

Model Program Book



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

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: DEEPAK PANDA
Name of the College: Govt. Degree College (men) Srikalahasti
Registration Number: 2122001067076
Period of Internship: From: 24/10/22 To: 26/11/2022
Name & Address of the Intern Organization: IPPPI, Groma Sachivalayam

An Internship Report
On
(Title of the Internship)

Functional . of Crown . Ward . Sachivalayam,
Submitted in accordance with the requirement for the degree of B.A. (commerce)

Name of the College: Crown . degree college (men) Sivakaliam

Department: commerce

Name of the Faculty Guide:

Duration of the Internship: From ^{24/10}..... To ^{26/11/22}.....

Name of the Student: DEEPAK PANDA

Programme of Study functioning . of Crown . Ward . Sachivalayam

Year of Study: 2022 - 2024

Register Number: 2122001067076

Date of Submission: 30-8-2023

Student's Declaration

I, Deepak Pandey, a student of Short internship Program, Reg. No. 2122001067076 of the Department of Commerce, College do hereby declare that I have completed the mandatory internship from 18-8-22 to 30-9-22 in Uppili Govt. Sachivalaya (Name of the intern organization) under the Faculty Guideship of S. S. S. Rao (Name of the Faculty Guide), Department of Commerce, govt. degree college (univ) (Name of the College)

Deepak Pandey
26/11/2022
(Signature and Date)

Endorsements

K. Chandra

Faculty Guide

[Signature]

Head of the Department

[Signature]

Principal

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 with your supervisor to provide updates on your

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.

Certificate from Intern Organization

This is to certify that ~~SURESH~~ Dimple DASH (Name of the intern)
Reg. No 222001062036 of Govt. Degree College (w) (Name of the
College) underwent internship in IPPI Grama Sachivalayam (Name of the
Intern Organization) from 24/10/22 to 26/11/22

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


7/11/2023
Authorized Signatory with Date and Seal
PANCHAYAT SECRETARY
IPPI (G.P.)
Srikakulam(Rural)Manda

Acknowledgements

First of all I am very much thankful to my mentor of Govt Degree college for men (Srikulam) for giving me thought my internship mentor has given valuable suggestion completed the internship in stipulated time without mentor support I cannot completed the internship.

I can also thank to the In-charge of Govt Degree college for men (Srikulam) for the support and given suggestion for me.

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

And I would like to thank Sachivathayam Team for giving me the opportunity to an internship for going, internship which bears the organization.

& P. Deepak.

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 - says that local government in every village for the growth in development in a sustainable manner.
2. Implementation of Grama Utsav Sachivalayam to under. Door to Door Door - to the household and also Developing the village in a fairable manner.
3. Functioning of Grama Utsav Sachivalayam. In mainly to type 1 function which does work all the actions. Repeat in a village.
4. Objective of Grama Utsav Sachivalayam.
 1. Sustainable Development.
 2. Door to Door Service.
 3. Health and Hygiene condition.
5. Out come of Grama Utsav Sachivalayam.
 1. Providing Basic Need to the house hold.
 2. All the same as to about - stop
 3. easily solution to any 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 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 of Gramasamachalaya

1. Providing various citizen services of a short possible type.
2. Single window service system.
3. Door to door service to welfare home.
4. Providing available environment to all, living organizations.
5. Each function has a special value to fulfill the need of a village.
6. Planning - IPDP (Grama Panchayat Development Program)
7. Citizen satisfaction in the name of a 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.

1. Version Service of Inoma Sochivalayam.
2. Varnos - Worker Schemes.
3. on going projects. (cannon)
4. Public Dishon - System (pos)
5. Inoma Sabha
6. Working culture - of each - function.
7. fixed - Visits.
 - > Recovery - of Agriculture. land.
 - > - Inmate - Survey
 - > House - hold - Survey.
8. Preparation of Agriculture. Colonization.

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.	Organizational Structure.	
Day - 2	various functions and their responsibility.	Organizations. Working Hours.	
Day - 3	various functions and their duties. were and responsibility.	- Do -	
Day - 4	fixed visit to be held. pm - for survey.	implementations. of pm. day. scheme	
Day - 5	fixed visit to be held. Antennae survey.	How admin. ac. visiting. Remedy. to. Pregnant. women	
Day - 6	fixed visit to be held. W.P.S. about visit.	Awareness. Program. of Pisha	

WEEKLY REPORT

WEEK - 1 (From Dt. 24/12 to Dt. 31/12)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam. ippiri - has functions.
Volunteers.

Main functions are as follows

- 1) Panchayat - Secretary.
2. Digital - Assistant
3. Women - old education - progress
4. Engineering - Assistant
5. Village and Revenue Officers.
6. Agriculture - Assistant.
7. Veterinary - Assistant.
8. Village - Survey.
9. Health - Survey.
10. Adult
11. Time Man.

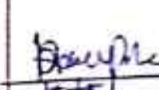
Overall - in charge is Panchayat. Secretary, who is functioning.

All the - active - in and around.

Field visit by Adult - give an opportunity.

has been - 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	Roles and Responsibility. of Digital. Assistant. and welfare. education. Assistant	Various. Services. to citizens. and Types. of welfare. Scheme	
Day-2	Roles. and. Responsibility. of VRO and Village Supervisor.	Ration Distribution. System. to House hold. Various. form. of Card.	P.VRO...
Day-3	Responsibility. Age Culture Assistant	Types of CARD. - e-card. - token. - smart.	
Day-4	Responsibility of Village. Assistant	Role. in Animal. Disease. Control, a. Diseases. and. Disease. Control.	Village. Community
Day-5	Role, of welfare. and. education, Assistant. Visit	Visit. the. shops. class. near. of. village. and. up. town.	educ.
Day-6	field. visit. by VRO - PDS. Distribution.	Door to Door. Delivery of public. Distribution of. House. hold.	P.VRO...

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivery of Division (Canton.) of a short

Possible time.

① Inverness of cash & income.

2. Nations. (land)

3. Family. Member - Censor

4. Biter. Death; confirm.

Applying for the Scheme to the eligible card.

Now to all - Vectors.

1. YSP. Prunus.

2. YSP. Chayulho

3. Rice Card.

4. YSP. Gunturadi

5. YSP. Vidya Divana

Field Active 2. Reason - DDration - 10 house hold at

Door step - by PDS.

Field - Achy. Land. Preset. Using "COPS" the local

Legend - 5. Record - for Access in work

Postul

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Devision and Responbilitie 11th. of man Police.	Awareness Program. For save. of women. and child.	
Day -2	Devision and. Responbilitie 1st. of women. Resistant.	on going work Requirements and. women.	
Day -3	Field. Activity. split. Survey. pm. for. Survey.	knowing. what. a sustainable. Dev. & Dev. and go with power	
Day -4	Field. Activity. House. Hold. Survey for. Distribution.	knowing. about types. on house. hold the. entire.	
Day -5	online Service. by. digital. assist	know. how to apply. cost. income centered.	
Day -6	De - brief on 105, 5. days. Activities.	aware. of. the. main. purpose. to do. best. of program.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Unit by mhm. hme. Unsted. Seavel.
to mty. health. issues. Recounted. low. medhours. Also
spoke. to Prangal. Women, for. mty. my. difficults.
Observed the Gen being and kindens. of the people with
the malm.

Also accompanied by Habila Police visited house
to educate the children. for good touch and bad.
touch nevertheless. b. the. Girl, for. no. being. by. any
harmment. happened. Should. be. insured.

No of online. Service. s. Survey. or. going.
on an Pratipretion, and Refused. knowledge. about. how a

system. women Demand. of the. Government.
Refused. knowledge. on Digital + library. how.
application, one. find. online. What. are the. accident.

are led and connected.
knowing. the. eligibility. criteria. of all
wherefore. shows. of stake. (movement).

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Defination o SCAOpen. beyond . SCA -closed- beyond . SCA	shokunt . possible time . service .	J. Lee
Day -2	Defination .of GIBP and if obtion over come .	Development , Processed.	J. Lee
Day -3	Final . Allocated . to gram . Panichat	General list for fly . 40 for management	J. Lee
Day -4	House Hold Survey System 1, 2, 3, 4	most . likely . of income . Survey	J. Lee
Day -5	House . Lead . Survey . of . Class 6, 7, 8, 9, 10	Ranking - of house . hold.	J. Lee
Day -6	House hold . Survey of 11, 12, 13, 14, 15	- do -	J. Lee

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLN Service - hle. Agreement

to Union. Work. Sachivalayam. There are union. There.

Sub - Source - each - Service. In having. There are.

shs

For eg.

1. Income - Certificate - 1 days.

2. Cost - Certificate - 30 days

3. Motivation - 30 days

4. Price cost - 130 days.

UPDP Union. Panchayat - Development. Program. in. Planning.

Program for the Development of the Union. Panchayat.

→ Sanitation, Planning.

→ Road - Repair, Planning

→ Street Light - Position. / Repair

→ New. over. shed. / Panchayat

Find for. smooth. Slum. of Development. day. in Union

Panchayat. but one being. held. Union, funds. House.

Tax. / Property. Tax - 1st. time. Union. From. the. 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 social government welfare - Schemes, ration, & eligibility.	Welfare to the Dignity - Content for the working movement	B. MR
Day-2	Welfare content for the year 2022, 2023	Planned - provision, out emphasis in welfare, schemes	B. MR
Day-3	Field - visit what is Gram - Panchayat, what is high culture land, what is dry land.	Basic learning, in a Village work out - handless	B. MR
Day-4	E-learn, mandatory for all the welfare schemes. How, & Place - Date.	Digital learning, using - material, content, phone.	B. MR
Day-5	Self Sheet Verification and eligibility - for all welfare and non-welfare schemes.	Digital - scheme, income - earning.	B. MR
Day-6	De - Brief, of all the 5 day - activation,	Very - Informative, others.	B. MR

WEEKLY REPORT

WEEK - 5 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report: Sal., Government + Worker Salaries + and is
eligibility - Column + Application Program + and + Government.

P-type - Program.

Ex. YSP, Pension

Onp - widow + single, women, Digitally the women,

All these types of Pension, home + dist. + work, etc.,

Colours,

wellfare + Colours, Shown + the + Deduct, Pension

And Implementation, or + known, or Right + there + to B,

Project + and + Pension - houses, etc. etc. etc.

You are

Step - Validation, to make + eligible + to +

Schedule,

- ① - low Govt - pension + Orbits + for A - Scheme.
- ② - low income - Low Pay - for Pension hold.
- ③ - No more - there + 3 days + of Pension hold.
- ④ - No from work hold.

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, of kind, of people to this organization.
On the show the very Doctor, attend the officer.

They had shown on internet, technology, and
how the system working and induction, occur.

On board, a. Power, manner,

The Home very spent for us in being working

Sechake; one applicable. The shall, co-operation

(5) ordered, their opinion in the relationship, Program

The Digital & human the - the - co-operation, solid,

they opinion in the relationship, Program,

I am satisfied myself, of this organization

Given, word & Sachivalam & Power and working, clear.

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

→ each work is Systematic. Based,

Application & Program, Digital, Asset,

Fixed & Variable, Work & Asset,

Fixed & Asset, Program & Asset, Staff

• Pre - Applied - BKO

Final & Applied - APDO - VRO

Every one is using the technology based work

to avoid Duplication of work & to ensure the
reliability of our Scheme.

1. Bio metric & Deletion
2. Audited & Surve & Phones
3. ID's & Scanners
4. Face & Identification.

Describe the managerial skills you have acquired (in terms of planning, leadership, time work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.)

1. Achieved - the Real & True - goodness, Power,
Power - Product - which is very - rare, and given -
Home - Management - Computer & Home - skills,
every work in time & handed, and cool
be - Behind - White & Wood - Observing - the - Power
Design - make - very & impossible.
for - Doing - any - thing - from - Money
How - I'd like to - and I - seem - Planning - and - I'm,
the - Product - for - Impression,

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, One makes, and improved,
myself, in communication, at different, people, in,
different - place,

My Written - Communication & as per - improved
by - writing, see - action, solution, thought,
my confidence - level, is very, high, and - will
continue - with - the same,

My - ability, level, is low, I am - very, weak -
Doubt and - long, waste, when - to speak - I have
more, doubt, hesitation, knowledge,

My Speech & ability, it - increases, and it - will
be improved & be - communication skills,

I, always, grow - every, on when - see my
some when this, good & things,

Student Self Evaluation of the Short-Term Internship

Student Name: <u>DEEPA PANDH</u>	Registration No: <u>2121001061076</u>
Term of Internship: From: <u>2.11/18/18</u>	To: <u>2.6/9/18</u>
Date of Evaluation:	
Organization Name & Address: <u>IPMIL, IYARU Sachin, Solapur</u>	

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	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan 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 done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

Deepa Pandh

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Deekak Panda</u>	Registration No: <u>21220106076</u>
Term of Internship: From: <u>24/9/23</u>	To: <u>26/10/23</u>
Date of Evaluation:	
Organization Name & Address: <u>IPPIL Grouna Sachinayogam</u>	
Name & Address of the Supervisor with Mobile Number	

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

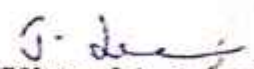
Please note that your evaluation shall be done independent of the Student's self-evaluation

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	Proactiveness	1	(2)	3	4	5
4	Interaction ability with community	1	2	(3)	4	5
5	Positive Attitude	1	(2)	3	4	5
6	Self-confidence	1	2	(3)	4	5
7	Ability to learn	1	(2)	3	4	5
8	Work Plan 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 done	1	(2)	3	4	5
12	Time Management	1	(2)	3	4	5
13	Understanding the Community	1	2	(3)	4	5
14	Achievement of Desired Outcomes	1	(2)	3	4	5
15	OVERALL PERFORMANCE	1	2	(3)	4	5

Date:

Page No:


 Signature of the Supervisor
PANCHAYAT SECRETARY
IPPIL (G.P.)
Srikakulam(Rural)Manda

Official Certification

This is to certify that D. S. Pale Danda (Name of the student) Reg. No. 2122001662076 has completed his/her Internship in IPPILU Grama Sadakalyam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. Com (General) in the Department of _____ (Name of the College).

This is accepted for evaluation.

G. S. S. S. S. 7/11/2023
(Signatory with Date and Seal)
PANCHAYAT SECRETARY
IPPILI (G.P.)
Srikakulam (Rural) Manda

Endorsements

Faculty Guide

Head of the Department

Principal

