

## 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: BORALLA, DURGA PRASAD

Name of the College: Govt. Degree College (MEN) SREERAMPETA

Registration Number: 2122001267020

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization Kattimuri Sanchika Nagar

Dr. B. Ambedkar University  
YEAR



### 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, BURALLA-DURGA PRASAD B.com (Gen)  
a student of .....Program, Reg. No. 21220010630200 of the  
Department of Govt. Degree College (Gen) Srikanthapuram College do hereby declare that I have  
completed the mandatory internship from 15/01/23 to 30/07/2023 in Sankhalingam  
(Name of the intern organization) under the Faculty Guideship  
of S. Eswar Rao (Name of the Faculty Guide), Department of Govt. Degree  
College (Gen) Srikanthapuram (Name of the College)

B. Durga Prasad  
(Signature and Date)

### Endorsements

Faculty Guide

Head of the Department

Principal

### Certificate from Intern Organization

This is to certify that BORALLA DURGHA PRASAD (Name of the intern) Reg. No. 212200106702 of Govt. Degree College (New) (Name of the College) underwent internship in Grama Ward Sachivalaya (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).

B. Amaraavathi

Authorized Signatory with Date and Seal



## ACKNOWLEDGEMENTS

This Grama Sachivalayam internship report is the result of an end of a way of two months it would not have been possible without the participation assistance of homore have and courages. people along the way the I have to thank they all.

First and foremost i would like to g  
gratitude to my presents who give the  
very opportunity to keys my step a head.

Special thanks to must be given to  
teachers staff. and valenter of welcome to  
love and support with which I achived  
developments.

B. Durga Prasad.



## 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.

Panchayati Raj Act - 1994. Says that local governance in every village for the growth & development in a sustainable manner.

Implementation of Grama ward Sachivalayam to door to door to door decision to the house holder, and also developing the village in a sustainable manner.

3. function of Grama ward Sachivalayam. It has mainly 10 types functions.

4. objection of Grama Ward Sachivalayam.

1. Sustainable Development
2. Door to Door Service.
3. Health and hygienic condition.



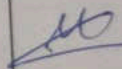
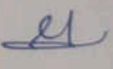




### CHAPTER 3: INTERNSHIP PART

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.

- Version service of Extreme Sachivalayam.
- Various welfare schemes.
- on going projects / contraction.
- public distribution system (PDS)
- Grama Sabha.
- working of each functionization.
- Field weights
- Re-necessary of agriculture land.
- Amentas survey.
- House hold survey.
- Pre production 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	Version function & their defined were & responsibility.	organization working hand.	
Day - 3	Various functions & their defined were & responsibilities.	- cb -	
Day - 4	Field visit by ANM An mental Survey.	How ANM's are visting regularly to perganancy women.	
Day - 5	Field visit ANM - PM say survey.	Implement of PM say scheme	
Day - 6	De. Breit of whole the last 5 days activation.	Same knowledge has achieved regular G.I.W.	



## WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 24/08/23.)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam Appaller has  
11 functionaries & 16 Volenters.

Main functionation are in follows:-

- \* panchayit Secretary
- \* Digital Assistance.
- \* welfare & Educational Assistant.
- \* Engineering Assistant.
- \* village Revenue officer.
- \* Agricultural Assistant.
- \* Veterinary Assistant.
- \* village Assistant.
- \* Mahila police.
- \* ANM
- \* Line man.

over all in charge in panchayit  
Secretary. who is maintaining all the  
activation in and a round.  
field visit by ANM give on  
opportunity how well the organisation staff  
is behaving with the villages.

# ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & responsibility of Digital Assistant & welfare education Assistant.	Imp. of various service to citizen, & type of welfare scheme.	lu
Day - 2	Devision & responsibility of VRO & Village Surveyor.	Ratio distribution system & Honorable recognition & types of cards.	lu
Day - 3	Devision of & responsibility of Veterinary Asst. & Agricultural Asst.	live stocken & types various immagination Type of crops & seeds	lu
Day - 4	Field visit by VS Resurvey.	Re. caption of land in village using latest technology.	lu
Day - 5	Field vist by by VS Resurvey.	Re. caption of land in village using latest technology.	lu
Day - 6	Re. breif of last 5 days activities	know what type of devision are being delivered.	lu



# ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & responsibility of Digital Assistant & welfare education Assistant.	Imp. of various service to citizen, & type of welfare scheme.	lu
Day - 2	Devision & responsibility of VRO & Village Surveyor.	Ratio distribution system & Honorable recognition & types of cards.	lu
Day - 3	Devision of & responsibility of Veterinary Asst. & Agricultural Asst.	live stock & types various immunization Type of crops & seeds	lu
Day - 4	Field visit by VS Resurvey	Re. caption of land in village using latest technology.	lu
Day - 5	Field visit by VS Resurvey	Re. caption of land in village using latest technology.	lu
Day - 6	Re. breif of last 5 days activities	know what type of devision are being delivered.	lu

**WEEKLY REPORT**  
**WEEK - 2 (From Dt. 25/08/23 to Dt. 31/09/23.)**

**Objective of the Activity Done:**

**Detailed Report:**

Delivering of ration (citizen)  
at a shortest possible time

1. Inverse of case & Income
2. Family member Certificate
3. Birth & death confirms

Applying for schemes to the eligi-  
-ble candidate part field verification







1. YSR peremium.
2. YSR cheyltha.
3. Rice card.
4. YSR AmmaVodi
5. YSR Vidya devena.

Field Activity : Ration distribution to have  
hold at door to door step by Mrs.

Field Activity : Hand Re-Survey using & Rover  
'cops' the local technology & Rover  
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 & responsibility ANM & Mdela police.	Hygienic mean used implement to satisfy of women & child.	
Day - 2	Division & responsibility of Engineering Asst. & franchise -t secretary.	on going work requirement & premeasure of maner ease.	
Day - 3	Field Activity SDG Survey. PM Jay Survey.	knowing about type of house hold & their eligibility.	
Day - 4	Field Activity House hold Survey. PDS distribution.	Knowing about type sustainable develop ment growth process.	
Day - 5	Online Service. Digital literase.	known how to apply for castes income certificate & more service.	
Day - 6	Debrief on last 5 days activation	overase learned income maintance which implement to do better works.	

## WEEKLY REPORT

WEEK - 3 (From Dt. 1/09/23 to Dt. 07/09/23)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united several have for any health issue & recommended few median. Also spoke to pregnant women for any difficulty observed. The well being & kind news of the people with the ANM.

Also accompanied by mahila police visited to educate the children for good touch. Awareness for good girl child for not being shy. Any tournament happy-end should be initiated after cardint.

No. of online survey are going on & participant and acquired knowledge -ment about how a system women on demand of the government.

knowing eligibility certain of all the 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.	Shortest possible time for service.	E
Day - 2	Definition of GPDP & if objection & overcome.	Development Process.	E
Day - 3	Find Associates to Gram panchayat.	General test for 15 <sup>th</sup> income full MANERS.	E
Day - 4	House hold survey of Arstern 1,2,3,4,5.	Most likely a come survey.	E
Day - 5	Household survey of cloths 6,7,8,9,10	Categorises of House hold.	E
Day - 6	Home field survey of clathing 11,12,13,14,15,16	-do-	E

## WEEKLY REPORT

WEEK - 4 (From Dt. 5/09/23 to Dt. 14/09/23...)

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 - 3 days
4. Rice card. - 150 days.

GPDP - Grama panchayat Development programme  
It is a planning programme for  
the development of gram panchayat.

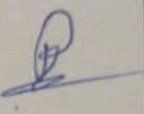
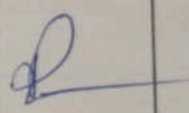
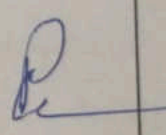

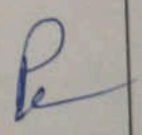
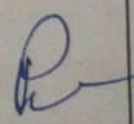
- \* Sanitation planning.
- \* Road repair planning.
- \* Street light panition/repair.
- \* New overneed towns.

General fund - House tax payment /  
properties tax.

15<sup>th</sup> finance - Gramin farm  
state government.



# 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 government welfare scheme, & their eligibility.	welfare in the primary concern for the existing government.	
Day - 2	welfare calendar for the year 2022 - 2023.	planned execution in implementation of welfare scheme.	
Day - 3	Field visit. what is Gram chablam? what is Agriculture land? what is dry land?	Basic knowledge of a village & cities boundary.	
Day - 4	'E-kye' mandatory for all the welfare schemes. How E- <del>key</del> kye is done.	Digital literacy using mobile / smart phones.	
Day - 5	six - step validation of eligibility all welfare & non-welfare scheme.	Digital literacy. Training acquired.	
Day - 6	De-brief of all the land 5 days activation.	very infarmaltive & [enable scoble].	

## WEEKLY REPORT

WEEK - 5 (From Dt. 15/09/23 to Dt. 21/09/23.)

Objective of the Activity Done:

Detailed Report:

State - government - welfare schemes  
and its eligibility certain, application  
programme field verification e-kyc programme

Eg:-  
↓ ↓ ↓ ↓ ↓  
DAP Widow YSR Pension Single women Conver Disability holder Fishermen

All these Type of person have  
different eligibility Criteria.

Welfare calendar shown the  
demand planning & implementation of know  
at the right time in a proper  
& procedure manner.

E-kyc electronic - know your citizen  
which given on then live station of  
the citizen. It's monitor for all the  
household for any type of welfare scheme.

Six - step Validation

1. No Govt employee in the house hold.
2. No income tax pay in house hold.
3. Not more than 3 Acres of Agriculture land.
4. No four welfare hold.
5. Electricity consumption Not more than 300 unit.
6. 1000 sq field Commercial land.



## 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, knowledgeable & kind people. In this organization all staff are very professional in attending duties.

They had shown an interest in technology and on how the system works and administration activities are handled in a professional manner.

The time they spent for us in being working schedule are appreciable and we thank them for their extend operation & co-operation in our internship programme.

Said my self improved of the organization working culture.

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

\* Each work is systematically managed

Application → Digital Assistant

field verification → welfare Assistant

Third party verification → Administrative Staff.

pre-applied - VRO

final-applied - MPDO/MRO.

Everyone is using the technology  
hand work to avoid duplicacy and  
ensure transparency in assessing the  
eligibility of any scheme.

1. Biometric Devision.

2. Andriod smart phone.

3. IRTS Scanner.

4. Face Automation.



**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 goals  
procedural practice which is very  
relative and given the management  
competence & analyzing skill.

Every work is time bounded  
and can't be neglected, while in  
world in observing the activity &  
decision making is very important.

For doing any task, procedural  
knowledge is must & should secondary plan-  
ning 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 skill are modite  
and i improve myself with communi-  
cation different people in different  
places.

My written communication in per-  
of improve if by writing my evolu-  
-ion secription thoughts.

My confidence lovely are very  
high and i will continue with the  
same.

I always greet every one  
when i see them & thank them  
whenever they do good things.



**An Internship Report**  
**On**  
**(Title of the Internship)**

Functioning of Grama Ward Sachivalayam.  
Submitted in accordance with the requirement for the degree of B.Com (General)

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

Department: B.Com (General)

Name of the Faculty Guide: S. Eswar Rao.

Duration of the Internship: From 14/08/23 To 30/09/2023

Name of the Student: BURALLA. DURGA PRASAD

Programme of Study Functioning of Grama Ward Sachivalayam.

Year of Study: 2023

Register Number: 2122001067020

Date of Submission: 08/10/2023.

**Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No: **BURALLA DURGA PRASAD** [21220067020]  
 Term of Internship: From **10/08/2023** To **30/09/2023**  
 Date of Evaluation:  
 Organization Name & Address: **Katturu Grama Sachivalayam.**  
 Name & Address of the Supervisor: **Simhachalam sir**  
 with Mobile Number: **7670889133**

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. Durga Prasad.**  
 Signature of the Student



### Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: BURALLA. DURGA PRASAD [21220010690205]  
 Term of Internship: From 18/08/2023 To 30/09/2023  
 Date of Evaluation:  
 Organization Name & Address: Kalluvu Grama Sachivalayam  
 Name & Address of the Supervisor Simhachalam  
 with Mobile Number: 7670889133

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 ✓
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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. Amaraavathi  
 of the Supervisor

