

K-Lokesh

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

INTERNAL ASSESMENT STATEMENT

Name of the Student : Kotla Lokesh
Programme of Study : B.A - T - G. E
Year of study : 2021 - 2023
Group : BA (TGE)
Regd.No/HT.No : 2122001440020
Name of the College : Arts college for men
University : Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Project Log	20	20
2.	Internship Evaluation	30	30
3.	Reporting	25	20
4.	Presentation	25	25
5.	Grand Total	100	95

Date:


Signature of the Faculty Guide

Certified by

Date :


Signature of Head of department/principal
4/11/23

Seal:

Program Book for Short-Term Internship

Name of the Student: kotla-Lokesh

Name of the College: Government degree clg for (Mens)

Registration Number: 2122001440020

Period of Internship: From: 18/8/23 To: 30/9/23

Name & Address of the Intern Organization

Sachivalayan HADDUBANGI

Seethampeta (mandal)

parvathipuram manyam (District)

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.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of BA... (Tge)

Name of the College: Gr.D.C (men)

Department: BA (TGE) Geography

Name of the Faculty Guide: V. Prathiba Madam (History)

Duration of the Internship: From 18/8/23 To 30/9/23

Name of the Student: Kolla Laksh

Programme of Study - BA - TGE

Year of Study: 2021 - 2024

Register Number: 2122001440020

Date of Submission:

Student's Declaration

I, K. Lokesh, a student of T.G.E. Program, Reg. No. 2122001440⁰²⁰ of the Department of BA. (T.G.E.) G.D.C. (men.) College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/23..in Chintada.. Sachivalaya (Name of the intern organization) under the Faculty Guideship of Prathiba (nam) (Name of the Faculty Guide), Department of Geography.. (B.A) G.D.C. men. Sri. Katakula.... (Name of the College)

K. Lokesh
(Signature and Date)

Endorsements

Faculty Guide Prathiba

Head of the Department Balini
4/11/23

Principal

Certificate from Intern Organization

This is to certify that Kotla Lokesh..... (Name of the intern) Reg. No. 212200144000 of G.D.C. Mens... Name of the College) underwent internship in Chintada secretariat (Name of the Intern Organization) from... 18/8/23 - 30/9/23 to ... 30/9/23.....

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

E. P. S. 01/10/2023

PANCHAYAT SECRETARY
Authorized Signatory with Stamp and Seal
CHINTADA
Seethampeta (Md.),
Srikakulam Dist.

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, they 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 of the insights and advice that helped me to grow as a professional. Their constructive feedback helped me to improve my skills and approach to my tasks, and their encouragement kept me motivated and focused.

I am deeply thankful for the time and effort, and for their contribution to my success. I would also like to express my appreciation to my and staff at my Sarchivalayam for their warm welcome and assistance during my internship.

special affirmation:-

From the moment I arrived my colleagues were quick to introduce themselves and make me feel welcome. They were always willing to share their knowledge and expertise and were patient in answering my questions and helping me to understand the enforcement and industry.

My sachivalayan staff members gives valuable guidance to complete the project successfully.

I am extremely grateful to my sachivalayan staff members and friends who helped me to successful completion of this project.

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.

* Learning objectives

- * To gain an understanding of the functioning and structure of the Grama Sachivalayam organization.
- * To develop skills in administrative and tasks related to the day-to-day operations of the organization.
- * To learn about the various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of rural population.
- * To improve communication and inter-response skills through interaction with villagers and other stakeholders.
- * To acquire knowledge of the legal and illegal source works of government of Grama Sachivalayam.
- * Regular and non-regular source works of government.

Out comes achieved:-

- * Improved knowledge of the organization structure functions and responsibilities of the gramra sachivalayam
- * enhanced administration and technical skills such as maintaining records, data entry and handling paperwork.
- * Improved communication and interpersonal skills through interaction with villagers, officials and staffholders

Brief description of organization:-

The gramra sachivalayam is a government organization that functions at the village in India. Its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population.

It is responsible for a wide range of activities such as healthcare, sanitation, education, housing and social welfare. The organization has administrative and technical staff.

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

Gramin Sachivalayan is a govern-

ment initiative in the indian state of andhra pradesh aimed at de-centralizing governance and bringing administration closer to rural community. The word gramin Sachivalayan translates to village secretariat in english.

The gramin Sachivalayan system was launched in 2019 by the andhra pradesh government under

the leadership of Chief Minister N Chandrababu Naidu. The primary objective of the initiative to provide sufficient and of the state.

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

Values :- The values of Grama Sachivalayam are aligned with the principle of good governance, transparency and inclusivity, Accessibility, and integrity.

Policy of the Grama Sachivalayam :-







- * providing basic services like water, sanitation, health education and social security to the rural population.
- * promoting transparency and accountability in the functioning of the organization.
- * overall Grama Sachivalayam organization is focused on improving the quality of life of the rural population.
- * Mahila police and women's child welfare assistant.

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 panchayati Raj act 1997 that local government in every village of the growth and development
- ② chief minister of andhra pradesh state. Y.S.R. Jagan. Mohan Reddy started these sector unit at vijayawada the statement was made on october.
- ③ function of gram ward sachivलय it has mainly 11 types. of the officer in sector unit. The village. The village. volunteer system. system aims to bring. govt service to people.
- ④ generally. using of technological skills and instrument mainly use. just like. bi metrics computer system
- ⑤ 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 web-free syst was introduce	I knowing about which of number stand in sectorial	
Day - 2	The wea 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 wea officer explained the structure of sectorial	understanding structure of sectorial	
Day - 5	explained future plans of sectorial	understand future plans of sectorial	
Day - 6	about old age pension	pension system understanding	

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 web-fire ayst was introduce	I knowing about which of number stand in sectoriat	
Day - 2	The wea was explaining about what is sectoriat	understand sectoriat	
Day - 3	The use to the people about class his explained of sectoriat	full information about sectoriat	
Day - 4	The wea officer explained the structure of sectoriat	understanding strou - ctore of sectoriat	
Day - 5	explained future plans of gromca sectoriat	under stand futu - eplans of sect - ariat	
Day - 6	about old age pension	pension system under standing	

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 secretariat assistance decision making in govt by ensuring mutual coordination, iron and evolving the standing committee instrumentality of the standing committees

Er. M. Sachivalayam also known as village secretariats are secretariats set up in the Indian state of Andhra Pradesh decentralize the administration. By making services and welfare services of an government department available at one place.

departments

- (1) village secretariat
- (2) village Revenue officer
- (3) Mahila police
- (4) welfare assist
- (5) engineering assistant
- (6) ANM
- (7) surveyor of village.
- (8) agriculture assist
- (9) volunteer.

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 - voluntary she is inculcated her duties	To know full form and learn the outcome on	Su
Day - 2	The Mahila police officer thought sexual harassment in society	How to handle and these harassment	Su
Day - 3	The Mahila police officer inculcated anganwadi services	any accidents and inform higher studying	Su
Day - 4	The Mahila police officer told some important sections	what is the main services	Su
Day - 5	The VRO sir Local govt and main aim.	The VRO sir explained part of our goal	Su
Day - 6	our VRO told today we are going to field work your houses	which number are eligible are not eligible for same	Su

VRO

VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The village sectorial was first launched and 2nd October 2014 on the eve of Gandhi Jayanthi AP 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 weaker sections
- ④ Monitor ensure anganwadi center be opened in time at all working days
- ⑤ Inspect and respect some anganwadi teachers without
- ⑥ our sectorial so many young age student not seeing - state with vote card
- ⑦ exused departments and municipal

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	The ANM madam was explain about general instructions	Learn the general terms of ANM	Rpm
Day - 2	The madam was talk about maternal and child health	Learned some social services.	Rpm
Day - 3	ANM madam explain about social services with own - her	⊕ she give preca - otions	Rpm
Day - 4	she is teaching about health and sanitation	How to protect our body from disease	Rpm
Day - 5	Today is class about nutrition.	about food habi - ty	Rpm
Day - 6	Discussion about communicable Disease.	The today of the class about disease	Rpm

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 official head quarters and available for all Maternity care services
- ③ should prepare map planning of her located area and population of people dataway.
- ④ All the ANMs was to discharge all the duties are assigned by the PHC. Medical officers

Maternal child health

Register pregnant women with newly after baby health she is full health care. and ending position to best full precautions the ANMs giving pregnancy women

Awareness:- HIV, T.B, cancer diabetes.

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Explain about the personality of digital assistant	I can gain knowledge of duties	
Day - 2	The general application of farmer's cast certificate	Learned of important and required documents	
Day - 3	The digital Assst explaining about jayanna bu halaku	I came to know about jayanna vid Yashuena	
Day - 4	we are going to field work for farming section	After we went to the field work	
Day - 5	HE is howt suspect of beneficence of secretariat	I can learn how to suspect the candidacy	
Day - 6	— Holiday —	—	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- ① Reliably of services and documents
- ② Awareness and providing to govt schemes like navigation
- 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 said this system shall be for ensuring deliveries
- ⑥ Application form
 - ① cast, memo, DOB,
 - ② ration 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 responsibility of ward volunteer	I now know the kind of information	k. siva
Day - 2	The volunteer was monthly to share with awareness	He explained to the society.	k. siva
Day - 3	regular skills and eligibility	I learned the volunteer for information.	k. siva
Day - 4	The volunteer is monthly two people with pension	I learned about which types are available	k. siva
Day - 5	what are the duties and responsibilities of secretary	I gain information about pension	k. siva
Day - 6	requirement skill of volunteer.	Brief information about volunteer	k. siva

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Duties and responsibilities of volunteer

- ① under control of secretary
- ② maintain high objectivity
- ③ give pensions every month
- ④ Take precautions 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 scheme for people
- ⑨ Behaving good mannered.

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 side of their organization. They may be responsible for answering phone calls and responding to emails, and greeting visitors. So good communication skills giving a grateful success.

* The secretariat in high officer take a clarity of job roles and explain under the office facilities such as supplies and meeting rooms.

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

They need to be highly organized, detail oriented and able to work well under the pressure. Good communication and interpersonal skills are also essential for success in the role of a secretariat.

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 often involve the use of specialized tools, software or equipment and are essential for performing a job quickly and efficiently.

Technical skills in various departments what i acquir

- (1) Bio metric division
- (2) Application progress
- (3) Third party certification
- (4) prefinal- applied
- (5) vRO applied
- (6) Biometric
- (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 and motivate their teams to achieve and their goal the team achieve and their goal successfully completed

② Decision Making skills :-

Managers must make informed decisions quickly and efficiently should be able to analyse data, evaluate options and choose the best course of an action

③ problem solving skills :- The staff members are should

be able to identify and solve problems quickly and effectively they should be able to think creatively

④ Goal settings :- we are learning about only target or

goal which as to do first observe for thing and said plan as identification.

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 would be improve our communication skills with focus - nt of the higher officers doing and working explained
So far so many topics

①) Listen actively :- effective communication is not just about speaking but also about listening should be paying attention asking questions and providing feedback

②) The listener able to speak clearly and confidently use appropriate Be aware of your audience These are COMM - unication cold learn

③) From going to field work purpose after we are collect data, due to the time learn about people way of talking how could be respond that place improve, our written communication

abilities

Confidence levels:-

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 in secretariat following below

- ① computer system
- ② Internet activity
- ③ Tele phone, multiphone, phone system, single line phone system.
- ④ Internet phone system
- ⑤ photo copies, copying binding, multiple, pocket copying
- ⑥ scanners (CRTS scanners)
- ⑦ printers
- ⑧ Bio metric division

I will seeing in my future job role above instruments. I am full focus on digital technologies and relevant instruments

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Kothar. Lokesh 212200144020
Term of Internship: From 18/8/23 To 30/9/23
Date of Evaluation:
Organization Name & Address: Grama ward, Sachivalayam, Chintadra
Name & Address of the Supervisor with Mobile Number: 6300283933

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

K. Lokesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	Kotla Lokesh 212200144020		
Term of Internship:	From	18/8/23	To 30/9/2023
Date of Evaluation:			
Organization Name & Address:	Grama Sachivalayam, Chintada		
Name & Address of the Supervisor with Mobile Number:	EMARAKA PRAVEEN KUMAR 9391891964 Chintada GP (Heddubangi Secretariat)		

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

Area	1	2	3	4	5
1) Oral communication				✓	
2) Written communication			✓		
3) Initiative				✓	
4) Interaction with staff				✓	
5) Attitude			✓		
6) Dependability			✓		
7) Ability to learn			✓		
8) Planning and organization				✓	
9) Professionalism				✓	
10) Creativity				✓	
11) Quality of work				✓	
12) Productivity				✓	
13) Progress of learning				✓	
14) Adaptability to organization's culture/policies			✓		
15) OVERALL PERFORMANCE				✓	

E. P. Das, 01/10/2023
 PANCHAYAT SECRETARY
 GRAMA SACHIVALAYAM
 CHINTADA
 Seethampeta (Md.)
 Srikakulam Dist.