

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: CHANDAPU GOURI SANKAR

Name of the College: Govt. Degree college (MEN) Sukakulam

Registration Number: 2122001070008

Period of Internship: From: 18/08/23 To: 30/09/2023

Name & Address of the Intern Organization: Gokarnapuram
Sachivalayam

Dr. Ambedkar University
YEAR

An Internship Report on

SHORT TERM INTERNSHIP

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor Business Administration

Under the Faculty Guideship of

Mr. Balakrishna

(Name of the Faculty Guide)

Department of

Commerce and Management

(Name of the College)

Submitted by:

CHANDAPU GOURI SANKAR

(Name of the Student)

Reg.No: 2122 00107 0008

Department of

Govt. Degree College

(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 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 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 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.

-----<<@>>-----

Student's Declaration

I, CHANDAPU GOURI SANKAR a student of Short term Internship
Program, Reg. No. 2122001070008 of the Department of Management Govt. degree
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Gokarnapuram ^{Sachinayalam} (Name of
the intern organization) under the Faculty Guideship of
N. Balakrishna (Name of the Faculty Guide), Department of
Commerce and Management Govt Degree College (men)
(Name of the College)

Ch. Gouri Sankar

(Signature and Date)

Official Certification

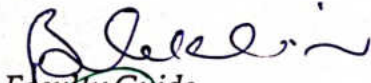
This is to certify that Chandapu Gouri Sankar (Name of the student) Reg. No. 2122001070008 has completed his/her Internship in Gokarnapuram Sachivalayam (Name of the Intern Organization) on Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce and management in the Department of Gout Degree College (Name of the College).

This is accepted for evaluation.

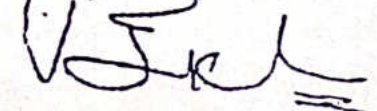


(Signatory with Date and Seal)
Panchayat Secretary
Gokarnapuram G.P
Meliaputti Mandal

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Chandapu Gowri Sankar (Name of the intern)
Reg. No 2122001070008 of Govt. Degree College (men) (Name of the
College) underwent internship in Gokarnapuram Sachivalayam (Name of the
Intern Organization) from 18/08/23 to 30/09/2023

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



Authorized Signatory with Date and Seal

Panchayat Secretary
Gokarnapuram G.P.
Meliaputti Mandal
Panchayat Secretary
Gokarnapuram G.P.
Meliaputti Mandal

Acknowledgements

This grama Sachivalayam Internship report is at the end of a way of two months. It would not have been possible without the participation assistance of members. brave and courageous people along the way. I have thank the all first and for most I would like to give special gratitude. to my parents who give every opportunity to step my step ahead. I am humbled to my college teacher and Principal for their vision, encouragement and enduring contents. Interest to our group members with whom I started my Problem and to further he are respected to my Problem. Special thank must be given to the Sachivalayam at Gokarnagur.

Ch. Gowrisankar

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

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

Implementation of Grama ward Sachivalayam to render door to door services to the house holder and also developing the villages in a joint manner. function of Grama ward Sachivalayam it has mainly 10 types of function which does with all the activation required in a village.

function of Grama ward Sachivalayam

1. Sustainable Development
2. Door to Door services
3. Health & Hygiene condition

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 Grama Sachivalayam

- ① Providing various citizen services at a shorter possible time.
- ② Single window service system
- ③ Door to door services and welfare home
- ④ Providing ambical environment for all living organisation
- ⑤ Each functionary has a specific value to full the required of the villages
- ⑥ planning GPOP (Grama panchayat development program)
- ⑦ ^{Citizen} ~~citizen~~ satisfaction is the ultimate aim of an organisation

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. Various services of Grama Sachivalaya.
2. Various welfare schemes
3. on going projects/ construction
4. Public Distribution System (PDS)
5. Grama Sabha
6. Working culture of each function
7. field visits
 - > re-survey of agriculture land
 - > house-hold survey etc
 - > Pre Production of natural calamitation

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introducing of staff and voluntary	organisation structure	S. Chandra
Day -2	Version functionally so their defined were responsibilities	organisation working hand	S. Chandra
Day -3	Various functionally their defined were responsibilities	— Do —	S. Chandra
Day -4	Field visit By ANM An mental survey	How ANM's or visiting regularly to Panchayat women	S. Chandra
Day -5	Field visit by ANM - Pm - Jay survey	Implement of Pm-Jay-scheme	S. Chandra
Day -6	De Brief of whole the last 50 days activation	Some knowledge has achieved regular Grows	S. Chandra

WEEKLY REPORT

WEEK - 1 (From Dt. 18/09/23 to Dt. 24/09/23)

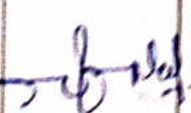
Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam at Gokarnapuram has 11 faculty members and Volunteers.

Main follows faculty are in follows

1. Panchit Secretary
2. Digital Assigment Assistant
3. Welfare Education Assistant
4. Engineering Assistant
5. Village Revenue Officer
6. Agriculture Assistant
7. Veterinary Assistant
8. Village Surveyor
9. Mahila Police
10. ANM

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Revision Responsibility of digital Assistant welfare education Assistant	Various services to citizen type of welfare schemes	 RA
Day - 2	Revision and Responsibility VRO and village surveyor sensor	Ratio Distribution system and house build recognition	vro
Day - 3	Revision and responsibility of Veterinary Assistant	Live tolerance types various Immigration	ch. 
Day - 4	field visit by VRO - PDS Distribution	delivery of Public Distribution to the house hold	vro
Day - 5	field visit by V.S. Surveyor	Re-caption of level in villages using latest technology	S. Priya vs
Day - 6	De. Brief of last 5 days Activities	know what type of decision decision being delivery ongoing	S. Priya

WEEKLY REPORT

WEEK - 2 (From Dt. 25/06/23 to Dt. 31/06/2023)

Objective of the Activity Done:

Detailed Report:

Delivering of revision [citizen) shortcut-
Possible fine

- 1. Inverse of caste and Income
- 2. Mutation (land)
- 3. Family member certificate
- 4. Birth death confirm

Applying for schemes to the eligible candidate
field verification

- 1. YSR Premium
- 2. YSR Aramavadi
- 3. YSR Vidya devina
- 4. Arogya tree

field Activity Ration distribution to household
at door step by MAS

field Activity re-survey using the local

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division and responsibility of ANM and Mahila Police	Hygiene mean program implementation Safety child	G. Samu (MP)
Day - 2	Division and responsibility of Engineering Assistant and Panchayat Secretary	on going work requirement and present development Growth Proc	Ch. Sudi ENA
Day - 3	Field Activity ISGI Survey PM Survey	knowing about type of house hold on their	Ch. Sudi
Day - 4	Field Activity House hold Survey PWS Distribution	know how to apply for caste income Certificate	Ch. Sudi ENA
Day - 5	Online Services Digital Services	know how to apply for caste Certification	S. Sudi DA
Day - 6	De-Brief on last 5 days Activation	Overall learned name maintained which implement to do better duties	S. Sudi DA

WEEKLY REPORT

WEEK - 3 (From Dt. 11/09/23 to Dt. 17/09/23)

Objective of the Activity Done:

Detailed Report: During the visit by the ANM, we united several have for any health recommended few medical also spoke to prepared women for any difficulties observed the well being of the people with the

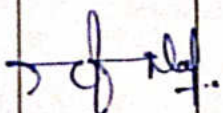
ANM

Also accompanied by Mahila Police visited houses to educate the children for good touch and bad touch awareness for them. Girl child for not being shy. Any harassment happened should be after

No. of online survey are going on participate acquired knowledge about how a system women or demand of the environment

Acquired knowledge on digital literacy how application are failed. online what are the demand are attached ~~to~~ cornered

ACTIVITY LOG FOR THE FORTH 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	Sharpest Possible time or service	 DA
Day -2	definition - of GPOD of it objection and overcome	Development Process	 PS
Day -3	Funds Allocated to Grama Panchayat	General test for 15th	 PS
Day -4	House hold Survey of Auster 1,2,3,4,5	don't likely a come survey	 DA
Day -5	House hold Survey of clothes 6,7,8,9,10	categories of households	 DA
Day -6	House hold survey of cloathing 11,12,13,14,15,16	- do -	 DA

WEEKLY REPORT
WEEK - 4 (From Dt. 08/09/23 to Dt. 14/09/23)

Objective of the Activity Done:

Detailed Report:

SLA - Services Life Agreement

In Grama ward Sachivalayam there are more than 546 services each services in having their own SLA

for eg

1. Income Certificate - 7 days
2. Caste Certificate - 30 days
3. rice card - 150 days
4. motivation - 30 days

GPOP - Grama panchayat Development Programme
is in planning programme for the development of the Grama Panchayat
→ sanitation planning

→ road repair planning
→ street light post etc repair

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Type of state government welfare scheme so that eligibility	welfare is the primary concern for the governing government	Kusuma WEA
Day -2	welfare calendar for the year 2022-2023	Planned execution in implementation of welfare schemes	Kusuma WEA
Day -3	<u>field visit</u> what is grama panchayat what is agriculture	Basic knowledge of Village Boundary	KNV
Day -4	what is Poy land which is used to crop of land	Basic knowledge of ground entities	KNV
Day -5	e-lrc - mandatory for all the time	digital literacy using Mobile	KNV
Day -6	Brief of on the land 5 days activation	very important	KNV

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government - welfare schemes and its digitalability certain application Program. Field verification

E-KYC Program

Eg. VSK Pension convey

DAP window singleman disability fisherman

All these type of Pension have differences eligibility. welfare calendar show the demand Planning elementation of known. at the right. the in project ~~prodec~~ procedural manner

E-KYC - electrician - know your Citizen

which give on live situation the Village its ~~moder~~ modern for all the house hold for many type welfare

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Six steps validation of eligibility for welfare non-welfare schemes	Digital literacy training acquired	KKusuma WEA
Day -2	schemes of applied to the children	How to apply the Certificates	KKusuma WEA
Day -3	<u>field visit</u> street roads on pipe lines	knowing well about MPM development growth process	Ch ^{Subi} ENA
Day -4	Various function their defined were responsibilities	— do —	Ch ^{Subi} ENA.
Day -5	We-Brief on last 5 days Activation	— do —	Ch ^{Subi} ENA.
Day -6	<u>field visit</u> MPM in schools	Overall the learned how to visit the process and implementation	KKusuma WEA

WEEKLY REPORT
WEEK - 6 (From Dt. 22/09/23 to Dt. 30/09/23)

Objective of the Activity Done:

Detailed Report: Six step - validation to make eligible for scheme the promote are to be

neg

- 1. NO Govt Employee in household
- 2. No Income Tax pay in household
- 3. Net more the 3 Acre agriculture
- 4. No four welfare holds
- 5. Electricity consumption next 350 units
- 6. 8g field commercial land in urban Area

Schemes in Jagan chedodu and so many also more schemes. eligibility candidates and apply.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Six steps validation of eligibility for welfare non-welfare schemes	Digital literacy training acquired	K Kusume WCA
Day -2	schemes of applied to the children	How to apply the Certificates	K Kusume WCA
Day -3	<u>field visit</u> street roads on pipe lines	knowing well about MPM development growth process	Ch. S. J. ENA
Day -4	Various function their defined were responsibilities	— do —	Ch. S. J. ENA.
Day -5	Re-Brief on last 5 days Activation	— do —	Ch. S. J. ENA.
Day -6	<u>field visit</u> MPM in Schools	Overall the learned how to visit the process and Implementation	K Kusume WCA

WEEKLY REPORT
WEEK - 6 (From Dt. 22/09/23 to Dt. 30/09/23)

Objective of the Activity Done:

Detailed Report: Six step - validation to make eligible for scheme the promote are to be

- 1. NO Govt Employee in household
- 2. No Income Tax pay in household
- 3. Not more than 3 Acre agriculture
- 4. No four welfare holds
- 5. Electricity consumption not 300 units
- 6. No field commercial land in urban Area

Schemes in Jagan chedodu and so many also more schemes. eligibility candidates are apply.

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 project and knowledge and kind people in their organisation all staff are very punctual in attending office.

They had shown interest in technology on how system work and administration activities are holded in a procedure manner

The time they spent for being working schedule are and we choose all for their extended operation & co-operation in our internship programme.

The digital used for helping in learning very advanced & needs at their moment and Accountability which keeps system worthy

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 - digital Assistant
field verification - welfare Assistant

Third Party verification Administration
staff

Pre - applied - VRU

Final - Applied - MPDO / MRU

Every in using the technology bound work to
avoid duplicacy and enhanced transparency in
certifies the eligibility of Any schemes

- (1) Biometric division
- (2) Android smart phones
- (3) IRIS Scanners
- (4) Base Automation

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

I achieved the real time government Procedural practice which is very realistic and given time manage competences and analoging skills.

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

for doing any Projects knowledge in ment & should, secondly planning and third 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 modified and improved myself with communication different-
peoples in different places

my written communication is improve
it by writing evolution scriptum / thoughts
my confidence level are very high and I will
continue with the same.

my anxiety level are very high and
I will continue with the same
my speech ability is and it will be
improved by communication skills

I always greet every person I see
then those who greet me do good things

Describe how could 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 a point and don't hog the improve. I
will be clear of that what I am
saying

I also encourage often to the
participate in the describe to share
their values.

I always concluded the group
discussions in a field & formally manner

Evaluation by the Supervisor of the Intern Organization

Student Name: CHANDAPU GOURI SANKAR	Registration No: 2122019
Term of Internship: From: 18/08/23	To: 30/09/23
Date of Evaluation:	
Organization Name & Address: Gokarnapuram Grama 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

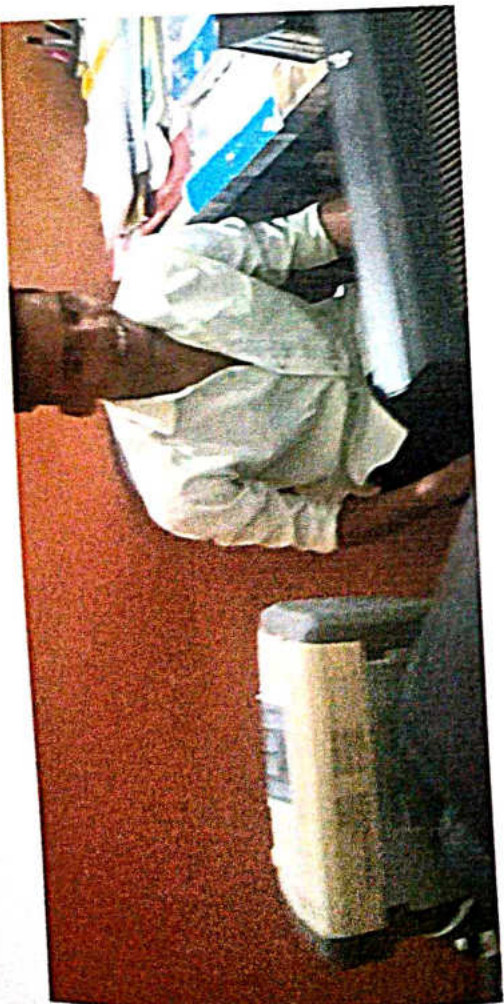
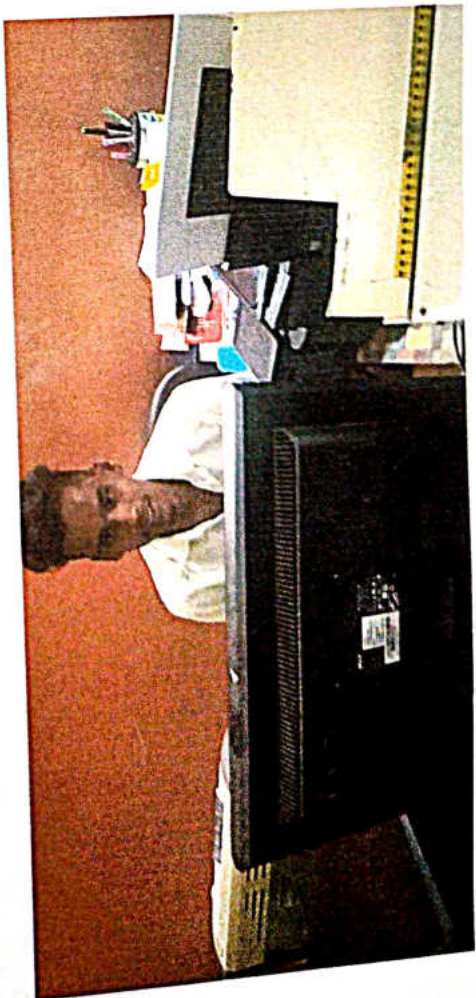
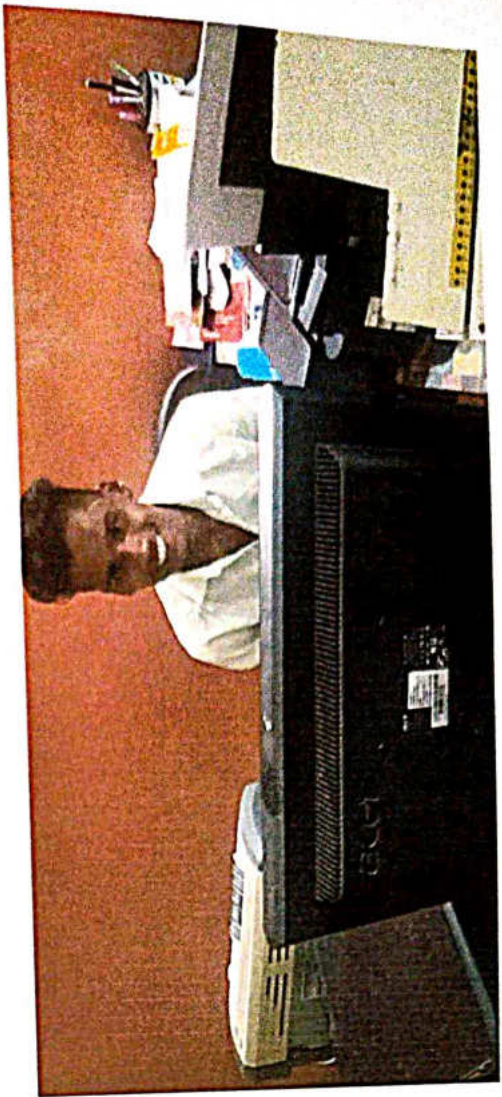
1	Oral communication	1	2	3	4 ✓	5
2	Written communication	1	2	3	4	5 ✓
3	Proactiveness	1	2	3	4 ✓	5
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4 ✓	5
8	Work Plan and organization	1	2	3	4 ✓	5
9	Professionalism	1	2	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 Supervisor

Panchayat Secretary
Gokarnapuram G.P
Meliaputti Mandal

Page No:





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in