

2 MONTHS INTERNSHIP

NAME :- P. Hari Krishna

Group :- B.Com [Gen]

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Department :- Girama Echivalaya

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: PALLA. HARI KRISHNA

Name of the College: Govt Degree college [men] Srikakulam

Registration Number: 2122 0010 67074

Period of Internship: From: 19-8-23 To: 30-9-23

Name & Address of the Intern Organization Kalle-palli; Grama sachivalayam
Kalle palli; Srikakulam
[Rural]

Dr. B.R. Ambedkar **University**
YEAR

An Internship Report on
functioning of Grama ward sachivalayam
(Title of the Internship)

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

Under the Faculty Guideship of
K. Chinna Rao
(Name of the Faculty Guide)

Department of
B.com (General)
(Name of the College)

Submitted by:
Govt Degree college (men) SRIKAKULAM
(Name of the Student)

Reg.No: 2122001067074

Department of
commerce department
(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 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

Palla Hori Krishna, a student of B.com [gen] Program, Reg. No. 2122001067074 of the Department of B.com [general]..... College do hereby declare that I have completed the mandatory internship from 19-8-23 to 30-9-2023 in Kallepalli Grama Sachivalaya. Name of the intern organization) under the Faculty Guideship of K. Chinnarayana (Name of the Faculty Guide), Department of...C.O.M.M.E.R.C.E...Gout...Degree...[MEN] (Name of the College)

P. Hori Krishna
30/9/2023
(Signature and Date)

Endorsements

K. Chinnarayana
Faculty Guide

[Signature]
Head of the Department

[Signature]
Principal

Official Certification

This is to certify that PALLA. HARI KRISHNA (Name of the student) Reg. No. 2122001067074 has completed his/her Internship in Kallepalli Grama Sachivalayam (Name of the Intern Organization) on functioning of Grama ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com [Gen] in the Department of Gen. Degree College [men] (Name of the College).

This is accepted for evaluation.

bikirey
(Signatory with Date and Seal) 8/11/23
Panchayat Secretary
KALLEPALLI (G.P)
Srikakulam (R) Mdl.
Srikakulam Dist.

Endorsements

K. Ch. S.
Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that PALLA. HARI KRISHNA (Name of the intern) Reg. No. 2122001067074 of Chout. Degree College (Name of the College) underwent internship in Kallepalli Sachin/Vam. (Name of the Intern Organization) from 19.8.2023 to 30.9.2023.

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

Authorized Signatory with Date and Seal 8/11/23

Panchayat Secretary
KALLEPALLI (G.P)
Srikakulam (R) Mdl.
Srikakulam Dist.

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 Day 1 That local governance in every village for the growth & development in a sustainable manner.

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

Function of Grama ward Sachivalayam It has mainly 70 type of function.

Function of Grama ward Sachivalayam

Sustainable development

Door-to-door service

Health and hygiene condition

Function of Grama ward Sachivalayam

providing ^{basic} ~~basic~~ needs to the healthier.

All service of 70 on spot

Early solution to all problems.

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.

=0= Introduction of Grama ward Sachivalayam =0=

= providing ^{version}~~version~~ citizen services at a ~~shorter~~ shorter

possible types

Single window service system

Door to door service & ^{welfare}~~welfare~~ of home

providing ambient environment for all living organization

planning - GRP : Grama pachayat Development ~~Program~~ Program

citizen satisfaction in the ultimate aim of an organization.

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~~ scheme

on going project / contaction

public distribution system (PDS)

Grama Babha

working of each functionalization

field weight

* necessary of agriculture land

= Areal survey

= House hold survey

pre production of natural calametion.

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 volunteer volunteer	organization & structure	L.S.
Day - 2	version function & their defined were & responsibility	organization working hand	L.S.
Day - 3	various function & their defined were & responsibility	organization working hand	P.H.
Day - 4	field visit by ANM AN An mental survey	How ANM's are visiting regularly to pregnancy women's	L.S.
Day - 5	field visit by ANM PM Jay survey	Implement of PM Jay scheme	P.H.
Day - 6	de-brief of whole the last 5 days actionition	same knowledge had achieved regu lar crew	L.S.

WEEKLY REPORT

WEEK - 1 (From Dt..19-8-23 to Dt..25-8-23..)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam kallepolli has 11 function & 20 volunteers.

main functionation are in follows :-

- * panchayat Secretary
- * Digital Assistant
- * welfare & Education Assistant
- * Engineering Assistant
- * village Revenue officer
- * Agricultural Assistant
- * veterinary Assistant
- * village Surveyor
- * mahila police
- * ANM
- * Line man

overall-in-charge in panchayat secretary who is maintaining all the action in and around.

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

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devison & reponsibility of digital Assistant & welfare education Assistant	Imp of variall serixe to citizon & types of welfare schen	P. J. Jenda
Day - 2	Devisson & repontibility OF VRO & vltage survey	Ration difxibution system & Hauronble recognisation & type of card	L. Jenda
Day - 3	Devisson & reponsibility of veteronary Asst & Agriculture Asst.	Live stollen & types various imnegnation types ctopes & seeds	P. J. Jenda
Day - 4	field visit by VRO PDI distribution	dean to door dillver. of public distribution to the hausehold	L. Jenda
Day - 5	Field visit by " Resurvey	Re captio of Land in village using latct techology	P. J. Jenda
Day - 6	De brief of last 5 days activitites	know what types of devisson are being delivered	L. Jenda

WEEKLY REPORT

WEEK - 2 (From Dt. 26-7-23 to Dt. 31-8-23...)

Objective of the Activity Done:

Detailed Report:

Delivering of devission (citizen) of a
shortend possible time

1. Inverse of rate & income
2. Family members certificate
3. birth & death certificate

applying for schemes to the eligible candidate
post field verification

1. YSR ~~permanence~~ ~~permanence~~
2. YSR chagutha
3. YSR Ammayadi
4. Rice card
5. YSR vidya devena

Field activity:- ^{distribution} Ration ~~distribution~~ to household at door
step by mns.

field activity :- hand Re-survey using 'cops' the
local technology & Rover for accuracy
in a main point point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division of responsibility ANM of mahila police mahila police	Hygienic mean women implementation safety of women & child	L. S.
Day - 2	Division of responsibility of Engineering Asst & parchoyal secretary.	ongoing work Requi rement & premeasures of more areas	P. J. J.
Day - 3	field activity House hold survey PDS distribution	knowing about types of house holdes & their eligibility	L. S.
Day - 4	field activity House hold survey PDS survey PM Jay survey	knowing well about sustainable develop ment growth process	L. S.
Day - 5	online service digital liter al	known how to apply for caste income certifi cate & more services	P. J. J.
Day - 6	Debrief on last 5 day activation	overall learned name main toneel which im plement to do better works	L. S.

WEEKLY REPORT

WEEK - 3 (From Dt.1-9-23... to Dt.6-9-23...)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united
Bervel have for any health ~~man~~. & recommended
few medican also spoke to postregnant women
for any difficaltation observed the well with the
ANM.

also accompanied by ~~mohila~~ ^{mohila} police visited to
house to house to educate the children for good touch
Bad Touch Awareness for the girl child for not being
shy any bormement happed should be initiated after
corlnt.

No. of online survey are going on & participant
and accorined knowlegament about how a system
women on dimand of the government.

knowing eligibility certain of all the
welfare scheme 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	L. Sh
Day - 2	definition of GIPDP & if object on & overcome	development process	P. J. J. J.
Day - 3	find account to Grama panchayat	General test for 15th finance full manepa	L. Sh
Day - 4	House hold Survey of Actions Austen 1, 2, 3, 4, 5	most likely a come survey	P. J. J. J.
Day - 5	House hold Survey of cloths 6, 7, 8, 9, 10	categories of House hold	L. Sh
Day - 6	Home field Survey of clothing 11, 12, 13, 14, 15, 16	- do -	L. Sh

WEEKLY REPORT

WEEK - 4 (From Dt. 7-9-23 to Dt. 13-9-23.)

Objective of the Activity Done:

Detailed Report:

SLA - Service Life agreement

In grama ward sachivalayam there are more than 546 service each service in having their own SLA.

for eg:- 1. Income certificate - 7 days

2. caste certificate - 30 days

3. ration card - 3 days

4. Rice card - 180 days

G.P.P. Grama panchayat development programme is in a planning programme for the development of grama panchayat.

- * Sanitation planning

- * Road repair planning

- * Street light portion / repair

- * New overneed ~~town~~ town.

General fund House tax payment /

properties tax

15th finance Grama form

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	L. S.
Day - 2	welfare scheme calendar for The year 2022 - 2023	planned execution in implementation of welfare schemes	P. J. J.
Day - 3	field visits what is crime chostam? what is Agricultural long? what is dry land	Bank knowledge of village & city based	L. S.
Day - 4	E-key mandatory for all the welfare schemes How E-key done	Digital literacy using mobile / smart phone	P. J. J.
Day - 5	six step validation of eligibility all welfare & non-welfare schemes.	digital literacy training according	L. S.
Day - 6	re-brief all the ^{Land} land 5 day activation	very informative & [enableable]	L. S.

WEEKLY REPORT

WEEK - 5 (From Dt. 25-9-23 to Dt. 30-9-23...)

Objective of the Activity Done:

Detailed Report:

State - government - welfare schemes and its eligibility criteria application program field verification E-KYC program

E.g. := YBR Pension conver

nap widow single women disability holders interma ~~all~~
All these types of person have difference eligibility criterion.

welfare ~~confer~~ ^{colander} show the deemed planning
of implement of know at the right time in a project of procedural manner

E-KYC ^{electronic} ~~electronic~~ know your citizen which
green on their line station of the ^{citizen} ~~citizen~~ its motion
for all the ~~hold~~ holders ^{for} any types of welfare schemes

Six - Step validation

1. NO Govt employee in the house holder.
2. NO income tax pay in House hold.
3. Net more the 3 Acre of Agricultural land
4. NO. four welfare holds
5. electricity consumption not more then 300 unit/month
6. 1000 sq feet commercial land in urban area.

TASK 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 environment working environment with professionally, knowledge & kind people. In the organization all staff are very punctant in attending office.

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

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

The digital skills used for helping us in learning are very advanced & needs at this moment for from pregnancy & accountability, which keep the system worthy.

So, my life improved of this organization working culture.

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 Allient

Field verification - 1 webbase Allient

Third party verification - 1 admistrade staff

pre - applied - VRO

final - applied - MPDO/MRO.

Every one is using the technology hand work to avoid duplicacy and annore transparency in amcure the agibility of any scheme.

1. Bio metric ~~device~~ device

2. Android smart ~~device~~ device

3. IRIS scanners

4. Face ~~authentication~~ 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 product practice which is very realistic and give the management competence of managing skills.

Every work is time bounded and can't be neglected, whole world in objective - the activity of decision making is very important.

For doing any task, professional knowledge in mind of should 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 modife and in improved myself with communication different people in different place.

my written communication in pen, of improve it by writing say evaluation surpion I thought.

my confidence lovely are very high and i will continue with the name.

my Ameity level are very low, I am very patient and listen to music whenever i feel anything & I learn know more anxiety management technology.

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

Describe how 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 others to participate in the discussion to share their views.

I always conclude the group discussion in a friendly 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)

Firstly things:-

- * handling of smart phone
- * Bio metric ~~device~~ device
- * IRIS scanner
- * Face authentication programme.

which given the reactive procedure
of the user.

Secondly:-

using E-pos machine in co1

Thirdly:-

- * using 'opi' of "Rever" i'
land Rc namely programment
programme.

=* using "DRONE" for identification
of mark in land alligement programmes.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **PALLA. HARIKRISHNA -2122001067074**

Term of Internship: From **19/8/23** To **30/9/23**

Date of Evaluation:

Organization Name & Address: **Kallepalli Grama 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

P. Hari Krishna
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **PALLA, HARI KRISHNA : 212200106707H**
 Period of Internship: **19/8/23** From **19/8/23** To **30/9/23**
 Date of Evaluation:
 Organization Name & Address: **Kalle palli: Grama Sachivalayam.**
 Name & Address of the Supervisor
 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

Panchayat Secretary
 KALLEPALLI (G.P)
 Srikakulam (R) Mdl.
 Srikakulam Dist.



ACKNOWLEDGEMENTS

This Grama Sachivalayam St. 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 honourable brave and courageous people along the way. These I have to thank they all.

First and foremost I would like to give special gratitude to my parents who give me every opportunity to my ~~to~~ keep my step ahead.

I am indebted to my college teachers and the principal ~~to~~ my for their version encouragement and educating contagious interest in the Internship.

Special ~~to~~ thanks must be given to the teacher staff and volunteers of Velame. Veedhi Grama Sachivalayam.