

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

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: Chamella Sai Kumar

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

Registration Number: ~~2022001067022~~ 202101382766

Period of Internship: From: 21/10/23 To: 26/11/2023 2122001067022

Name & Address of the Intern Organization
Grlama Sachivalayam
Sorikakulam (Rozu)

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)

ഉമാമാ ഡെൽ സാമുവേലായം
Submitted in accordance with the requirement for the degree of B. Com (Gen)

Name of the College: ഗവൺമെന്റ് ഡേവ്ലക്സ് കോളേജ് (നെയ്) സെന്ററുകുലായം

Department: B. Com (General)

Name of the Faculty Guide:

Duration of the Internship: From 24/11/2022 To 26/11/2023

Name of the Student: ചാമല്ലാ. സാമുവേലായം

Programme of Study functioning of uuma wael samuvelayam.

Year of Study: 2022

Register Number: 2022043827602

Date of Submission: 26/11/2023

Student's Declaration

I, Ch. Sri Kumar, a student ofProgram, Reg. No. 202101382766 of the
Department of B. (com) (General). College do hereby declare that I have
completed the mandatory internship from 18.10.2023 to 30.11.2023 in Madhava Sahi ulam
(Name of the intern organization) under the Faculty Guideship
of S. Eswara Rao (Name of the Faculty Guide), Department of commer
Devi Jee College (men) SKM (Name of the College)

Ch. Sri Kumar
26/11/2023
(Signature and Date)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Charalla Sai Kumar (Name of the intern) Reg. No. 2122000067027 of Govt (U) Engg (Name of the College) underwent internship in Govt. Engineering College (Name of the Intern Organization) from 12/05/2021 to 12/05/2021.

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


Authorized Signatory with Date and Seal

ACKNOWLEDGEMENTS

first of all I am very much thankful to my mentor of Govt Degree college (men) Srikanthapuram for guiding me throughout my internship. Without my mentor's stipulated time, without mentor's support I cannot complete the internship.

I can also thank to the Principal of Govt Degree college for (MEN) college and given suggestions to me.

I would like to express my gratitude to the gram secretary staff. I gained a lot of knowledge from the staff of the Secretariat.

And I would like to thank Sachindrayam team for giving me the opportunity to do internship for giving internship with the organisation.

Ch. Sai 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. Panchayat Act - 1994 says that local governance in every village for the growth and development in a noticeable manner.

2. Function of Grama Ward Sachivalayam - It has mainly two types of functions.

3. — 'Objection of Grama Ward Sachivalayam' —

1. Sustainable development.

2. Now to door service

3. Health and hygienic condition.

4. Outcome of Grama Ward Sachivalayam.

* Providing basic needs to the health dept.

* All service of to on spot.

* Easy solution to all problems.

Implementation of Grama Ward Sachivalayam.

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.

! Interdiction of Grama wad Sachivalayam! -

* Single window service system

* door to door service and welfare of home.

Planning (GRDP)

(Grama Panchayat Development Project/Program.)

* providing ambient environment for all living organization.

* citizen satisfaction in the ultimate aim of an organization.

* providing various citizen services of a shorter possible type.

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 Grama Sachivalayam.

- * various welfare schemes.

- * on going project/ construction

- * Grama Sabha

- * field works

- * mapping of each functionalization.

- * agriculture land

- * House hold survey

- * Aerial survey

- * PDI

- * 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 voluntary.	organization structure	Ravi
Day - 2	various functionation & them defined were responsibility	organization working hand.	JKD
Day - 3	various - functionations. Their defined were responsibility.	more LEARNING in the scheme.	JKD
Day - 4	field visit by ANM An mental survey.	How - ANM. are visiting regular w. pregnant women)	JKD
Day - 5	field visit by ANM - pm - day survey.	Implement of pm day scheme	JKD
Day - 6	Re - brief of whole - the last 5 days activation.	Some knowledge achieved regular G.W.)	JKD

WEEKLY REPORT

WEEK - 1 (From Dt...18.8.2023 to Dt...23.8.2023)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam

A functioning 16 volunteer.

main functionation are in follow:-

- * Panchayat Secretary.
- * Digital Assistant.
- * Welfare, Educational Assistant.
- * Village Revenue Assistant.
- * Agricultural Assistant.
- * Veterinary Assistant.
- * Village Surveyor
- * Mahila Police
- * ANM
- * time man.

overall - in charge in Panchayat Secretary who is maintain all - the activation in and around.

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

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Type of state government welfare schemes & their eligibility	primary concern for the existing government	
Day - 2	welfare for the 2022-2023	implementation of welfare schemes	
Day - 3	What is Agriculture land what is dry land	Basic knowledge of a village city boundary	
Day - 4	(E-KYC mandatory for all the welfare schemes. (E-KYC).	using mobiles/ smart phones	
Day - 5	step-by-step validation of welfare - non-welfare schemes.	training received.	
Day - 6	pc - brief of all the land 5 day activation.	very informative [enable or else]	

WEEKLY REPORT

WEEK - 2 (From Dt. 24.4.2023 to Dt. 24.8.2023)

Objective of the Activity Done:

Detailed Report: Reliving of decision (citizen)
of a shortest possible time.

1. Income of card. Income
2. Family members certificate.
3. Birth and death confirm.

Applying for schemes to the Eligible
candidate for field verification.

1. YSR premium
2. YSR chagutha
3. YSR card
4. YSR AmmaVadi
5. YSR vidya devena.

field activity:- Ration distribution to household
at door step by mmf.

field activity:- hand re-survey using 'GPS'
the local technology.

Power for accuracy is a main point.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Deviation responsibility Admin and media policy.	Shortest possible time for services.	Ravi
Day - 2	Definition of GDP & objection & overcome	Development process	Ravi
Day - 3	finds allocated to Gram panchayat	General test for 1st finance full MANED.	Ravi
Day - 4	House hold survey of Account 1, 2, 3, 4, 5.	has 11 keys a core survey	Ravi
Day - 5	Household survey of clbby 6, 7, 8, 9, 10.	category of house hold	Ravi
Day - 6	Home field survey of clothing 1, 12, 13, 14, 15.	→ 0 ←	Ravi

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM we visited harvest have for any health recommended few medicine. Also spoke to pregnant women for any diffestation about the unit bring kind new of the people with the ANM.

Also accompanied by महिला police visited to house to educate the children for good touch (Bad Touch). Awareness for the girls child if not being shy any harassment happened should be initiated after callint.

lot of online survey are going on participant and assessed know ledgement about a system women on demand of government.

eligibility certain of all the welfare schemes of state government.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division responsibility Arm & महिला police.	implementation safety of women children	Ravi
Day - 2	Division & responsibility of Engineering Dept. Panchayat Secretary.	Requirement of premeasures of manpower.	Ravi
Day - 3	field activity son survey pm. day survey	Let about sustor- table development growth process.	Ravi
Day - 4	field activity House hold survey pos distribution.	about type of house hold there eligibility.	Ravi
Day - 5	online service digital literat	apply for cast/ and income certifiat more services.	Ravi
Day - 6	re-brief on last r-day activation.	overall learned name mainance which implement do better work.	Ravi

WEEKLY REPORT

WEEK - 4 (From Dt. 8.9.2023 to Dt. 14.9.2023.)

Objective of the Activity Done:

Detailed Report:

SIA - service life agreement.

In gram ward sachivalayam there are more than 16 service. Each service is having their own SIA.

1. Income certificate - 7 days

2. Cst certificate - 3 days

3. Motivation - 3 days

4. Ric card - 150 days

GPDP :- Grama Panchayat development

programme.

Inf on a Planning programme for the development of gram panchayat.

* Sanitation planning

* Road Repair Planning

* New outfeed tower

* Street light / replace

external fund - House tax payment.

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 services . type of welfare scheme.	(SKP)
Day - 2	Devision responsibility of vho & village surveyor.	Ration distribution system organization type of card	(SKP)
Day - 3	Devision & responsibility of veterinary Asst. agricultural Asst.	Types of crops and seeds.	(SKP)
Day - 4	field visit by vho for distribution.	Public distribution to the household.	(SKP)
Day - 5	field visit by vho resurvey.	Re-cation of land in village.	(SKP)
Day - 6	De-brief of last 5 days activity.	Know what type of devision are delivery.	(SKP)

WEEKLY REPORT

WEEK - 5 (From Dt. 15.4.2023 to Dt. 22.4.2023)

Objective of the Activity Done:

Detailed Report:

State - government - welfare schemes
and eligibility criteria. Alligation programme.
verification of E-KYC program

YSR Pension knowing

* OAD widow single women Disability/
Holder Income).

All these types of person have
difference eligibility criteria.

E-KYC electronic - Know your citizen.
which given on the live station of the
citizen ID machine for all the household.
for any type of welfare schemes.

Six-step selection:-

1. No govt employee in the household
2. No income tax pay in household
3. Not more than 3 Acre of Agricultural land.
4. No govt welfare holder.
5. more than 300 unit / month.
6. 1000 sq commercial land.

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

Each work is systematically managed

Application program - 1 Digital Assistant

Spd verification - 1 Welfare Assistant.

Pure - applied - VAO

final - applied - mpo/mro

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

1. Biomarker division
2. Android smart phone
3. IRIS 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 deal - time Governor
Productive practice which is very realistic
and given the management competence.
analytical skills.

Every work in the bounded and
can't be neglected whole work in
observing the delivery decision making
is very important.

For better any time, productivity
knowledge in work - should, secondary
planning and hierarchy the productive
for implementation.

This is the leadership, team work
behaviour, workmanship, productive use time
goal setting in projects and gamma
work sachivalayam, working and projects in
planning and training.

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 moderate and I improve myself with communication different people in different places.

My written communication in English I improve it by writers say evastion scription thought.

My confidence levels are very high and I will continue with the same.

My activities level are very low. I am very patient and intent to make when every I face anything, learn more anxiety management technology.

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

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

I always conclude the group discussion in a friendly way formally manner.

always speak with point to point and don't try to improve I will be clear of what I am saying.

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

Fighting things:-

- * Handling of smart phones
- * Bio metric division
- * Iris Scanning
- * face Authentication programme.

which given the stepwise procedure of the work.

Scanners:- using E-PID machine in PD1

Threats:- * using 'Coli & 'REVEN'
* last Re naming programme
programme.

(using 'Flow' in identification of
masks in last Alignment programme).

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **CHAMALLA SAI KUMAR** **202101382766**
Term of Internship: From **19-08-2023** To **30-9-2023**
Date of Evaluation:
Organization Name & Address: **Grama wadi Sachivalayam.**
Name & Address of the Supervisor
with Mobile Number:

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Ch. Sai Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: CHAMALLA SAI KUMAR 2122001067022
Term of Internship: From 24/10/22 To 26/11/2022
Date of Evaluation:
Organization Name & Address: Gafam Sachivalayam
Name & Address of the Supervisor with Mobile Number:

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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


Signature of the Supervisor

