

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

Name of the Student: **Asapalli Santoshi**

Name of the College: **Government degree college (Men) Srikakulam**

Registration Number: **2122001070003**

Period of Internship: **From:18.8.2023 To:30.9.2023**

Name & Address of the Intern Organization: **Gujaratipeta
Sachivalayam, Srikakulam, 532001**

An Internship Report On **SACHIVALAYAM**

*Submitted in accordance with the requirement for the degree of
BACHELOR OF BUSINESS ADMINISTRATION*

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM

Department: COMMERCE AND MANAGEMENT

Name of the Faculty Guide: P.V.RAVAN MURTY

Duration of the Internship: From 18.8.2023 To 30.9.2023

Name of the Student: ASAPALLI SANTOSHI

Programme of Study: BACHELOR OF BUSINESS ADMINISTRATION

Year of Study: 2021-2024

Register Number: 2122001070003

Date of Submission: 7.11.2023

DECLARATION

I Asapalli Santoshi a student of Bachelor of business administration Program, Reg.No.2122001070003 of the Department of Commerce and management College do hereby declare that I have completed the mandatory internship from 18.8.2023 to 30.9.2023 in Gujaratipeta_Sachivalayam under the Faculty Guideship of P.B.Ravan murty , Department of Commerce and management, Government degree college (Men) Srikakulam


(Signature and Date)

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM

CERTIFICATE

This is to certify that Asapalli Santoshi Reg. No. 2122010070003 completed her Internship in Gujaratipeta Sachivalayam, Srikakulam on Short- term internship under my supervision as a part of partial fulfillment of the requirement for the Degree of Bachelor of business administration in the Department of Commerce and Management.

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate From Intern Organization

This is to certify that Asapalli Santoshi Reg. No 2122010070003 of Government degree college (Men) Srikakulam underwent internship in Gujaratipeta Sachivalayam Srikakulam from 18.8.2023 to 30.9.2023.

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

Authorized Signatory with Date and Seal



Acknowledgement

First of all I am very much thankful to my mentor of Government degree college (Men) Srikakulam for guiding me throughout my internship. Mentor has given valuable suggestions to complete the internship in stipulated time, without mentor support I cannot complete the internship.

I can also thankful to the principal of Government degree college (Men) Srikakulam for the support and given suggestions to me. I would like to express my gratitude to the Grama Secretariat staff. I gained a lot of knowledge from the staff of the secretariat.

And I would like to thank Sachivalayam team for giving me the opportunity to do an internship within the organisation.

I would like to thank all the people that worked along with me and Sachivalayam with their patience and openness the created an enjoyable working environment.

I am highly indebted to director and principle for the facilities provided to accomplish this internship. The internship opportunity I had with Sachivalayam was a great chance for learning communicational .

My Sachivalayam staff members and workers giving valuable guidance to complete the project successfully. I am extremely grateful to my Sachivalayam staff members and friends who help me in successful completion of this .

A handwritten signature in blue ink, appearing to read 'Santosh', with a horizontal line underneath the name.

CHAPTER 1: EXECUTIVE SUMMARY

The organization that I had choose is Grama Sachivalayam .The agenda of this organization is to serve the people of the village. The Government of Andhra Pradesh has released some schemes to the Sachivalayam to implemented in the village. Here are the service persons in the organization particular to do. There are total ten sectors under head of the organization.

The above figure explains that the people whole team was led by the head of the organization that is administration secretory who is named as John where I had worked. I observed many qualities in him like leadership, time management and negotiator skills regarding the discussion with their organization members. The whole team working with the unity and determination.

Hence, the work seems to be easy to them when there are no distraction among them. After that the most hard worker behind the administration secretory is digital Assistant. The whole data gathered at a place via is digital Assistant is entered into computer and have it is easy to access their village details in instant time.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Introduction of the Organization

Sachivalayam (also known as Village Secretariats) are local government facilities set up in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place. Government of Andhra Pradesh appointed Village Volunteers to deliver . Andhra Pradesh was the first Indian state to launch such a program. It was launched on Gandhi Jayant. since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self-sufficient, autonomous entities.

Vision, Mission and Values of the Organization

Vision:- To create vibrant and self- sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunity and a high quality of life.

Mission:- To implement the several schemes and programs in the village Which was accused by the government of Andhra Pradesh.

Values:- The value of Sachivalayam are aligned with principle of good governance transparency and Inclusivity Accessibility, Accountability efficiency empathy.

Policy of the Organization, in relation with the intern role

The head of the department planned in advance to initiate their plans in the locality and then divide to several individual to implement their plans.

Organizational Structure

Sachivalayam is the organization which I was worked by Panchayat secretary is the head of the organization, VRD, ANM, Village fishers Assistant, Horticulture Assistant, VHA, Agriculture Assistant, Digital Assistant, Surveyor and welfare Assistant.

Roles and responsibilities of the employees in which the intern is placed

The source and responsibilities of above mentioned people are to give services to the people of the village.

Performance of the Organization in terms of turnover, profits, market reach and market value

There is no profit or market value for the organization which I had selected.

Future Plans of the Organization

Introducing new schemes and programs to the people of the village.




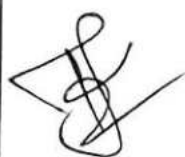
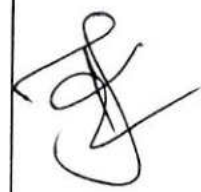
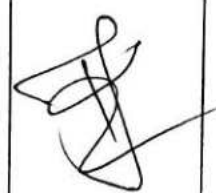
CHAPTER 3: INTERNSHIP PART

While we are working here, we acquired some knowledge regarding several skills we have performed many tasks given by the Sachivalayam members. Here by we have used several equipments like fingertips thumb impression smartphones and some several devices to elaborate the ideas in the village. We have some responsibilities in this internship period which includes the several services. We had gathered some details of the village in a database to a accomplish their data into the several sites. They had given by us some responsibilities to go forward in maintaining services in the village went into the village and did survey about regarding their issues and distractions. By the influence of Panchayat secretory .

I had acquired some managerial skills they are,

- *Leadership*
- *Team work*
- *Management*
- *Strategic thinking*
- *Time management*

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<i>I reported in the secretariat assigned to me</i>		
Day - 2	<i>The introduction of the secretariat was giving by the welfare Assistant.</i>	<i>Learned about the village secretariat.</i>	
Day - 3	<i>The welfare assistant told about Grama dharshini</i>	<i>We learned the different types of problem.</i>	
Day - 4	<i>Explain about employees roles and responsibilities.</i>	<i>I know some types of duties about the employees.</i>	
Day - 5	<i>Our staff members introduced with volunteers.</i>	<i>I am daily face and looking towards volunteers working.</i>	
Day - 6	<i>Welfare Assistant said about the vision and mission of Grama Secretariat</i>	<i>I learned why to organised Sachivalayam.</i>	

WEEKLY REPORT

WEEK – 1






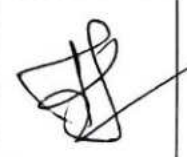
This week we are learning about village Secretariat why the secretariat system were established and them asses.

We are also learned the benefits of the secretariat to the people of the village.

We got to know the physical conditions of the residential areas in the Grama secretariat and the duties of the employees in Grama secretariat system as well as the performance of the volunteers and their services.

The welfare assistant was fully informed about the vision, mission and values of the Grama secretariat to introduce in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<i>The Admin officer explain about the structure of the organization.</i>	<i>I can acquire some knowledge.</i>	
Day - 2	<i>Explain the future plans of the Grama secretariat.</i>	<i>We can know the future plans of the secretariat.</i>	
Day - 3	<i>About old age pension, widow pension has been deeply explained.</i>	<i>We are analysis and what type of document has required.</i>	
Day - 4	<i>Deeply explained about disable pension and single woman pension.</i>	<i>We are analysis and what is important document and eligibility.</i>	
Day - 5	<i>Explained about traditional cobbler pension and weaver pension.</i>	<i>We learned the required documents and eligibility.</i>	
Day - 6	<i>Explained about Fisher man pension.</i>	<i>We learned the required documents and eligibility information.</i>	







WEEKLY REPORT

WEEK – 2

The organization structure and the future plans of the village secretariat were discussed in details their week also told about YSR Pension kanuka how many types required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single woman pension, traditional cobbler pension, weaver pension, today toppers pension and Fisherman pension are given at the end. The YSR pension scheme is designed to provide a safety net for vulnerable section of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	ANM says she has to visit at least 30 household in her allotted area per day.	She checks that what kind of problems faced by people in her allotted area.	
Day - 2	ANM uploading reports (HMIS& IHIP- IDSP, E-Aushidi) in central and state portals.	She enroll the daily health reports in government records.	
Day - 3	One of the daily activity of ANM is search for NCD- Diabetes, hypertension, cancers and other lifestyle diseases.	She find out that which diseases caused by people.	
Day - 4	Agriculture Assistant says that field visits and interaction with Farmers.	He visits and interaction with Farmers.	
Day - 5	A.A also organization of village knowledge centre and Agriculture shop in rythu bhorsa Kedram.	He explains about the rythu bhorsa Kedram to village people.	
Day - 6	A.A Conducts the seed distraction programme at RBK in rabi season.	In Rabi season seeds are distributed by agriculture Assistant.	

WEEKLY REPORT

WEEK – 3



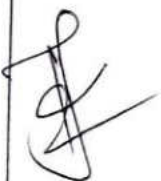
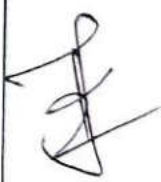


ANM

- *She has to provide information to the PHD. ANM consent for uploading data in nearly twenty central state portals.*
- *She has to visit at least thirty households in her allotted area and cover the following activities .*
- *Uploading of daily reports (HMIS & IHIP – IDSP, E aushidi) in central and state portals.*
- *Search for NCD- Diabetes, high per tension, cancers and other lifestyle diseases.*
- *Dietary counselling health education and creating awareness all programs.*

Agriculture Assistant

- *Attend general duties of other functional assistance as an when required.*
- *Agriculture Assistant visits and interaction with Farmers (Polambadi,, seed village program).*
- *Organization of village knowledge centre and agree input shop in rythu bhorsa Kedram in rabi season.*
- *He visits files and fields for pests and diseases, Conduct of Polambadi, e- crops booking etc.*

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<i>Village Surveyor told that attending of record work and uploading of survey Data.</i>	<i>He upload the survey data in survey records.</i>	
Day - 2	<i>V.S collects the land maps and records and proceed field for attend survey petitions.</i>	<i>He have all village land maps and records .</i>	
Day - 3	<i>V.S inspection to take action against unauthorized logout or construction, violence or deviation in sanitation plans.</i>	<i>He take the action against unauthorized constructions.</i>	
Day - 4	<i>Panchayat secretary explains that he collects taxes, generation and spending daily reports to higher authorities.</i>	<i>All type of taxes collected by Panchayat secretary.</i>	
Day - 5	<i>P.S Conduct spandana at village secretariat and services delivery (like B&D certificate, valuation or title transfer etc.)</i>	<i>Spandana program conducted by him at village secretariat in weekly once.</i>	
Day - 6	<i>P.S shall attend protocol duties government special programs and Election duties in Panchayat level.</i>	<i>He must attend all government programs and meetings.</i>	

WEEKLY REPORT

WEEK – 4

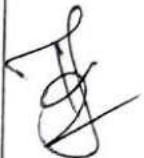

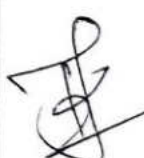
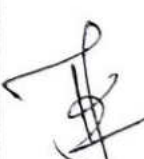


Village Surveyor

- *attending spandana grievance Preparation of note on necessary issues in village and submit to the reporting officers/ Panchayat secretary and Redressal of grievances.*
- *Attending of record work and uploading of survey data.*
- *Registering day moment in movement register, collect land maps/ Records and proceed field for attend survey.*
- *He inspection to take action against unauthorized layouts on constructions, violation or deviation in sanctioned plans.*
- *Attending to field survey.*

Panchayat secretary

- *Sanitation work – minister of sanitation workers , work assignments to sanitation workers.*
- *He collects taxes, generation and sending daily reports to higher authorities.*
- *Conduct spandana at village secretariat and services delivery (like BND certificates, valuation or title transfer etc.)*
- *He shall attend to protocol, duties, government special programs, election duties and other important duties.*
- *Clearing of files on daily Bases.*

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	<i>Grama mahila samrakashnakaryadarsi to visit angan wadi centre to ensure timely openly cleanliness, pre- school attendance.</i>	<i>She visits the angan wadi and quality of food provided to beneficiaries.</i>	
Day - 2	<i>GMSK produce awareness on domestic violence, sexual harassment of women at work places act, child marriages, etc.</i>	<i>To awareness the people about judiciary acts</i>	
Day - 3	<i>GMSK identify issues relating to illicit liquor consumption, belt shops, unlicensed toddy shops and inform to department staff.</i>	<i>She prohibits the liquor consumption and belts shops.</i>	
Day - 4	<i>The A.P state government's ambitious Gadapa gadapakumana prabhutvam program is getting an unprecedented response.</i>	<i>AP government conducting the Gadapa gadapakumana prabhutvam program.</i>	
Day - 5	<i>Gadapa gadapakumana prabhutvam explained the benefits they had in the YSRCP government.</i>	<i>This program explains the benefits of implemented by YSRCP government.</i>	
Day - 6	<i>Finally asking feedback/suggestions from the public for process improvement and further improve the service delivery.</i>	<i>Asking the feedback and suggestions from the public.</i>	

WEEKLY REPORT

WEEK – 5

Grama mahila samrakashnakaryadarsi

- *Observed the quality and quantity of food supplied to beneficiaries under YSR Amrutha Hastam and YSR Sampurna poshana.*
- *Visit to angan wadi center (AWC) to ensure timely opening, cleaning, pre- schooling attendance and the quality of the food provided.*
- *Awareness on domestic violence, sexual harassment of women at work places act, child marriage prohibition act.*
- *Identify issues relating to illicit liquor consumption, bealt shop, unlicensed toddy shops.*
- *Attend to Government special programs.*

Gadapa gadapakumana prabhutvam

- *A workshop on the Gadapa gadapakumana prabhutvam launched by the YSR CP to take welfare programs in public has been started.*
- *Andhra Pradesh state started ambitious Gadapa gadapakumana prabhutvam program is getting an unprecedented response.*
- *This program Gadapa gadapakumana prabhutvam explained the benefits they had in the YSRCP government.*
- *Finally asking feedback/ suggestions from the public for process improvement and further improve the service delivery.*

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced

Grama Sachivalayam or secretariat setup in the Indian state of Andhra Pradesh to decentralize the administration by making services of all government departments available at one place. The work environment where I have worked or observed seems to be eco-friendly. Here they are ten workers or secretariats allotted to each and everyone in this Sachivalayam are in coordination with us. They explained us what ever we requested to know without any distractions. And hence to there is no distraction in between the coordinate secretariats and us. They interact with us in the friendly manner. They explained us a lot and we acquired much information from them. And here by we collaborate to his information to my villagers too.

Describe the real time technical skills you have acquired

I have tried to perform all duties efficiently and effectively to avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about, what I have learnt in theory I expected to practice it during internship. And the way in which internee has changed as a result of internship experience.

The punctuality is most important and emphasized thing which help in fulfilling their goals and objectives. Time management as a result of internship a trainee learnt how to perform different responsibilities in short time. Confidence is a trainee get used with a external environment of school and trainee has to be confident especially on work field. Socializing is the help and assistance rendered to intern by supervisors and other colleagues the power at friendship, ethical behaviour in work areas and know how to handle customers with different attitude, behaviour and working spirit. Creating good relationship with people and good communication skills, and as Well as a some of the technical skill are improved to myself.

Describe the managerial skills you have acquired

Managerial skills:- *I have tried to perform all duties efficiently and effectively. To avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory where I expected to practice it during internship.*

The way in which interence has changed as a result of internship experience:

- **Punctuality:-** *This is the most important and emphasized thing which help in fulfilling their goals and objectives.*
- **Time management:-** *As a result of internship a trainee learnt how to perform different responsibilities in short time.*
- **Confidence:-** *A trainee got used with the external environment of school and a trainee has to be confident, especially on work field.*
- **Socializing:-** *The help and assistance rendered to intern by supervisors and other colleagues the power of friendship.*
- *Ethical behaviour in work area.*
- *Know how to handle customers with different attitude and behaviour.*
- *Working spirit.*
- *Creating good relationship with people.*
- *Good communication skills.*

Describe how you could improve your communication skills

Myself I conclude that in the Sachivalayam I perform very officially and obediently. There was a improvement of my oral communication levels. The working environment was so exciting. My colleagues helped one to cope well with all challenges at work and they are always there for me.

I am understand and learnt so many matters from Sachivalayam like improvement in oral communication, written communication, conversational abilities, confidence levels whole communicating, anxiety management, understanding others, getting understood by others extempore , ability to articulate they key points, closing the conversation, maintaining niceties to know the protocol system and greetings, thanking and appreciate others by that staff.

- This is the most important and emphasized thing which help in fulfilling their goals and objective. To must maintain punctuality.*
- A trainee got used with external environment of school and trainee has to be confident especially an work field . You have a good confidence.*

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

Myself I was considered as a new comer in the organization. I had to first introduce myself the fellow workmates which I did without any problem. I performed my responsibilities. I was trained by my colleagues helped me to cope well with all the challenges at work. And they are always there for me. And I have tried to perform all duties efficiently and effectively to avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory. Where I expected to practice it during internship.

This is the most important and emphasized thing which helps in fulfilling their goals and objectives. As a result of internship a trainee learnt how to perform different responsibilities in short term management. Trainee got used with external environment of school and a trainee has to be confident especially on work field.

Describe the technological developments you have observed and relevant to the subject area of training

The technological developments I have Observed and relevant to the subject area of training is ;

Data analysis, web development, computer program, c-languages, financial management, book keeping, writing, communication, good relationship, team work, leadership and managements.

This developments of the technological technical in computer high programming process and high speed internet. The work depend on the speed of work to do, the technological developments of the Sachivalayam department in my internship to process the technology to developed on the department. In my opinion Sachivalayam and volunteers system already proved to be efficient way of handling government scheme right from application receiving to finalizing beneficiaries towards public welfare schemes is processing at that fast and handle free manner that never done before and it would have not possible without Sachivalayam volunteers and staff.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: *Asapalli Santoshi & 2122001070003*

Term of Internship: From *18.8.2023* To *30.9.2023*

Date of Evaluation :

Organization Name & Address: *Government degree College (Men) Sri Kakulam*

Name & Address of the Supervisor with Mobile Number: *P.V. Ravan Murthy*

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 ✓

Santoshi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Asapalli Santoshi & 2122001070003

Term of Internship: From 18.8.2023 - 30.9.2023

Date of Evaluation :

Organization Name & Address: Gujaratipeta Sachivalayam, SriKakulam

Name & Address of the Supervisor

with Mobile Number: Mr. John, 8985157131

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



