

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: PAIDI, DILLESWARA

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

Registration Number: 2122001070021

Period of Internship: From: 13-8-2023 To: 30-9-2023

Name & Address of the Intern Organization: GRAM WARD SACHIVALAYAM, KUNYEDDA,
SRIKAKULAM-522002

DR. BR. AMBEDKAR

University

YEAR

An Internship Report on Sachivalayam

Submitted in accordance with the requirement for the
degree of

Bachelor of Business Administration

Under the Faculty guideship of

N.BALA KRISHNA

Department of

Commerce, Government Degree College (M)

Submitted by

PAIDI DILLESWARI

Reg No: **21220010021**

Department of **Commerce**

Government Degree College Men, Srikakulam

Student's Declaration


I, **PAIDI DILLESWARI** a student of **Internship** Program, Reg.No **21220010021** for the Department of **Commerce** College do hereby declare that I have completed the mandatory Intership from **18-08-2023 to 30-09-2023** in Sachivalayam under the Faculty Guideship of **N.BALAKRISHNA**, Department of Commerce, **Government Degree College (M), Srikakulam.**

Paidi Dilleswari
(Signature and Date)

Certificate from Intern Organisation

This is to certify that **PAIDI DILLESWARI** Reg. No **21220010021** of **GOVERNMENT DEGREE COLLEGE MEN** underwent internship in **GRAMA SACHIVALAYAM KANIMETTA** from **18-08-2023** to **30-09-2023**.

This is overall performance of the intern during her internship is found to be **SATISFACTORY**.

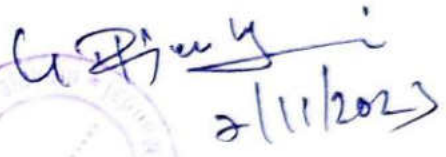

CAPIW *by i*
7/11/2023


Authorised signature with date and seal

Official Certification

This is to certify that **PAIDI DILLESWARI** Reg.No **21220010021** has completed her Internship in **SACHIVALAYAM** on **SHORT TERM INTERNSHIP** under my supervision as a part of partial fulfillment of the requirement for the Degree of **COMMERCE** in the Department **GOVERNMENT DEGREE COLLEGE (M), SRIKAKULAM .**

This is accepted for evaluation.



2/11/2023


(Signatory with Date and Seal)

Endorsments


Faculty Guide


Head of the Department


Principal

Acknowledgements

First I would like to thank Sachivalayam Team for giving me the opportunity to do internship for giving Internship with in the organization.

The Success and orderful of this internship Project required as lot of guidance and endorment from many people in the enduskills organization.

I also would likel all the people that worked alo9ng with one and sac hivalayam with their patience and openness they created an enjoyable working environment.

I am highly indebted to Director and principal for the facilities provided to accomplish this Internship.

The Internship opportunity I had with Sachivalayam was a great chance lfor learning communication skills.

I express my sicere lthanks to all Sachivalayam staff members and volunteers.

I perceive as this opportunity as a big milestone my career developmental all the secretarial staff friendly with me and also their teaching everything take schemes.

My Sachivalayam staff members workers giving valuble guidance to complete the project successfully.

I am extremely grateful to my Sachivalayam (Grama) staff members and friends who helped me in successful completion of this internship.

Paidi Dillewaru

Contents

1. Chapter 1 :- Executive Summary
2. Chapter 2 :- Overview of the Organisation
3. Chapter 3 :- Internship part.
4. Chapter 4 :- Log book [first week to Sixth week]
5. Chapter 5 :- Out comes Description.

- Describe all the real time technical skills you have acquired.

- Describe the managerial skills you have required.

- Describe how you could improve your communication skills.

- Describe how could you enhance your abilities.

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

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.

- ⇒ panchayat Raj Act - 1994 Says that local Government in every village for growth and development in nubile manner.
- ⇒ Implementation of Grama Sachivalayam to render door to door director to the household and also developing the village in a Sainable manner.
- ⇒ function of Grama Sachivalayam it has mainly 10 types of function which does with all the activation required in a Village.
- ⇒ Objectives of Grama Sachivalayam.
 - * Sustainable Development
 - * Door to Door services
 - * Health care condition.
 - * Roles & Responsibilities of all departments.

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 vision litigen services of a shot possible type.
2. Single window service system.
3. go secure transparency to the people with govt.
4. providing amblet environment by all living organisation
5. planning GDPDP
6. Each functionary has a specific value to fullfill the required of the villagers.
7. Door to Door service and welfare to the people.
8. Citizen Satisfaction is the ultimate aim of Organisation

⇒ Vision, mission and Value of the 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.

⇒ we participated in many activities during the internship which are:

- * field visit by welfare and education assistant.
- * House hold survey.
- * we have observed the voter list of village.
- * participated the child and health check up of the animals.
- * Re Survey of agriculture land.
- * water distribution
- * The 104 vehicle arrived in Sachivalayam.
- we observed to the Sachivalayam guidelines of the ANM Madam.
- * We went to schools and anganwadis around the Sachivalayam area.

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	Introduction	S. D. S. 18-08-23
Day - 2	Introduction of panchayat secretary & welfare edc Asst.	To know the Secretary & edc Asst.	S. D. S. 19-08-23
Day - 3	Introduction of panchayat ANM and Veterinary ass	To know the ANM & VA	S. D. S. 21-08-23
Day - 4	Introduction of VRO & women police	To know the VRO & women police	S. D. S. 22-08-23
Day - 5	Introduction of line man & Agricultural Ass	To know the line man & VAA	S. D. S. 23-08-23
Day - 6	Intro of village surveyor & Digital Ass	To know the Village surveyor & Digital Ass	S. D. S. 24-08-23

WEEKLY REPORT

WEEK - 1 (From Dt. 18.08.23 to Dt. 24.08.23)

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Kanimetta
functionaries & Volunteers

Main functionaries are in follows.

1. panchayati Secretary.
2. Digital Assistant.
3. welfare and education Asst.
4. Village & Revenue officer.
5. Engineering Asst.
6. Veterinary Asst.
7. Village Surveyor.
8. Mahila police.
9. ANM
10. Line man.

Overall in charge is panchayati Secretary who is maintaining all activities in & around.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RBK & Agriculture schemes.	we know the RBK schemes & Agri Schemes.	ok
Day - 2	Discuss about the land registration rules	we learned the land registration rules.	ok
Day - 3	we are participated field work with veterinary asst.	we observed the normal health check for animals.	ok
Day - 4	Discuss about the Dr. Y.S.R Arogya Sri Card scheme.	Minimum qualification of Y.S.R Arogya Sri	ok
Day - 5	Reducing child marriage class by mahila police madam.	we know about child marriage.	ok
Day - 6	Discuss about the various types of medicines	we learned the various medicines.	ok

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the second week we shall discuss about these topics.

⇒ Introduction to agriculture and scheme on going in state related to agriculture.

⇒ Major changes after introduction of RBK at village level.

⇒ we discussing about the how to apply land Registration with VRO Sir.

⇒ we learned about the conditions of the Dr. Y.S.R Arogya Sri scheme.

⇒ How to check the animals health status.

⇒ We participated in child marriages classes.

⇒ we know the importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the different types of diseases.	we learned about the diseases.	dal
Day - 2	prohibition of child abuses.	we know the activities of child abuses.	dal
Day - 3	who deserve to apply Y.S.R pension class by welfare & edu	we remembering that qualification of Y.S.R pension.	dal
Day - 4	Different types of animal disease class by V.A.	we remembering that qualifications of Y.S.R pension.	dal
Day - 5	we participated in village resurvey	we observed this activity.	dal
Day - 6	Horticulture class by Agriculture Asst	we know the horticulture crops.	dal

WEEKLY REPORT

WEEK - 3 (From Dt. 1/09/23 to Dt. 7/09/23)

Objective of the Activity Done:

Detailed Report: During the third week we shall discuss about these topics.

⇒ Types of Diseases :-

1. Dengue
2. Malaria
3. Tifoid
4. Colera.

⇒ prohibition of child abuse with different types of methods.

⇒ we gain about the knowledge of pension categories.

⇒ types of Animal Diseases :-

1. Foul Colera.
2. Food & mouth diseases.
3. Anthrax.

⇒ Don of Kayimella Village having an agricultural and horticultural area of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Different types of crops visited in Kanimella village.	we observed crops status in vill.	shel
Day - 2	we participated in health survey activity	we aqualic knowledge about health survey.	shel
Day - 3	we know about the seva portals with Particulorly.	I had to apply on my own experience.	shel
Day - 4	Awareness programme on child Rights	to know about the child rights.	shel
Day - 5	Survey of the crop lands with VRO Sir	we gain knowledge of crop lands.	shel
Day - 6	we discussed that sensor tags are given that animals	we learned results of the sensor tags.	shel

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the 4th week we shall discuss about these topics

- ⇒ Different types of crops :
1. Paddy
 2. Banana
 3. Maize
 4. Black gram
 5. Green gram
 6. Coconut

We have identified various crops and their sowing times throughout the year.

⇒ I had applied my own experience for Seva portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to measure the shoe classes by VRO	shoe measuring	shel
Day - 2	we saw the pregnant lady during her health check up	we observed health precautions.	shel
Day - 3	we attending cluster level training Programme.	we know about child safety education	shel
Day - 4	To participated on Vaccination of animals in Kanimetta Vill	we observed the vaccination	shel
Day - 5	we discuss y.g.R Amma vodi & vidya deevana scheme.	we acquire the knowledge of schemes.	shel
Day - 6	we discussed about paddy harvesting.	major grown variety of paddy	shel

WEEKLY REPORT

WEEK - 5 (From Dt. ~~25/09/23~~ to Dt. ~~30/09/23~~)

Objective of the Activity Done:

Detailed Report: During the fifth week we shall discuss about these topics.

⇒ paddy harvesting - majority grown variety of paddy MTU 1061 & HTU 7029.

⇒ Learned the process of harvesting of paddy manually and saw harvesting with paddy.

⇒ we participated in cluster level training on child right & child safety education for parents.

⇒ Y.S.R Amma Vodi - Yearly 15,000/-

Y.S.R Vidya Devena - Yearly of their colg bwns.

Y.S.R Vaxathidevena - Yearly 10,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we discussing about Cyber crimes	we knowing the information.	dal
Day - 2	learned orally about Paddy combine harvester	we know the paddy combine system.	dal
Day - 3	go survey the Arogya sei cards in kani metta vill	how to survey Arogya sei card	dal
Day - 4	YSR Vahana criteria scheme	go know about scheme.	dal
Day - 5	first and classes with AHA go	amp points.	dal
Day - 6	apply for Land passbook	Pass book.	dal

WEEKLY REPORT

WEEK - 6 (From Dt. 22-09-27 to Dt. 30-09-23)

Objective of the Activity Done:

Detailed Report: During the sixth week we shall discuss about these topics.

⇒ Learned totally about paddy combine harvester which is feasible mostly for large farmers.

⇒ who was apply the scheme of vahana mitra they follows of rules and qualifications class by W & EA Sir

⇒ we get the more important content about Scheme of vahana mitra.

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 environment with professional knowledge & kind of people in this organisation all the staff are very functional in attending the office. All the Sachivalayam staff behaved very well with us.

They had seen an intercept in technology and how the system working and administration activities are handled in a procedural manner. They facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working schedule are appreciable. The staff cooperation & extended their operation in the internship programme.

The digital assistant are used for helping in learning advanced and needs as this moment for accountability when keeps the system trust and worthy.

I am satisfied myself of this Organisation (Grama ward sachivalayam) proto calls and working culture.

Every gives value to time and everyone behaved well with us.

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 programme digital Asst.

field verification - welfare asst.

Third party verification - Administrative staff.

pre Applied - VRO

final Applied - MPDO/MRO

Every one using the technology bound work to avoid duplicity and ignore transparency in the eligibility of any scheme.

1. Bio metric division
2. Android smart phones.
3. IRIS Scanners.

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 pre define which is very realistic and given to management. Competence and Analog skills.

Every work in time is bounded and can be neglected whole world is observing the activity and decision making is very important.

for doing any thing firstly practical knowledge and 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 modified and improved my self in communication of different people in different places.

my written communication as per improved it by writing say evaluation caption / thought.

My anxiety level are would low... i am very much patient and listen to music when, feel any thing & I learn more anxiety management technology.

my speech ability is moderate and it will be improved by communication skills.

I always Greet on when i see them & those whenever they good things.

Oral and written communication skills have improved more than before confidence level are also very well developed.

The way of the grasping the key points is greatly improved in this internship.

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

In gram division. I always space with point to and don't large to improve I will be clear of what I am saying.

I also encourage often to participate in the discussion to share their views.

I always conclude the group discussions in a friendly & formal manner.

Oral skills are developed and different ideas come out in group discussion leadership skills and communication skills are developed in these discussions.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

first thing:-

1. Handling of smart phones.

2. Bio metric Discussion.

3. IRTS scanner.

4. -face Authentication programme.

when gives the realistic procedure

Secondly:

using E-pos machine in PDS

thirdly:

- using 'COPS' & 'RIVEN' in land.

Remainely programme

- using drones in defucultion of marks
in land alliagement programme.

Student Self Evaluation of the Short-Term Internship

Student Name: PAIDI DILLESWAR1

Registration No: 21220010070021

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: Grama ward sachivalayam
Kantimela

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:

Paidi Dilleswaru
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: PAIDI DILLESWAR1 Registration No: 21220010070021

Term of Internship: From: To:

Date of Evaluation:

Organization Name & Address: GRAMA ward sachivalayam
kanimetta

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

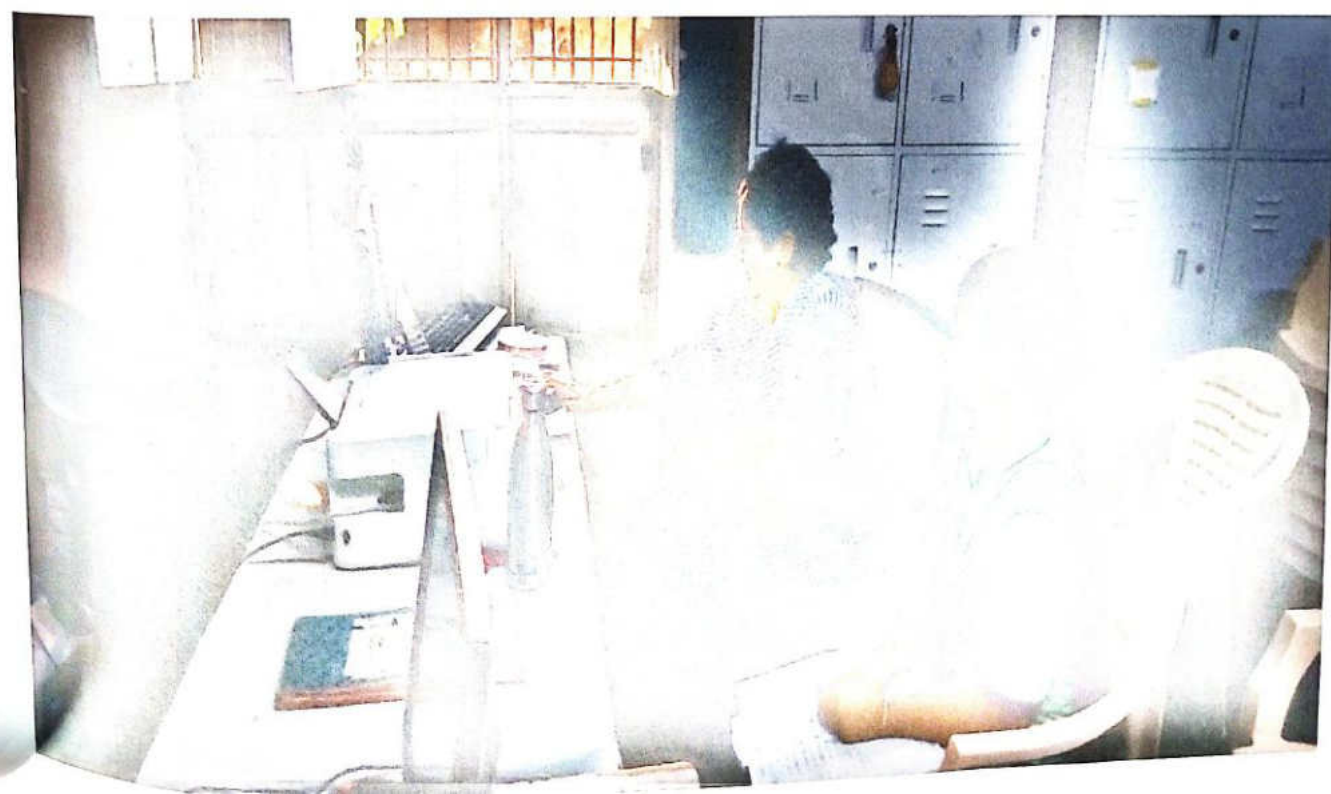
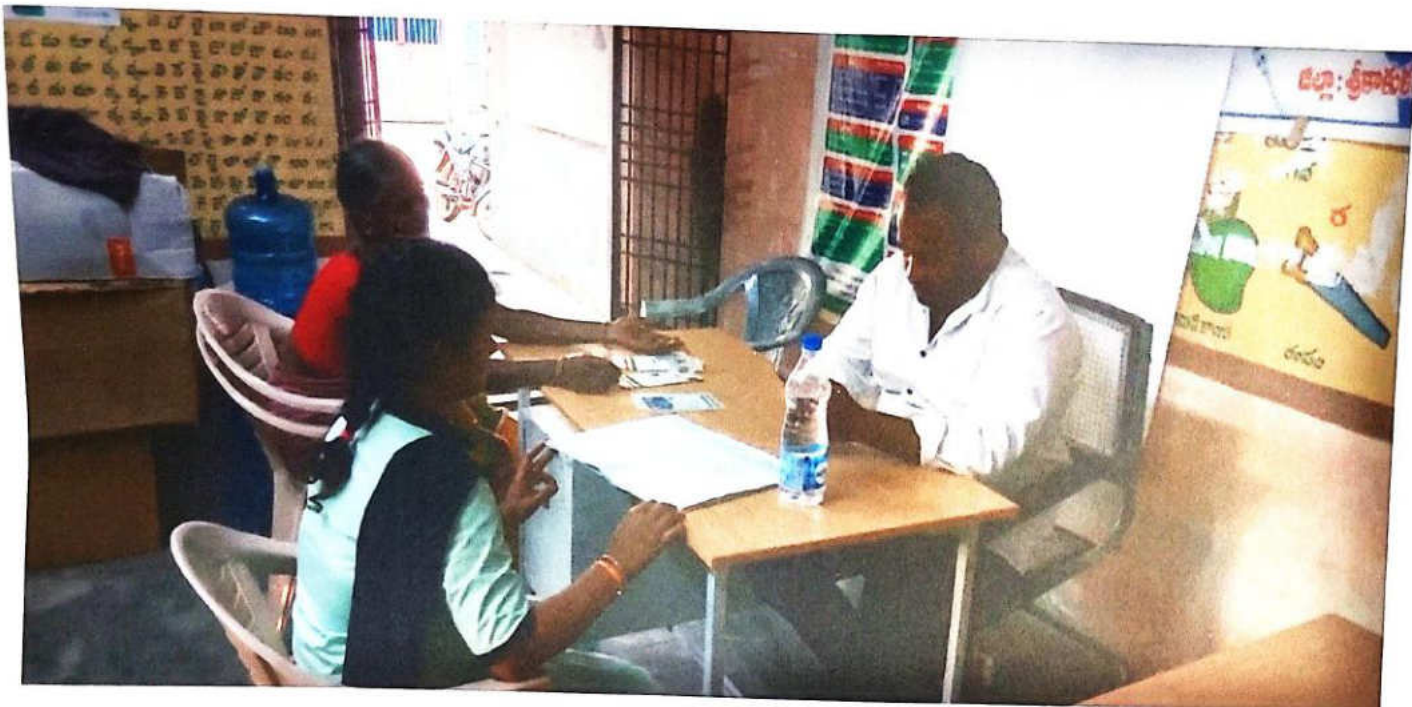
Rating Scale: 1 is lowest and 5 is highest rank

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





Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.