quality, disposal and developmental activities.

⇒ Discuss about amravadi, vidhya deevena and the Y.S.R cheytha schemes.

⇒ clearance of the files @ Services in online and the manual..

⇒ visit to village @ schools @ hostels and to know the problems of the people in the society..

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Village Revenue Officer explains that, he do the updating of village accounts as per directions of Pashidars..	He works under the directions of mandal Revenue officer	<u>Appanna</u>
Day - 2	V.R.O collects the Revenue Taxes like water tax, and the water Royalty.	He collects the all taxes, which panchayat allocated to him.	<u>Appanna</u>
Day - 3	V.R.O do the Reporting violations under land tax, Ceiling Act, OTC Act, Etc..	All acts are under the controlled by the V.R.O	<u>Appanna</u>
Day - 4	Engineering Assistant says that, he do the technical inspections of the buildings	He Give the permission of the control the government building	<u>Isaac</u>
Day - 5	E.A prepares the Construction bills and Quality control reports..	Construction bills are provided by Engineering assistant	<u>Isaac</u>
Day - 6	He attending all Government special programmers, and duties of other functional assistant	He most attend the all government at programmer.	<u>Isaac</u>

Objective of the Activity Done:

Detailed Report: Village Revenue Officer (V.R.O)

- ⇒ protection of Government lands and Government properties.
- ⇒ He updating of village accounts as per directions of District - dars.
- ⇒ Collection of Revenue (water tax, water Royalty, etc...
- ⇒ Reporting violations under land ceiling act, OTC Act, POT LTR in agency areas, assignment rules and conditions and mines and minerals rules
- ⇒ Environment in praja Sadhikera Survey as per direction of MRO

Engineering assistant :

- ⇒ Documentation of issue related to field activities and public representations correspondence in daily basis.
- ⇒ Technical inspection of building permission application.
- ⇒ Bills preparation and quality control Reports.
- ⇒ Attending government special programmes, general duties and duties of other functional assistants.
- ⇒ Identification of Road maintenance works such as pot holes etc.. and preparation works ...
- ⇒ Conducting Quality Control Tests during execution of works and maintaining standards as per IS codes. of
The building so beautiful etc...

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	ANM Says that, she has to visit at least 30 household in her allotted area per day.	she checks that what kind of problems faced by the peoples.	<u>Amey</u>
Day - 2	ANM uploading of daily reports (HMIS and IHIP, IDSP) in central and state portals..	she encode the daily health report in government records	<u>Amey</u>
Day - 3	One of the daily activity of ANM is search for NCD Diabetes, Hypertension, Cancers and other life style diseases.	she find out the which diseases caused by people.	<u>Alex</u>
Day - 4	Agriculture assistant says that, field visits and interaction with farmers..	He visits and interaction with farmers.	<u>Appann</u>
Day - 5	A.A also organization of village Knowledge Centre and agriculture shop in the villages..	He Explain about the Rythu Bhoosae Kendram to village people.	<u>Appann</u>
Day - 6	A.A Conducts the seed distribution programme at RBK in Rabi seasons..	In Rabi Season seeds are distributed by agriculture assistant.	<u>Appann</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

A.N.M

- She has to provide information to the PHE.A.N.M concerned for uploading data in nearly 20 Centrales and the state portals etc.
- She has to visit at least 30 household in her allotted area and comes cover the following activities..
- uploading of daily reports (HMIS and HHIP) DSP-E Nushadi in Central and state portals..
- Search for NCD-Diabetes, Hypertension, Cancers and other life style diseases.
- Dietary Counselling Health Education and Creating awareness on all programmes.

Agriculture assistant:

- Attend general duties and duties of other functional assistants as and when required.
- agriculture assistant visits and interaction with farmers (polambade, Seeds village programmes).
- Organization of village Knowledge Centre and the agriculture shop in Rythu Bharosa Kendram.
- Conduct seed distribution programme at Rythu Bharosa Kendram.
- He visits fields and fields for pest and diseases control of pesticides for insects...

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Village Surveyor told that at the end of record work and uploading of Survey Data.	He upload the Survey data in the Survey records.	<u>Raufat</u>
Day - 2	V.S collect the land maps and Records and procedure of the Survey Petitions	He have all village land maps and Records.	<u>Raufat</u>
Day - 3	V.S inspection to take action against unauthorized log out @ constructions, violation or deviations in Sanctions plans	He takes the action against unauthorized constructions.	<u>Raufat</u>
Day - 4	Panchayat Secretary Explain that he collects taxes, generation and sending daily reports	all type of taxes collected by panchayat Secretary.	<u>Sauji</u>
Day - 5	P.S Conduct Spandana at village Secretariat and Services delivery etc..	Spandhan Program Conducted by him at village Secretory.	<u>Sauji</u>
Day - 6	P.S Shall attend the protocol duties, Government special programs and Election duties	He must attend all Government programs and meetings.	<u>Sauji</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Village Surveyor:

- Attending Spandana grievances - Preparation of note on necessary issues in village and submit to the reporting officer/panchayat secretary and Redressed off grievance.
- Attending of Record work and uploading of Survey Data.
- Registering day movement register, collect land maps Records and procedural - field for attend Survey.
- He inspection to take action against unauthorized long acts or constructions, violation or deviation in Sanctioned plans.
- Attending to field Survey.

Panchayat Secretary:

- Sanitation work - mobilise to Sanitation workers, work assignment to Sanitation workers.
- He collects taxes generation and Sending daily reports to higher authorities.
- Conduct Spandana at village secretation and Service delivery (Aarogya Saksham O certificates, valuation & title Transfers etc..)
- He shall attend to protocol, duties, Government special programmes, election duties and other important duties.
- Clearing of files on daily basis..

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Grama mahila Samrakshana Karyadars to visit anganwadi centre to ensure timely opening, cleanliness etc.	She visits the Anganwadis and quality of food provided to beneficiaries	<u>Bhargava</u>
Day - 2	GMSK provide awareness on domestic violence, Sexual harassment of women at work places act, child marriages.	To awareness the people about judicial acts	<u>Bhargava</u>
Day - 3	GMSK identify issues relating to illicit liquor consumption belt shops, unlicensed shops and inform government	she prohibits the liquor consumption and belt shops..	<u>Bhargava</u>
Day - 4	The A-P State government's ambitious Gradapa Gradapaku mana prabhutvam program is getting developed...	AP Government Conducting the Gradapa Mana prabhutvam program	<u>Kamesh</u>
Day - 5	Gradapa Gradapaku mana prabhutvam explained the benefits they had in the YSRCP government.	This program Explains the benefits of implemented by YSRCP Government.	<u>Kamesh</u>
Day - 6	Finally asking feedback/suggestions from the public for process improvement and further improvement.	Asking the feedback and suggestions from public	<u>Kamesh</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Mahila Samrakshana Karyadarsi.

⇒ observe the quality and quantity of food supplied to the beneficiaries under YSR Amrutha Hastam and YSR Sampurna poshana.

⇒ visit to Anganwadi Centre (AWC) to ensure timely opening cleanliness, pre-school attendance and the quality of the food provided.

⇒ Awareness on Domestic violence, Sexual Harassment of women at work place Act, Child marriage prohibition act..

⇒ Identify issues relating to illicit liquor consumption belt shops.

Gadapa Gadapaku mana parabhutam.

⇒ A workshop on the Gadapa Gadapaku mana parabhutam program launched by the YSRCP to take welfare programme into public has been started.

⇒ As state government ambitious Gadapaku Gadapaku mana parabhutam program is getting and unpredictable responsible.

⇒ finally asking feedback / suggestions from the public for process improvement and further improve the service delivery..

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.)

During Internship:

① Context: The first day on my internship was the day that I will never forget in my life. And this is because of the experience I acquired which enables me to learn more about the working environment instructed us how we should behave during of our internship period..

② my Role: my self I was considered as a new comer in the organization. I was trained by my supervisor and other staff depending on task to be performed.

③ Performance: 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. In detailed I gained the following as result of serving as Sachivalayam staff.

① Establishing interpersonal relationships. ② Communicating with persons outside organization. ③ Communicating with higher officials ④ Time management skills ⑤ Leadership Qualities. Total 12 functions are there in Sachivalayam

① Panchayat Secretary ② Digital Assistant ③ Welfare Assistant ④ Energy Assistant ⑤ Village Surveyor ⑥ VRO ⑦ Aam ⑧ Mahila police ⑩ Agriculture Assistant ⑪ Veterinarian ⑫ P.S (G.R.V) They are helpful to improve my skills and I can understand the problems of the village.

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

Managerial skills: I have tried to perform all duties efficiently and effectively: To avoid any bad repetitions that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory where I expected to practice it during internship.

Punctuality: This is the most important and emphasized thing which help in fulfilling their goals and objectives.

Time management: As a result of internship a trainee learnt how to perform different responsibilities in short time.

Confidence: A trainee get used with the external environment of school and trainee has to be confident especially on work field..

Socializing: The help and assistance rendered to intern by supervisors and other colleagues, the power of friendship → Ethical behaviour in work area

→ Know how to handle customers with different attitude and behaviour.

→ Working spirit

→ Creating good relationship with people.

→ Communication skills

→ Good behaviour towards people.

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.

my self I was considered as a new comer in the organization. I had to first introduce myself the fellow workmates which I did without any problems. 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 with all the challenges at work. and they are always there for me. and I have tried to perform all duties efficiently and effectively to avoid any bad repetition that could occur and lead to wastage of time. but I didn't practice more about what I have learnt in theory. where I expected to practice it during internship.

This is the most important and emphasized thing which helps in fulfilling their goals and objectives as a result of internship a trainee learnt how to perform different responsibilities in short term management trainee get used with external environment of school and a trainee has to be confident

Especially on the work fields. I could react any work that they could give me any types of work. I learnt every things in the work time..

....

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 self. I conclude that in the Sachivalayam. I performed very efficiently and obediently. There was a improvement of my oral communication levels. The working environment was so exciting, my colleagues helped me to cope with all challenges at work and they are always there for me.

I am understand and learnt so many matters from the Sachivalayam. like 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 to know the protocol system and greetings, thanking and to appreciate others by that staff.

→ This is the most important and emphasised thing which help in fulfilling their goals and objectives to must maintain punctuality.

→ A trainee get used with the external environment of schools and trainee has to be confident especially in work field. you have a good confidences...

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

The technological development I have observed and the relevant to the subject area of training is;

Data analysis, web development, Computer programming, c-language, financial management, Book keeping, writing, communication, good relationship, team work, leadership and managements..

This development of the technological technical in computer high programming process and high speed internet. the work depend on the speed of work to do. the technological development of the Spee Sachivalayam department in my internship management to process the technology to developed the future issue to solve as possible as an off. the qualification of the worker to keep improve the mindset matter technology develop ed on the department. In my opinion Sachivalayam and volunteer system already proved to be efficient way of handling government scheme right from application receiving to finalizing beneficiaries towards public welfare scheme is processing at that fast and handle free manner that never done before and it would have not possible with out Sachivalayam volunteer and the staff of the Sachivalayam....

Evaluation by the Supervisor of the Intern Organisation

Student Name & Registration No: B. Sanjay Kumar / 2122001440004

Term of Internship: From 14-8-23 To 14-09-23

Date of Evaluation:

Organization Name & Address: Sachinvelayam peddapolla (seethampeta)

Name & Address of the Supervisor with Mobile Number: B. Rajith Kumar (7674954334)

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

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No. B. Sanjeev Kumar / 2122001440004

Term of Internship: From 14-8-23 To 14-09-23

Date of Evaluation:

Organization Name & Address: Sachivalayam. peddapolla (Seethampeta)

Name & Address of the Supervisor: B. Raghav Kumar. (9674954734)
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

B. Sanjeev Kumar.
Signature of the Student



