

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: Gurusubelli Suresh
Name of the College: Government Degree College (Hrtn)
Registration Number: 2122001440012
Period of Internship: From: 18-8-23 To: 30-9-23

Name & Address of the Intern Organization

Sachivalayam Lakshmi

Am

Srikakulam (Dist)

Pin :- 532455

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.

Student's Declaration

I, Cr. Suresh student of T.G Program, Reg. No. 2122001440012 of the
Department of B.A. (H) (G.D.C.) Men College do hereby declare that I have
completed the mandatory internship from 18/8/23 to 30/9/23 in Rakkam Sachin
(Name of the intern organization) under the Faculty Guidship
of Cr. D.C. (H) Srikumar (Name of the Faculty Guide), Department of Geography (B.A.)
G.D.C. (H) Srikumar (Name of the College)

Cr. Suresh
(Signature and Date)

Endorsements

Faculty Guide

Prathibha

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Cr. Suresh (Name of the intern) Reg. No. 212200140012 of CRCL Men (Name of the College) underwent internship in Lakshmi (Name of the Intern Organization) from 18/8/2023 to 30/9/2023

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

P. Dinu
Authorized Signatory with Date and Seal
Village Agriculture Assn
Lankam RBK
Srikakulam

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of..... BA (T.G.E)

Name of the College: Government degree college (men)

Department: B.A (T.G.E)

Name of the Faculty Guide: U. Prathishtha

Duration of the Internship: From 18/8/23 To 20/9/23

Name of the Student: G. Suresh .

Programme of Study: II year

Year of Study: 2022 - 2024

Register Number: 2122001440012

Date of Submission:

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the Village Sector

The sectorial assistance decision making in govt by ensuring mutual coordination, and evolving the, handling comitey insourmality of the standing committees.

Grama Sachivalayam also know as village Sectorial are set up in the indian state of Andhra Pradesh decentralize the ad min stration by making services and welfare surfing of an govt

Departments

1. Village Sectorial
2. Village Revenue Officer
3. Mahila police
4. welfare assist
5. emporing assistant
6. ANM
7. Surver of village
8. Agriculture assist
9. Volunteer.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The village Secretariat was first launched on 2nd October 2014 on the eve of Gandhi Jayanti day of our Y.S.R. Jayan Mohan Reddy Sir.

Women Police

- ① Immediate reporting officer
- ② Working in coordination with dept
- ③ Functions : law & order activities against women and welfare sections
- ④ monitor ensure anganwadi center be opened in time at all working days
- ⑤ Inspect and report some anganwadi teachers without
- ⑥ Our Secretariat so many young age student not update with vote card.

ACKNOWLEDGEMENTS

I am incredibly grateful to my internship supervisor R. Ganesh for their invaluable guidance and support throughout my internship. From the moment I started took the time to get to know me and understand my goals for the internship. They provided me with clear direction and expectations.

And one the insights and advice that helped me to grow as a professional. Their constructive feedback helped me to improve my skills and approaching to my tasks and their encouragement kept me motivated and focused.

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.

- * To gain an understanding of the functions and structure of the gram sachivalayam.
- * To develop skills in admin software and tools.
- * To learn about the various government schemes and programmes implemented by the gram sachivalayam for the benefit of organization.
- * To improve communication and inter response skills through villages and various stake holders.
- * To acquire knowledge of the legal and illegal functions/work of government of gram sachivalayam.
- * Regular and non regular frame works of government party.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The ANM modariny explain about general instructions	learn the general turning of ANM	
Day - 2	The modariny was tells about maternal and child health	learned some social services	
Day - 3	ANM modariny explain about social services with onwer- ness	She gives prela- utions	
Day - 4	She is teaching about health and sanitation	How to protect our body from diseases	
Day - 5	Today is day class about nutrition	food habits	
Day - 6	Discussion about commu- nicable Dises	The today of the class about disease	

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Explain about the personalities of digital assistant	I can gain knowledge of duties	
Day - 2	The General application of farmers cast certificate	Learned of important and required documents	
Day - 3	The digital first explaining about Jagananna bahukku	I came to know about Jagananna Yashwanth	
Day - 4	We are going to field work for Farming Section	After we went to the field work	
Day - 5	He is how to respect of beneficiary of secretariat	I can learn how to respect the condition	
Day - 6	— Holiday —	—	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ① Delivery of services and documents
- ② Awareness and providing to govt schemes like ration
- ③ He invites as well as application process
- ④ Digital services to the public effectively are provided mandatorily by the local work
- ⑤ Digital assistant by the local work system shall be for ensuring delivery
- ⑥ Application Form
 - ① Cast, Memo, DOB
 - ② Ratio card
 - ③ income, like these.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	What is the duties and responsibilities of Ward Volunteer	know the kind full information	
Day - 2	The volunteer monthly to schemes with awareness	he explained to- such schemes	
Day - 3	regular skills and eligibility	I learned the volunteer for infor- mation	
Day - 4	The volunteer is monthly two people with pension	I learned about which types are available	
Day - 5	What are the duties and responsibilities of secretary	I gain infor- mation about pension	
Day - 6	Requirement shall of Volunteer	know information about volunteers.	

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.

An introduction of the organization:
Grama Sachivalayam initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing stations closer to rural communities.

Mission: To provide efficient, effective and transparent governance services to the people of Andhra Pradesh, particularly those living in rural areas, through the establishment of Sachivalayam.

Values: The values of Grama Sachivalayam are aligned with the principles of good governance: transparency, integrity, and inclusiveness, accessibility, and

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ① She should work under the administration
- ② should would stay at her office hour and available for all maternal care services
- ③ should prepare map planning of her located area and population of people dateways.
- ④ All the ANMs was to discharge all the duties are assigned by the PHC medical officers.

Maternal child's health

register pregnant women with healthy after body healthy she is full health care and ending position to heart full precautions the ANMs giving pregnancy women.

Awareness : HIV , T.B , Cancer diseases.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The mahila police in Sachin Valayam she is inculcated her duties	IBM full for and and learned out come on	
Day - 2	The mahila police officer thought about naymentyin society	How to handle and their heavy ment	
Day - 3	The Mahila police officer inculcate anganwadi services	Any accidents and inter higher studies	
Day - 4	The mahila police officer told some important sections	which is the main services	
Day - 5	The VAO sir local govt and main aim	The vision explain part of our goal	
Day - 6	our VAO told today we are going to field work your houses.	which number are eligible arent of the camp	

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 Panchayit Raja 1997 that local government in every village of the growth and development.
- ② Chief minister and andhra pradesh state ysr jagan mohan Reddy started these secretariat at vijayawada the statement.
- ③ Generally using of technological skills and instrument mainly we use just bio metrics computer system.
- ④ The internship part these kind of skills are very important listening and speaking confidence leadership qualities.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	18-8-23 The welfare asst was introduce myself	I know about which of member stand in sector	
Day - 2	The was explaining about what is sectorial	understand sectorial	
Day - 3	The use to the people about class his explained of sectorial	full information about sectorial	
Day - 4	The welfare explained the structure of sectorial	understanding structure of sectorial	
Day - 5	explained future plans of grantee sectorial	under stand future plans of sectorial	
Day - 6	about obdys pension	pension system under standing	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Duties and responsibilities volunteer

- ① Under control of Secretary
- ② maintain high objectivity
- ③ Give pensions every month
- ④ Take precaution about ration
- ⑤ Duties are mainly depends upon Secretary
- ⑥ Helping the employees
- ⑦ Attend meetings daily or twice a week
- ⑧ Give awareness about government schemes for people
- ⑨ Behaving good manner.

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.)

* people interaction: A secretary is often responsible for interacting with people both inside of their organization. They may be responsible for answering phone calls and responding to emails, and greeting visitors etc.

* The Secretariat in high offices take a clarity of job roles and explain under the office facilities such as supplies.

* So overall - a - secretariat plays a critical role in ensuring that an organization runs smoothly and it is divisible by many various forms.

* Aized detail sdigentered and able to work well under the pressure. The good communication and interspons skills are also essential for success in the role of grama and sachivalayam.

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.,)

We could be improve our communication skills with for of the higher officers doing and working explainers for so many topics

① listen actively : effective communication is not just about paying attention asking questions and providing feed back.

② The listener able to speak clearly and confidently we appropriate aware of your audience. These are communication clue learn

③ Try going to field work purposes after we are collect data due to the time learn about people why of talking how could be depend that place improve our-written communication.

These are main qualities of good speaking skills.

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

I can see by future for job role with technological instrument intersectorial

① Computer system

② Internet activity

③ The phone, multiphone, phone system, single line phone system.

④ Photos copier, copying binding and pocket copying

⑤ Internet phone system

⑥ Scanners (IRIS)

⑦ Printers

⑧ Bio metric Division.

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

Technical skills are specific abilities and knowledge related to a particular field or profession. They involve the use of specialized tools, software or equipment and are essential for performing so much jobs given with in nature of expertise.

Technical skills in various departments what it occurs

① Bio metric division

② Application program

③ Third party certification

④ profinite applied

⑤ VRO applied

⑥ Bio metric

⑦ Cast entering

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).

① Leadership Skills : Manager need to inspire .

their teams to achieving and their goal for teams achieves and their goal successfully completed

② Decision making skills : Manager must make informed decision quickly and efficiently should be able to analyse data. evaluate options and choose the best course of a actions.

③ problem solving skills : The staff members are should be able identify and solving problems quickly and effectively they should be able to think creatively

④ Goal setting : We are learnings about only longterm goal which as to do first observe for thing and could plan as identification.

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No

Term of Internship: From To

Date of Evaluation:

Organization Name& Address:

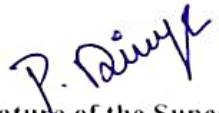
Name & Address of the Supervisor
with Mobile Number:

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


 Signature of the Supervisor
 Village Agriculture Ass
 Lankam RB
 Srikakulam

Student Self Evaluation of the Short-Term Internship

Student Name. & Registration No.

Term of Internship: From To

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

Signature of the Student

INTERNAL ASSESMENT STATEMENT

Name of the Student : Gr-Suresh
 Programme of Study : BA
 Year of study : 7th 2021 - 2023
 Group : THE
 Regd.No/HT.No : 2122001440013
 Name of the College : ADTS College for men
 University : Ambedkar

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	20
3.	Reporting	25	20
4.	Presentation	25	20
5.	Grand Total	100	80

Date:

Prathishtha
 Signature of the Faculty Guide

Certified by

Date :

Seal:

Signature of Head of department/principal

