

# Model Program Book



## SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR  
**SHORT-TERM INTERNSHIP**  
(Onsite / Virtual)

Name of the Student: U. Tejeswara Rao

Name of the College: Government Degree College

Registration Number: 2122001440037

Period of Internship: From: To:

SKM Sachivalayam Dandu Veedhi  
Name & Address of the Intern Organization

Srikakulam ORS Dandu Veedhi Sachivalayam

Abhkan University **University**  
3<sup>rd</sup> YEAR



## An Internship Report on

Sachivalayam (Agriculture)

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Degree B.A

Under the Faculty Guideship of

Swikabu Sir

(Name of the Faculty Guide)

Department of

Govt. Degree College

(Name of the College)

Submitted by:

Y. Tejeswara Rao

(Name of the Student)

Reg.No: \_\_\_\_\_

Department of

Government Degree College Skln

(Name of the College)

## 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 for 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 people 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 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:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. 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 the 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.

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## Student's Declaration

I, U. Tejerwara Rao a student of 2 months Internship  
Program, Reg. No. \_\_\_\_\_ of the Department of English Department  
College do hereby declare that I have completed the mandatory internship  
from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (Name of  
the intern organization) under the Faculty Guideship of  
\_\_\_\_\_ (Name of the Faculty Guide), Department of  
English, Government Degree College  
(Name of the College)

(Signature and Date)

## Official Certification

This is to certify that Ungati. Tejeswara Rao (Name of the student) Reg. No. 3122001440033 has completed his/her Internship in SACHIVALAYAM (Name of the Intern Organization) on Grama Ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of \_\_\_\_\_ in the Department of Govt. Degree college (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to certify that Ungati Tejeswara Rao (Name of the intern)  
Reg. No. 2122001440037 of Gout. Degree college (Men) (Name of the  
College) underwent internship in Sachivalayam (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).

31/10/2023  
Authorized Signatory with Date and Seal  
31 - OCT - 2023  
Dandakurthi Municipal Corporation



## 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 Objective :-

- To give an understanding of the functioning and structure of the Grama Sachivalayam Organisation.
- To develop skill in administration and Electoral Tasks Related to day-to-day Operation of the Organisation.
- To learn about the various Govt. scheme and program implementation by the Grama Sachivalayam for the benefit of rural populations.
- To prove Communication and Interpersonal Skill through interaction with villagers and other stake holder
- To acquire knowledge of Legal and Regulatory framework governing the activities of Grama Sachivalayam.

## Outcomes achieved:

- Improved knowledge of Organisation structure function and Responsibility of Grama Sachivalayam.
- Enhanced administration and maintaining Recording. Data Enter and Handling paper work.
- understanding of Various govt schemes and programmes as housing Sanitation and Education.
- Improved Communication and Interpersonal Skill. Through Interaction with Villagers, Officers and other Stakeholder.
- Understanding of the legal and Regulatory framework Govt. activities of Grama Sachivalayam.

## Brief Description of Grama Sachivalayam Organization:

The Grama Sachivalayam is a Govt Organization that functions at the Village Level in India. Its primary objective is to ensure the effective implementation of Govt schemes and programmes for the welfare of the Rural population.



## 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 to 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 : Grama Sachivalayam (also known as Village Secretariate) are Secretariate Setup in the India State of AP to Decentralize the administration by making Reducer and Welfare Receiver of All Govt. Department Available at one place AP was the first State in India to Launch Village Secretariat Govt of AP Appointed Village Volunteer to Deliver services. It was launched on Oct-2, 2019 on the Eve of Gandhi Jayanthi. There are found a total of 15,005 No of Sachivalayam in AP, 1165 in Rural

Vision, Mission or Values :

→ Vision is to Bring in a Corruption free, transparent and accountable administration at Village level.

→ It also over at Strengthening and Smooth functioning of Panchayat raj Institution

→ The main mission is Decentralize the administration by making service and welfare service all available at one place.

Ruler and Responsibilities :-

Panchayat Secretary :- Grama Sachivalayam Convenor, able to collect taxes and other welfare.

VRD :- Monitoring the Land and Ration, food supply in village

Survey Assistant :- Surveyor of Village Land.

ANM :- Responsible for Villager Health monitoring, Conducting Health Camps

women police :- Counselling, Security and other important Role.

E.A :- water supply - Grama Sachivalayam, village worker

Electrical Assistant :- Electricity supply and street light.

Agriculture MPO's :- Monitoring agriculture work, suggestion Marketing.

Digital assistant :- Monitoring the village in single window system.

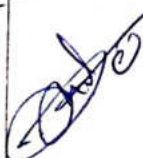
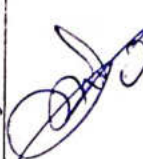
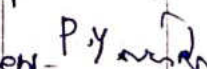
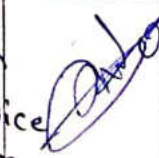


### CHAPTER 3: INTERNSHIP PART

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.

- Panchayat Raj act - 1994 says that level govt in every village of the growth & Development in a motivatable manner.
- CM of AP State vs Jagan Mohan Reddy started there Secretariat at Vijayawada the statement 150th aniverary of Mahatma Gandhi.
- Function of Grama work Sachivalayam. It has mainly 11 types of officers in Secretariat the Village Volunteer System over to bring Govt service to people Doorstep.
- Generally using of technology skiller and Instrument mainly we just like Bio-metric, computer system.
- The internship part there kind of skiller are very Important listening and Speaking, confidence, Leadership quality and time management.
- Outcomes of World Sachivalayam to
  - Early Solution of all problems
  - All services of to no stop.

# ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity                             | Learning Outcome                                                                         | Person In-Charge Signature                                                                  |
|------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Day - 1    | I submitted the issue letter of intership in Each Sachivalayam      | -                                                                                        | -                                                                                           |
| Day - 2    | Digital assistant introduced about all the Staff members.           | I Learned about how many Section are Organized in Sachivalayam.                          |          |
| Day - 3    | Introduction with Village Volunteers                                | I Learned about How many hours are given to one volunteer                                |         |
| Day - 4    | Panchayat Secretary told about goema Daritini                       | I know about Some problem of the <del>Dandi Vardhi</del> <del>Kangpikavada Village</del> |        |
| Day - 5    | welfare assistant told about the details of Sachivalayam            | I understand about the Establishment of Sachivalayam                                     | P. Y.  |
| Day - 6    | Digital assistant told about the vision and mission of Sachivalayam | The main mission in Delivering service to the their door Step.                           |        |



## WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as Village Secretariate Ap in the first state in India to Launch Village Secretariate govt or Ap Appointment Village Volunteer to Deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanthi

- Nearly, lakhs Candidates are qualified.
- There were found a total of 15005 No. of Sachivalayam in AP.
- ⇒ 3842 in Urban areas, 11163 in rural areas.
- There are total 930 in Srikakulam District.

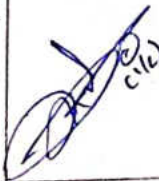
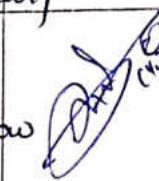
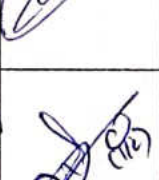
Urban areas : 95

Rural Areas : 855

Department:-

- Panchayat Secretary
- Village Revenue Officer
- Digital assignment
- Animal Husbandary assignment
- ATM
- Village agriculture assignment

# ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity                               | Learning Outcome                                        | Person In-Charge Signature                                                            |
|------------|-----------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | Panchayat Secretary Explained about his his Job chart                 | I Learned about The Responsibility of Panchayat         |    |
| Day - 2    | Panchayat Secretary Explained about his Job chart                     | I Learned about the role of Panchayat Secretary         |    |
| Day - 3    | He explained about the Collection of meeting in function Computer     | I have Learned about the way how meeting is conducted   |   |
| Day - 4    | He explained about the Collect of Taxes and Maintainance of Committee | I have Learned about Different Types of Taxes           |  |
| Day - 5    | He told that he have to Deposite the money collect in tax in Banker   | I have Learned how much man is paid on different Taxes. |  |
| Day - 6    | Collecting of Taxes in Surveyed in the Village                        | I have Learned about how to collect taxes               |  |



## WEEKLY REPORT

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

Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

- He is the executive authority of Grama Panchayat.
- He/she shall collect taxes & non-Taxes of Grama Panchayat promptly and deposit there in the Treasury Registry.
- He/she shall maintain and act as a Custodian of the Entire Recorder/ Register of the Grama Panchayat including cheque Books.
- He/she shall implement the Reducting of the Grama Panchayat functional Committee theorem with the Consent of the Suppanch.
- He/she shall convene the meeting of the Grama Panchayat functional Committee theorem with the Consent of the Suppanch.
- Have power to initial Discipline action against the Employer of the Village Secretariat.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity                              | Learning Outcome                                                | Person In-Charge Signature |
|------------|----------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------|
| Day - 1    | VRO Sir Explained about his job chart                                | I learnt about the role of VRO in Gorama Sachivalayam           |                            |
| Day - 2    | VRO Sir Explained about his job chart                                | I understand about his duties in Gorama Sachivalayam            |                            |
| Day - 3    | He told about the issue of certificates like Income, DBC . . . . etc | I learnt about the Requisite for applying for certificate       |                            |
| Day - 4    | He Explained about How he protect the Govt properties.               | I understood that he is Responsible Govt property in village    |                            |
| Day - 5    | He is Responsible for maintaining the record and Register.           | I know that the maintainance of record was under him            | P. Y. . . . .              |
| Day - 6    | He told that he work under administration Supervision of Department  | I understand that he is the play key role is Revenue Department |                            |



## Tourism And HOSPITALITY SERVICES

Tourism has become an important factor in addressing regional inequalities in employment and income. This topic is more important in the developing countries where the unemployment rate and unemployment is high. Tourism is the biggest beneficiary of other sectors and government foreign exchange earnings are also a key source. This will help to correct negative trade balance and regional imbalances. It is a painless approach to shifting resources to low income developing countries from high income developing countries.

Economically Tourism

## WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue Officer.

Detailed Report:

- Village Revenue Officer work under the administration Supervision of Revenue Department.
- They are answerable to village Secretariat.
- They have to attend the meeting conducted by the Village Secretariat with Relevant information.
- maintaining of Village Revenue Recorder and all Village Revenue account promptly and accurately.
- Collection of water taxes, and other and sums pertaining to Revenue Department.
- Issue of Certification: The VRD shall issue the Naturity Certificate and Solvency Certificate their Respective jurisdiction only.
- protection of Govt Land, Govt tank, trees and other Govt properties and take effective steps to safe Guard the interests of Govt.



# ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity                                    | Learning Outcome                                            | Person In-Charge Signature                                                            |
|------------|----------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day - 1    | Digital Assistant told about his job chart                                 | I understood about his Role in Kangulavalasa                |    |
| Day - 2    | Digital Assistant told about his job chart                                 | I know all the Responsibilities of him in Sachivalayam      |    |
| Day - 3    | He told about he will co-ordinate and work in convergene with all Villages | He Divides the work to Remain Stable members                |   |
| Day - 4    | He told that he acts as Incharge of front office ese/Mee-seva Counters     | I understand that mee-seva and non mee-seva and Done by him |  |
| Day - 5    | He said that he will manage of front office                                | I understand that whole Data was maintained by him          |  |
| Day - 6    | He will track physical and financial status of the work takes up from      | Taking of physical and financial in under him maintain      |  |

## WEEKLY REPORT

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

Objective of the Activity Done: Digital assistant

### Detailed Report:

- He/she shall co-ordinate and work in convergence with all village secretariat functionaries
- He/she shall computerise the household data collected by all the village volunteers in the village secretariat area about sort out the need/beneficiaries/problems sector wise and calculate the same to panchayat secretary.
- He/she shall act as incharge of the front office i.e. CSE/mee-seva counters.
- The function of front office includes
  - Receipt of application, apples and cash/cheque 100%.
  - Delivery of services.
  - Reception come rebarment counter to the public
  - Management of data related to the local govt. in all panchayat interprative suite applications.



### ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity               | Learning Outcome                                      | Person In-Charge Signature |
|------------|-------------------------------------------------------|-------------------------------------------------------|----------------------------|
| Day - 1    | Walbare sir told about his Job chart.                 | I understood about his job Chart                      |                            |
| Day - 2    | Welbare Sid told about his job about                  | I understood his Responsibilities in Sachivalyam      |                            |
| Day - 3    | He told about the Distribution of Pension Every month | I understand about the way of Distribution in Pension |                            |
| Day - 4    | He told about Jagannamma Vadi Scheme                  | I understand about the eligibility Rules.             |                            |
| Day - 5    | He told about Jagannamma Vidhyadevena Scheme          | I understand about the eligibility rules.             | P. V. V. V.                |
| Day - 6    | Pongal Holiday                                        | -                                                     |                            |

## WEEKLY REPORT

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

Objective of the Activity Done:

Welfare & Educational Assistant

Detailed Report:

### General Duties :-

- To sure Identification of eligible person for the Below said welfare schemes.
- To generate awareness among the public in the Village Secretariat Jurisdiction about the Scheme meant for the weaker section of the Society being implemented by all welfare, minority welfare

### Pensions :-

- Shall monitor the Distribution of pensions Every month in the village.
- Shall draw cash and issue the village volunteer Every month
- Shall Collect the Death vacancy of pensions and update in website through Digital assistant.

### Improving livelihood of SHG :-

- YCR Bhima.
- YSR VLR Scheme.
- YSR Aasara Scheme.
- YSR didhi Scheme.



| Day & Date | Brief description of the daily activity                                 | Learning Outcome                                          | Person In-Charge Signature |
|------------|-------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------|
| Day - 1    | PONGAL<br>HOLIDAY                                                       | -                                                         |                            |
| Day - 2    | Mahila police told about her role, responsibilities in Sachivalayam     | I Learnt about her role and Responsibilities              | B. purnavathi              |
| Day - 3    | Madam told that she is Responsible for women & child welfare            | I Learnt about women & child welfare duties               | B. purnavathi              |
| Day - 4    | She will visit the School and verify function and School                | I visited school and understand about the meal system.    | B. purnavathi              |
| Day - 5    | Mahila police madam told about her job Chart                            | I Learnt about her job role                               | B. purnavathi              |
| Day - 6    | She said that she have to create awareness on the prevention of Alcohol | I understand about selling alcohol in village in illegal. | B. purnavathi              |

## WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done: Mahila police & women child welfare

### Detailed Report:

- Women & child welfare Duties.
- Integrated child Development Service Scheme.
- He/she should do supportive supervision and monitoring of Day to Day activities at facilitate the aww.
- Enrollment of Beneficiaries
- Identification of high risk pregnant women
- Women & children care protection and welfare program.
- Care & protection of children
- Differently abled, Transgender & Senior citizens
- Education
- Mahila police Duties.



## 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, accountability, mutual support and teamwork, motivation, space and ventilation, etc.)