

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: BEHERA JEEVAN KUMAR
Name of the College: UOVL Degree college (men) SKLM.
Registration Number: 2122001067011
Period of Internship: From: 18/08/23 To: 30/09/2023
Name & Address of the Intern Organization: Bhogabari (vill) Kanchali (mandal)
GRANA secretary G/panchayati
SRIKACULAN (DIST) 532284.

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

An Internship Report

On

(Title of the Internship)

Functioning of Grama ward sachi valayam
Submitted in accordance with the requirement for the degree of B.Sc. (Gen)

Name of the College: Govt. Degree college men (SKLM)

Department: B.Com (General)

Name of the Faculty Guide: S. Eswara Rao

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

Name of the Student: BEHERA JEEVAN KUMAR

Programme of Study Grama ward sachi valayam

Year of Study: 2021 - 2024

Register Number: 2122601067011

Date of Submission: 17-11-23

Student's Declaration

I, B. Jeevan Kumar, a student of stat hon Interdip Program, Reg. No. 212200106211 of the Department of Commerce (MBA) College do hereby declare that I have completed the mandatory internship from 18-11-23 to 30/09-23 in for Sachin Vidyut (Name of the intern organization) under the Faculty Guideship of S. E. Sagar (Name of the Faculty Guide), Department of Commerce Government P. Degree College (MBA) (Sachin) (Name of the College)

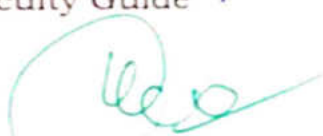
B. Jeevan Kumar
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that BEHERA JEEVAN KUMAR (Name of the intern) Reg.
No. 2122001067011 of Govt. Degree College (men) Name of the College) underwent internship
in Grama panchayat (Name of the Intern Organization) from 18-08-2023
to 30-09-2023

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



Authorized Signatory with Date and Seal
Secretary

Grama Panchayat
BHOGABENI
Kanchili (M), SKLM Dist.

ACKNOWLEDGEMENTS

First of all I am very much thankful to my mentor of Govt Degree College for (men) Srikalahasti for guiding me through my internship. My mentor has given valuable suggestions to complete the internship in stipulated time without mentor support I can't.

I am also thankful to the principal of Govt Degree College for (men) Dr. the given suggestions to me.

I would like to thank Sachin Kumar Team for giving me the opportunity to an internship for glazing internship which in organisation.

d. Behar Jagan Kumar

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

1. Panchayati Raj Act - 1994 says that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of Grama ward sachivalayam to render door to door services to the household, and also developing the village in a sustainable manner.
3. Functioning of Grama ward sachivalayam. It has mainly 10 types of function, which does with all the activities required in a village.
4. Objective of Grama ward sachivalayam
 1. sustainable development
 2. Door to door service
 3. Health and Hygienic condition
5. outcome of Grama ward sachivalayam
 1. providing Basic need to the household
 2. All the service of to non-stop
 3. early solution to all problem

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Introduction of unnamward sachevalayam

1. providing version citizen services of a short possible type
2. single window service system
3. Door to Door service & welfare to home
4. providing ambient environment for all living organization
5. Each functionary has a specific value to fulfill the required of the villagers
6. planning upop (unnam panchayat development program)
7. citizen satisfaction in the ultimate aim of an organisation.

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. version service of grama sachivalayam
2. various welfare schemes
3. on going projects / contractions
4. public distribution systems (PDS)
5. Grama sabha
6. working culture of each functional
7. field visits
 - > Re survey of Agriculture land
 - > Aerial survey
 - > House Hold survey
8. preparation of natural calamities

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers	organization structure	
Day - 2	various functions and their responsibilities	organization working Hands	
Day - 3	various functions and their defined work and responsibility	- DO -	
Day - 4	field visit by ANM pm-Jay survey	Implementation of pm-Jay scheme	
Day - 5	field visit by ANM Antenatal survey	How ANM's are visiting regularly - only to pregnant women	
Day - 6	field visit by ups school visit	Awareness programme of Disha	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Gorama sachivalayam Bhogabeni has 11 functionaries & volunteers.

main functions are in follows

1. panchayati secretary
2. Digital Assistant
3. welfare and Education Assistant
4. Engineering Assistant
5. village and Revenue officer
6. Agricultural Assistant
7. veterinary Assistant
8. village surveyor
9. mahila police
11. line man

Overall - in charge & panchayat secretary who is maintaining all the activities in and Around.

field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and Responsibility of Digital Assistant and welfare education Assistant	various services to citizens and type of welfare schemes	
Day - 2	Roles and Responsibility of VRO and village surveyor	Ration Distribution system & House Hold Registration	
Day - 3	Responsibility of Agriculture Assistant	Types of crops & seed & fertilizers	
Day - 4	Responsibility of Veterinary Assistant	Role in Animal Disease control & preventive and curative care	
Day - 5	Role of welfare and education Assistant & visits	visits the schools and cleanliness of Associated items & upload in Imms app	
Day - 6	field visit by VRO PDS distribution	Door to Door Delivery of public distribution of House Hold.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of revision (citizen) of a shorten possible time

1. Inverse of caste & Income
2. matation (land)
3. family member certificate
4. Birth & death conforms.

Applying for the schemes to the eligible candidate part of field verification

1. YSR premium
2. YSR cheyutha
3. Rice card
4. YSR Ammavadi
5. YSR vidya Devena

Field Activity: Ration distribution to house hold at noon step by MDS

Field Activity: Land Resurvey using 'GPS' the local technology & Recover for accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division and Responsibility of mahila police	Awareness program for safety of women and child	Sporan
Day - 2	Division and Responsibility of Engineering Assistant	Ongoing work requirements and measures	Sporan
Day - 3	Field Activity: SPOT survey PM-JAY survey	Knowing well sustainable development and growth process	Sporan
Day - 4	Field Activity: House Hold survey PDS distribution	Knowing about type of house had & their eligibility	Sporan
Day - 5	online service by Digital Assistant	Know how to Apply caste / Income certificate	Sporan
Day - 6	De-Brief on last 5 days Activation	Overall & learned maintenance & implementation to do better for notices	Sporan

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM we visited several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed the well being and kind new of the people with the ANM.

Also Accompanied by mahila police visited house to educate the children for good touch and bad touch. Awareness by the visit for not being shy. Any harassment happened should be insisted.

no of online service & survey are going on and participation and acquired knowledge about a how system women an demand of the government.

knowing the eligibility criteria of all welfare schemes of state government.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	definition of SCA - open beyond SCA - closed beyond SCA	showed possible time for service	<u>B. Shrestha</u>
Day - 2	definition of WPP and its objection overcome	Development processes	<u>K. Shrestha</u>
Day - 3	funds allocated to various panchayat	general test for 15th fall management	<u>V. Shrestha</u>
Day - 4	House Hold survey of system 1, 2, 3, 4, 5	most likely of Income survey	<u>R. Shrestha</u>
Day - 5	Home held survey of clothes 6, 7, 8, 9, 10	categories of house hold	<u>T. Shrestha</u>
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	<u>R. Shrestha</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA. Service life Agreement

In Gram ward Sachivalayam. there are more than 546 service. each service is having their own SLA.

for eg.

1. Income certificate - 7 days
2. caste certificate - 30 days
3. motivation - 30 Days
4. Rice card - 180 days

GPPD - Gram panchayat development program
- amme

It is a planning program for the development of the gram panchayat

- sanitation planning
- Road Repair planning
- street light position / Repair
- New over need towns / Pension

finds :- for smooth slums of development acts in gramma panchayat bond are being held.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	types of state govern-ment welfare schemes & their eligibility	welfare in the primary concern for the existing government	Helen
Day - 2	welfare calendar for the year 2022 - 2023	planned execu-tion and imple-mention of welfare schemes	Lah
Day - 3	<u>Field visit</u> : what is gram panchayat? what is dry land?	Basic knowledge of a village visit and boundaries	Shubh
Day - 4	E-kyc mandatory for all the welfare schemes How E-kyc is done	Digital literacy using mobile/ smart phone	Vishu
Day - 5	six step validation of eligibility for all welfare schemes	Digital literacy Training acquired	Rakhi
Day - 6	De-Brief of all the 5 Days Activation	very Informative	Mishu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government welfare schemes and its eligibility criteria. Application program field verification e-kyc program.

eg:- YSR pension

OAP window single women disability fisherman All these types of pension have different eligibility criteria.

welfare calendar shown the decision planning and implementation are known at right time in a project and procedural manner.

six - step validation - to make eligible for a scheme.

- 1> DO Govt employee in house hold
- 2> DO Income tax pay in house hold
- 3> DO more than 3 Acres of Agriculture
- 4> DO four welfare holds
- 5> electricity consumption more than 300 units / month.
- 6> 1000 sq field commercial land in urban Area.

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.)

I experienced a very good working environment with professional knowledge & kind of people. In this organization all the staff are very punctual in attending the office.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are applicable. The staff co-operation & extended their operation in the internship programme.

The digital Assistants are used for helping in learning Advanced and needs at this moment for accountability, which keeps the system honest and worthy.

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

-> Each work is systematically Hanged

Application program - Digital Assistant
field verification - welfare Assistant

Third party verification - Adminstrate staff

Pore - Applied - VRO

Fenal - Applied - mpdo / mro

Every one is using the technology
board work to Avoid duplicity and Ignore
transperancy in the eligibility of any
scheme .

1> BEO - metric division

2> Androed smart phones

3> IRIS Scanners

4> Face Authentication

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.

I achieved the real time governance procedural pre define which is realistic and given management, competence & Analog skills.

Every work in time is bounded and neglected whole world is observing the Activity & decision making is very Important.

For doing Anything firstly practical knowledge and secondly planning and thirdly the procedure for implementation.

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 communication skills are modified and improved myself in communication of different people in different places.

my written communication as per improved it by writing self evolution thoughts.

my confidence level is very high and I will continue with the same.

my speech ability is moderate and it will be improved by communication skills.

I always greet everyone when I see them & those then whenever they do good things.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In group discussion. i always space with point to point and don't lag to improve I will be clear of what i am saying .

I also encourage often to participate in the discussion to share their views.

I always conclude the group discussions in a friendly & formal manner.

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

First thing :

1. Handling of smart phones
2. Bèo - mễnéc Dẻvẻsẻon
3. IRIS Scanner
4. Face Authentication program

which given the realistic procedure

secondly :

Using Epos machine in pds

Thirdly :

- Using 'cops' & Reven in land Re-namely program

- Using drones in identification of marks in land alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Behara. Jeevan Kumar & 2122001667011

Term of Internship: From 14/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Bhujebani (vill) Kanchitika (mcdal) SPUCAR (MCD)

Name & Address of the Supervisor: KONDALA. MAHENDRAN; Grama Secretary
with Mobile Number: Bhujebani (vill) Kanchitika (mcdal) 9569 205374

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. Jeevan Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Behera Jeevan Kumar & 212001067011

Term of Internship: From 18/08/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: BHOGABENI KANCHILI (Mand) SKLM Dist

Name & Address of the Supervisor: KONGALA NAVEEN KUMAR GRAMA
with Mobile Number: Secretary, KANCHILI (Mand) Bhogabeni (vill)

7569205374

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

Secretary

Grama Panchayat
BHOGABENI
Kanchili (M). SKLM Dist.

PHOTOGRAPH & VIDEO LINKS

