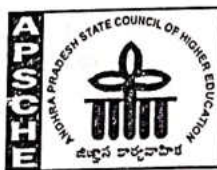


Model Program Book



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: Koudeti Aruna Sundar

Name of the College: Government Degree College (Men)

Registration Number: 2122001070017

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

Name & Address of the Intern Organization:

Asrama Sachivalayam, Lachayapetla-1, Rajm

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

YEAR

An Internship Report on

Short term Internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BBA

Under the Faculty Guideship of

N. Balakrishna

(Name of the Faculty Guide)

Department of

Commerce and Management

(Name of the College)

Submitted by:

Kenditi. Hem Sundar

(Name of the Student)

Reg.No: 2122001070017

Department of

Government Degree College (Men)

(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, Kondeti. Hema Sundar a student of Short term Internship Program, Reg. No. 2122001070017 of the Department of Commerce and Management College do hereby declare that I have completed the mandatory internship from 18/08/2023 to 30/09/2023 in Lachayyapeta Grama ^{Sachivalayam} (Name of the intern organization) under the Faculty Guideship of N. Bala Krishna (Name of the Faculty Guide), Department of Commerce and Management, Government Degree College (Men) SKLM (Name of the College)

K. Hema Sundar

(Signature and Date)

Official Certification

This is to certify that Koncliti, Hima Sundar (Name of the student) Reg. No. 2122001070017 has completed his/her Internship in Latchayyapetta Sachivalayam (Name of the Intern Organization) on Short term Internship (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 Government Degree College (Name of the College).

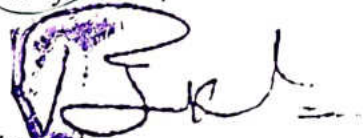
This is accepted for evaluation.


ADMINISTRATIVE SECRETARY
Sachivalayam-06, Latchayyapeta G.F.
Rajam Nagar Panchayat
RAJAM-532 127
(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that Konditi. Hema Sindhu (Name of the intern)
Reg. No 2122001070017 of Government Degree College (Name of the
College) underwent internship in Latchayyapeta Grama Sachivalayam (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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

V. Renu

ADMINISTRATIVE SECRETARY
Sachivalayam-06, Latchayyapeta G.F
Rajam Nagar Panchayat
Authorized Signatory with Date and Seal
RAJAM 532

Acknowledgements

This Grama Sachivalayam internship report is
of end if a way of two months. It could
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 keep my step ahead
I am humbled to my step ahead
I am humbled to my college teachers
and principal for their vision.
Encouragement and endearing continuous,
Interest to our group members with the
whom I stated my problems. Special thanks
must be given to the Sachivalayam at
Wachayyapeta.

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- 1994. Says that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of grama ward Sachivalayam. to render door to door services to the house holder, and also developing the village in a sustainable manner.
3. Function of Grama ward Sachivalayam. It has mainly 10 types of functions.
4. objection of Grama ward Sachivalayam
 1. Sustainable development.
 2. Door to door service.
 3. Health and hygienic Condition.
5. outcome of Grama ward Sachivalayam.
 - * providing basic needs to the health hab.
 - * All services of to on stop.
 - * 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 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 ward Sachivalayam

- * providing various citizen services at a short term possible type.
- * single window service system.
- * Door to door service & welfare of home.
- * providing ambient environment for all living organization.
- * planning Grop | GRAMA PACHAYAT DEVELOPMENT PROGRAM.
- * citizen satisfaction in 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.

- * Version Service of Grama Sachivalayam.
- * Various welfare schemes.
- * on going projects / contraction.
- * public distribution system (PDS).
- * Grama Sabha
- * working of each functionalization.
- * field weights.
 - * Renecessary of agriculture land.
 - * Anental servey.
 - * House hold servey.
- * 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 volunteers.	organisation structure.	NO WEDS Late day after-1
Day -2	Version functionation & their defined were & responsibility.	organisation working hands	NO WEDS
Day -3	various functionations & their defined were & responsibilities.	-do -	NO
Day -4	Field visit by ANM An mental survey.	How ANM's are visiting Regularly to pregnancy women	NO
Day -5	Field visit by ANM PM - Jay survey.	Implement of PM Jay scheme	NO
Day -6	PC- brief of whole the last 5 days activation.	Same knowledge has achieved regular Grows	NO

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/2023 to Dt. 24/08/2023)

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Kikkipalem Lachapetla, Rajnagar has 11 functionaries & 16 volunteers

Main functionaries are in follows:-

- * Panchayat Secretary.
- * Digital Assistant.
- * Welfare & Educational 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 activities in and around. field visits by ANM give an opportunity. how well the organisation staff is behaving with the villages.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & responsibility of digital Asistent & welfare education Asistant	Imp. of various service to citizens & types of welfare schemes.	D. Uma
Day - 2	Devision & responsibility of vRO & village surveyor.	Ration distribution system & Honourable recognition & type of Cards.	D. Uma
Day - 3	Devision & responsibility of veterinary Asst & Agricultural Asst.	Live stollen & Type1 various immagination type of crops & seeds.	D. Uma
Day - 4	Field visit by vRO - PDS distribution.	door to door deliver of public distribution to the house hold.	D. Uma
Day - 5	field visit by VS Resurvey.	Re-caption of land in village cesing latest technology.	D. Uma
Day - 6	De. brief of last 5 days activities.	know what type of devision are being delivered.	D. Uma

WEEKLY REPORT

WEEK - 2 (From Dt. 25/08/23 to Dt. 31/08/23)

Objective of the Activity Done:

Detailed Report: Delevering of devison (Citizen) of a shoritent possible time.

1. Inverse of Case & Income.
2. family members certificate.
3. birth & death Confirms.

Applying for schemes to the Eligible Candidate part field verification.

1. YSR Peremium.
2. YSR cheyutha.
3. Rice Card.
4. YSR Ammaradi
5. YSR vidyadevena.

Field activity :- Ration distribution to household at door step by MDS.

Field activity :- hand Re-survey using 'cops' the local technology.

+ Rover for accuracy in a main point.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility ANM & Mahila Police.	Hygienic measures implementation safety of women & child.	(NU)
Day -2	Division & responsibility of Engineering Asst. & Panchayat Secretary.	engaging ongoing work Requirement & premeasures of manureal	(NU)
Day -3	Field activity SDG survey Pm. Jay survey.	Knowing well about sustainable development growth process.	(NU)
Day -4	Field activity house hold survey PDS distribution.	Knowing about type of house hold & their eligibility	(NU)
Day -5	online service Digital literacy.	Known how to apply for Caste/Income certificate & more service.	(NU)
Day -6	Debrief on last 5 days activation.	overall learned name maintenance when implement to do better works.	(NU)

WEEKLY REPORT

WEEK - 3 (From Dt. 01/07/23. to Dt. 07/07/23)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. We visited several
have for any health issue & recommended few medicines.
Also spoke to pregnant women for any difficulty
other the well being & kind new of the people
with the ANM.

Also accompanied by Mahila police visited
to house to educate the children for good touch &
Bad touch. Awareness for the girl child for not
being shy. Any harmment happened should be initiated
after consult.

No. of online survey are going on for
participant and increased knowledge about how
a system women on demand of the government.

Knowing eligibility certain of all the
welfare schemes of state government

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	shortent possible time for Service	V. P. Ram
Day -2	Definition of GIPDD & if objection & overcome	Development process	V. P. Ram
Day -3	Find, allocated to Gisam panchayat	General test for 15 th Finame full MAMERI	V. P. Ram
Day -4	House hold survey of Austern 1,2,3,4,5	Most Likely a come survey	V. P. Ram
Day -5	Household survey of cloth, 6,7,8,9,10	categories of House hold	V. P. Ram
Day -6	Home field survey of clothing 11,12,13,14 15,16	- clo.	V. P. Ram

WEEKLY REPORT

WEEK - 4 (From Dt..01/01/23 to Dt...14/01/23)

Objective of the Activity Done:

Detailed Report:

SLA - Service life agreement

In gram ward Sachivalayam there are more than 546 Service . each service in having their own sca.

- Foreg:-
1. Income certificate - 7 days
 2. case certificate - 30 days
 3. Motivation - 3 days
 4. Rice card - 180 days

GIPDP - Grama panchayat development programme
if in a planning programme

For the development of gram panchayat

- * Sanitation planning
- * Road repair planning
- * Street light repair
- * New overniced town

General fund - house tax payment / property tax.
15th finance Gramin from 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 schemes & their eligibility	welfare in the primary concern for the existing Government	D. W. W.
Day -2	Welfare calendar for the year 2022 - 2023	planned execution in implementation of welfare schemes	D. W. W.
Day -3	field visit what is Gram panchayat? what is agricultural land? what is dry land?	Basic knowledge of a village & its boundary	D. W. W.
Day -4	'E-KYC' mandatory for all the welfare schemes How E-KYC is done	Digital literacy using mobile / smart phone	D. W. W.
Day -5	Six - step validation of eligibility all welfare & non welfare schemes	Digital literacy Training acquired	D. W. W.
Day -6	De-brief of all the 5 day activities.	very informative & [enable mobu]	D. W. W.

WEEKLY REPORT

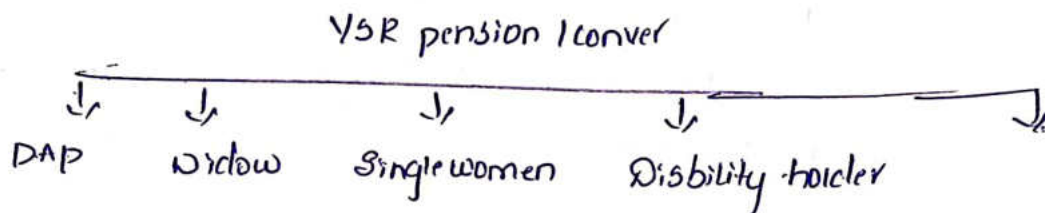
WEEK - 5 (From Dt. 15/07/23 to Dt. 21/07/23)

Objective of the Activity Done:

Detailed Report:

State government - welfare scheme and its eligibility criteria, application programme field verification e-kyc programme

Eg:



All these types of person have difference planning eligibility criteria

welfare calendar shown the deemed planning & implementation of know as the right time in a project & procedural manner

E-kyc - electronic - know your citizen which gives on then live station of the citizen. It's monitor for all the households for any type of welfare scheme
Six-step validation

1. NO Govt Employee in the household
2. NO income tax pay in household
3. Not more than 3 acres of Agriculture land
4. NO poor welfare hold.
5. Electricity consumption Not more than 300 unit
6. 1000 sq ft. commercial land in urban area

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & responsibility ANM & Mahila Police	Hygienic implementation Safety of women & child	V. Rana
Day -2	Division & responsibility of Engineering Asst. & Panchayat Survey	on going work Requirement & Precautions	V. Rana
Day -3	Field activity spot survey Dm. Survey	Knowing well about Sustainable develop- ment growth Process	V. Rana
Day -4	Field activity house hold survey pos distribution	Knowing about type of house hold their eligibility	V. Rana
Day -5	online service Digital Literacy	Known how to apply for caste Income certificate	V. Rana
Day -6	Debrief on last 5 days activation	overall: Learned name maintainance when implement do better works.	V. Rana

WEEKLY REPORT

WEEK - 6 (From Dt. 25/09/23 to Dt. 30/09/23)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united Serval have for any health issue & recommended few medicine also spoke to pregnant women for any difficulty other the well being & kind new of the people with the ANM.

Also accompanied by Mahila police visited to house to educate the children for good touch & Bad Touch. Awareness for the for the girl child for not being shy. Any harmment happened should be intitated after consult

No. of online survey are going on & Participant and occuired knowledgement above how a system women an demand of the government

knowing eligibility certain of all the welfare schemes of state government.

WEEKLY REPORT

WEEK - 6 (From Dt. 25/07/23 to Dt. 30/07/23)

Objective of the Activity Done:

Detailed Report:

Doing unit by -ANM. we united Serval have for any health issue & recommended -few medicine Also spoke to pregnant women for any diffcultion other the well being & kind new of the people with the ANM.

Also accompanied by Mahila police visited to house to educate the children for good touch & Bad Touch. Awareness for the for the girl child for not being shy. Any harmment happened should be intitated after conlunt

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WEEKLY REPORT

WEEK - 6 (From Dt. 25/09/23 to Dt. 30/09/23)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united Serval have for any health issue & recommended few medicine Also Spoke to pregnant women for any diffcultion other the well being & kind new of the people with the ANM.

Also accompanied by Mahila police visited to house to educate the children for good touch & Bad Touch. Awareness for the for the girl child for not being shy. Any harmment happened should be intitated after consult

No. of online survey are going on & Participant and occuired knowledgement above how a system women an dimond of the government

knowing eligibility certain of all the welfare schemes of state government.

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 & kind people. In the organization all staff are very punctual in attending office.

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

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

The Digital aids used for helping us in learning are very advanced & needs as this moment for from pregnancy & accountability, which keeps the system worthy.

Saw myself improved of this organisation 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 → Digital Assistant

Field Verification → Welfare Assistant

Third party verification → Administat staff

Pre applied - VRU

Final applied - MPDO/HRO

Everyone is using the technology hand work, to avoid and annar teranqerency in amcertu due also eligibility of any scheme

1. Biomolanic division
2. Android smart phones
3. IRTI Scanner
4. Face Automation

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

I achieved the real-time governance procedural practice which is very elastic and given the management competence, & another skills.

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

For doing any tones, procedural knowledge in mind & 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 moderate and I improve myself with communication different people in different places

My written communication in per. of improve it by writing say. evolution description thoughts.

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

My anxiety level are very low I am very patient and listen to most whenever I do anything & I learn more anxiety management technology

I always greet every one when am very patient and listen to see them. those then whenever they 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 point to point and don't log to improve I will be clear of what I am saying

I also encourage often to participate in the describe to share their ideas

I always conclude the group discussion in a friend & family 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 thing:-

- * Handling of smart phone
- * Bio picture discussion
- * IRIS Scanner
- * Face authentication programme

which given the creative procedure of the lives

Secondly:-

using E-pos machine in pos

Thirdly:-

* using 'COP' & 'Reven' is

Land Reclamation programme

→ using 'DRONE' in identification of mark
in Land Alignment programme

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Kundeti. Hema Sunolan</u>	Registration No: <u>2122001070017</u>
Term of Internship: From: <u>18/08/2023</u>	To: <u>30/09/2023</u>
Date of Evaluation: <u>06/11/23</u>	
Organization Name & Address: <u>Grama Sachivalyam, Latchayyapet, Rajam</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: 06/11/23

K. Hema Sunolan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Kondeti. Hema Sundar</u>	Registration No: <u>21222001070017</u>
Term of Internship: From: <u>18/08/23</u>	To: <u>30/09/2023</u>
Date of Evaluation: <u>06/09/11/2023</u>	
Organization Name & Address: <u>Grama Sachivalayam, Latchayypeta-1,</u>	
Name & Address of the Supervisor with Mobile Number: <u>Rajam.</u> <u>Ram. V, Kothavalasa,</u> <u>9182942808</u>	

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

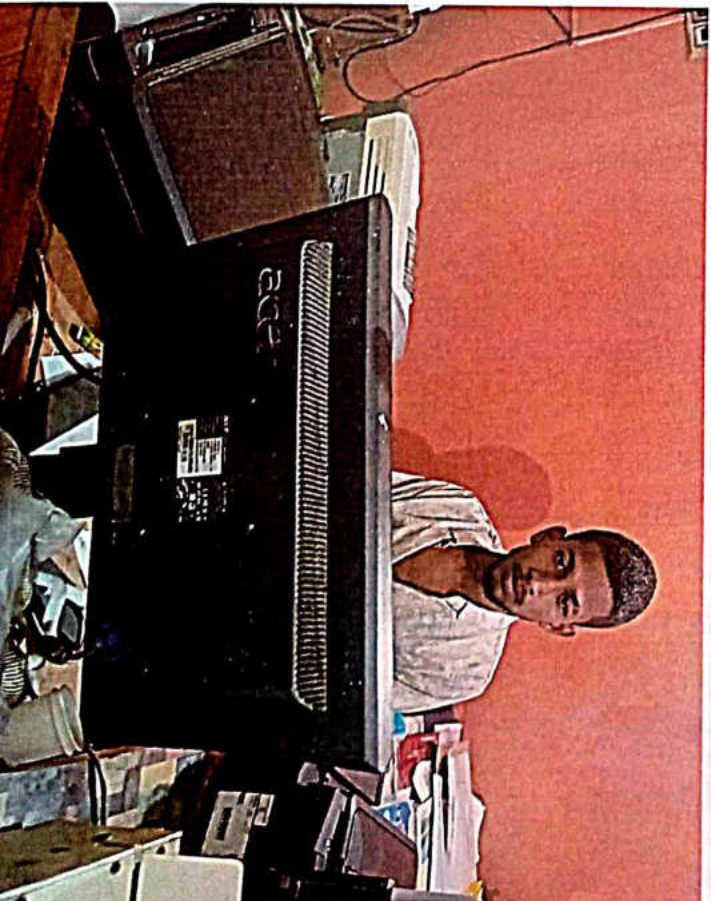
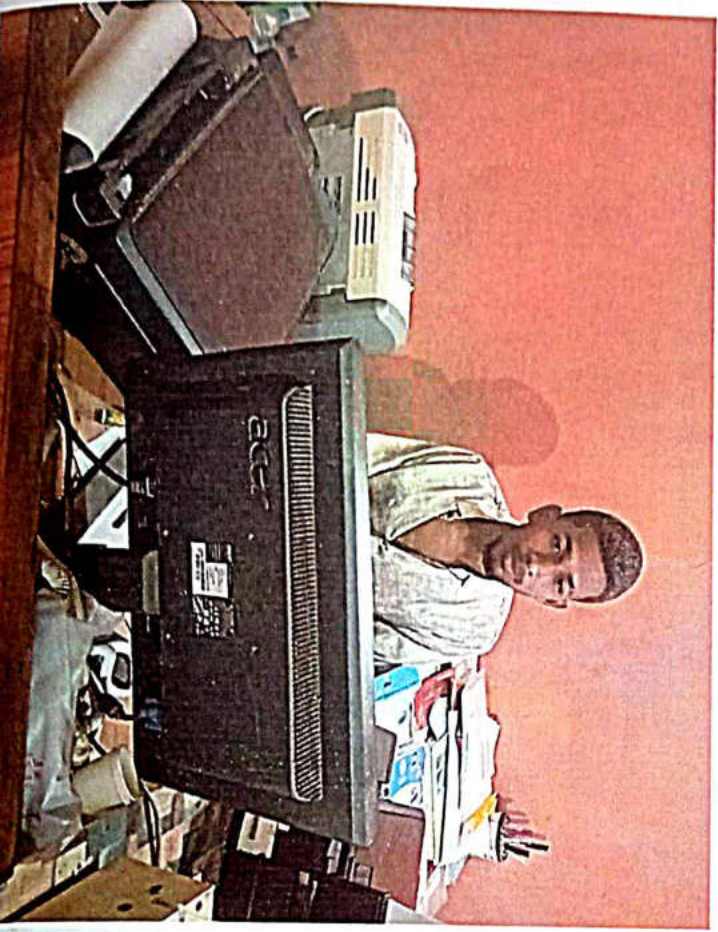
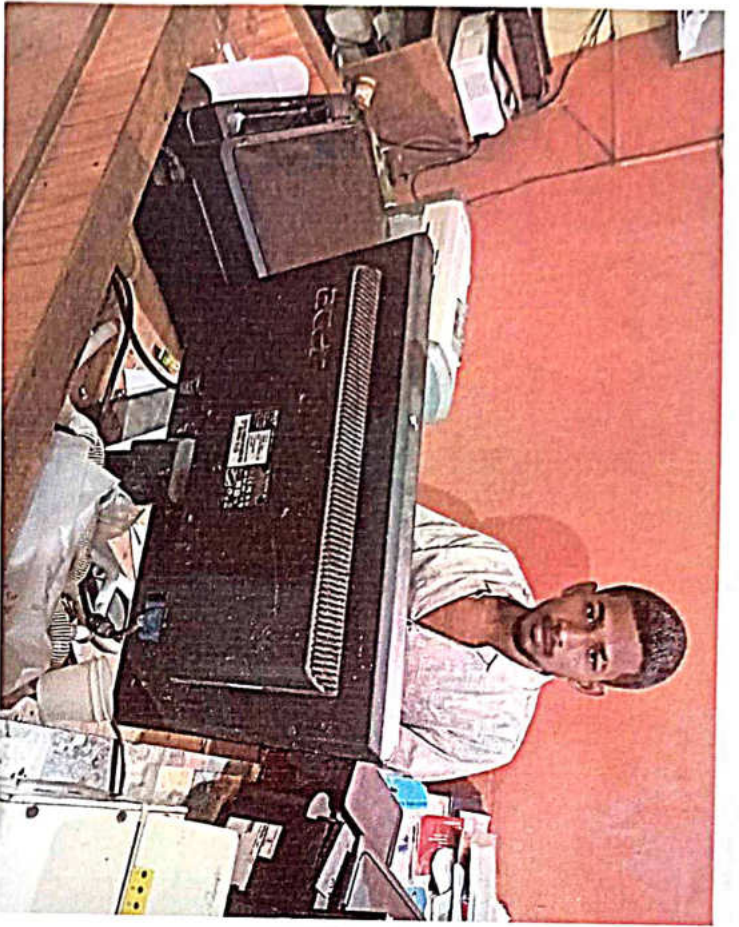
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: 06/11/2023


 Signature of the Supervisor
 ADMINISTRATIVE SECRETARY





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