

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)

An Internship Report on
FUNCTIONING OF GRAMA WARD SACHIVALAYAM.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.B.A

Under the Faculty Guideship of
N. Bala Krishna.

(Name of the Faculty Guide)

Department of
COMMERCE AND MANAGEMENT

(Name of the College)

Submitted by:
PETLA. VANSHI KRISHNA

(Name of the Student)

Reg.No: 2122001070025

Department of
GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM.

(Name of the College)

Student's Declaration

I, PETLA VAMSI KRISHNA a student of B.B.A
Program, Reg. No. 2122001070023 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in SHANTHI NAGAR, SACHIVA LAYM. (Name of
the intern organization) under the Faculty Guideship of
N. Balakrishna. (Name of the Faculty Guide), Department of
Commerce and Management, GOVERNMENT DEGREE COLLEGE (MGN),
(Name of the College) SRIKAKULAM.

P. Vamsi Krishna.
(Signature and Date)

Official Certification

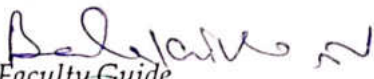
This is to certify that PETLA VAMSI KRISHNA (Name of the student) Reg. No. 2122001070023 has completed his/her Internship in Shanti Nagar, Sachin (Name of the Intern Organization) on Sachin (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce and Management in the Department of GOVERNMENT DEGREE (Name of the College).
COLLEGE (MEN), SRIKAKULAM.

This is accepted for evaluation.

S. Dyva Kumari



Endorsements


Faculty Guide


Head of the Department


Principal

Certificate from Intern Organization

This is to certify that PETLA VAMSI KRISHNA (Name of the intern)
Reg. No. 2122001070023 of GOVERNMENT DEGREE (Name of the
College) underwent internship in SHANTHI NAGAR, SACHIVALAYA (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).

S. Dyva Kumari

Authorized Signatory with Date and Seal



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 Satisfactory for this internship project required a lot of guidance and involvement from many people in the enduskills organization.

I also would like all the people that worked along with me and 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 for learning communication skills.

I express my sincere thanks to all Sachivalayam staff members and volunteers.

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

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

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 Governance in Every Village For the Growth and Development in a Nutritive manner.
- ⇒ Implementation of Grama Ward Sachivalayam - to render door to door service to the house holders and also Developing the village in a Nutritive manner.
- ⇒ Functioning of Grama Ward Sachivalayam - It is mainly 10 types of function are in which does with all the activities required in a village.
- ⇒ Objective of Grama Ward Sachivalayam.
 - * Sustainable Development.
 - * Door to Door Service.
 - * Health & Hygienic Conditions.
- ⇒ Outcome of Grama Ward Sachivalayam.
 - * Providing Basic Need to the health.
 - * All Services of to the No Stop.
 - * Early Solutions 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 shorter possible type.
- => Single Window Service System.
- => Door to Door Service & welcome No home.
- => Providing environment for all living organization.
- => Each function has a specific value to the full required of village.
- => Planning (GWDP) - Grama Ward Development Programme
- => Citizen Satisfaction in the ultimate aim of organization.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- * Various Services at Grama Sachivalayam.
- * Various welfare Schemes.
- * On Going Projects / Contractions.
- * Public Distribution System. (PDS)
- * Grama Sabha
- * Field visits.
 1. Rencery of Agricultural Land.
 2. Arental Survey.
 3. House Hold Survey.
- => Repetition of Natural Camiemention.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of a staff and the volunteers.	Organization structure.	
Day -2	Version functioning their defined were and responsibility.	Organization working hands.	
Day -3	Various functioning & their defined were responsibility.	— do —	
Day -4	Field visit by ANM AN Mental Survey.	How ANM's are visiting regularly to pregnant women's that define	
Day -5	Field visit by ANM PM - Jay Survey	Implement of the PM - Jay Payment Scheme.	
Day -6	De - Brief of whole the last 5 days Activation.	Some Knowledge has achieved regular GsWS.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Ward Sachivalayam SHANTI NAGAR, has
1 some Function.

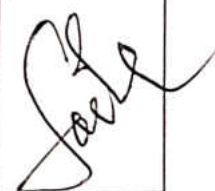
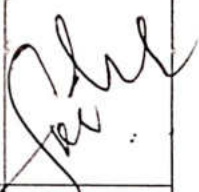
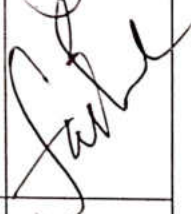
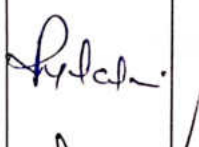
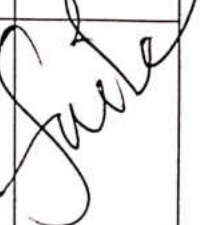
The Main Functions are in follows:-

- * Ward Admin Secretary.
- * Ward Education & Data Processing Secretary
- * Ward Welfare Secretary
- * Ward Planning Secretary
- * Ward Women Secretary
- * Ward Health Secretary
- * Ward Sanitation Secretary
- * Ward Revenue Secretary.

Overall in-charge in ward Admin Secretary who is maintaining all the Activation in and around.

Field visits by ANM Give an opportunity how well the organization staff is behaving with the wards.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division and Responsibility of Data processing & welfare Secretary.	Imve of various services to citizens and type of welfare schmes.	
Day -2	Division and Responsibility of VRO and village survey.	Ration Distribution system & bonded decongration types of goods	
Day -3	Division and Responsibility of voluntary Asst & Agricultural assistant.	Live stollen & types various imagination to earthes.	
Day -4	Field visit by VRO-Pos Distribution.	Door to Door deliver of public distribution to the house hold.	
Day -5	Field visit by us Resurvey	Re-caption of land in word using the latest technology.	
Day -6	De-Brief of last 5 Days Activities.	Known what type of Division are being delevred on going activities.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delivering of Division (Citizen) of an shortest possible time.

1. Inverse of Cast & Income.

2. Mutation (land)

3. Family Member Certificate

4. Birth & Death Certificates.

Applying for schemes to the eligible candidate part field verification.

* YSR Premium.

* YSR Chayutha

* Rice Card.

* YSR Amma Vadi

* YSR Vidya Devena.

Field Activity:- Ration Distribution to House hold at door step by MDS.

Field Activity:- Hand Re-Survey using the local Technology & Recover to Accuracy in an main point.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division and responsibility of ANM & Mahila Police.	Hygienic mean implementation safety of women's child.	Ush
Day -2	Division & responsibility of emmenties & Admin Secretary	On going work requirement and premeasures of malibus.	Ush
Day -3	Field Activity:- SDG, Survey PH Survey.	Knowing well about development growth process.	Ush
Day -4	Field Activity:- House Hold Survey and to collect House Tax	Knowing about the types of house hold and their eligibility.	Ush
Day -5	Online Service - - - - - Digital literats - - - - -	Know how to apply of castel income certificate & more services.	Ush
Day -6	Brief on the last 5 days Activation.	Overall, Learned name maintenance which implement to do better for the notice.	Ush

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Doing the unit by ANM. We visited several have to any health immunity & recommended few medicine also women to any difficulties and observed the well being is kind new of the people with the ANM.

Also accomplished by the महिला police visited house to educate the children to good touch and the bad touch, Awareness to the girl child to not being shy, any harassment happened should be initiated.

No. of online survey are going on & portable and acquired knowledge about how a system women on demand of the govt.

Acquired knowledge in digital literacy how application are filled online what are the demand are attached and carnal.

Knowing the eligibility criteria of all the welfare schemes of the state of these 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.	Shortest possible time for service	clsd
Day -2	Definition of GDP & objection & overcome	Development process	clsd
Day -3	Fund allocated to the Gram ward	General Test for 15th financial full managers	clsd
Day -4	House hold Survey of 1, 2, 3, 4, 5	Most Likely a come survey.	clsd
Day -5	Home hold survey of 6, 7, 8, 9, 10	Categories of the house holds	clsd
Day -6	House hold Survey 11, 12, 13, 14, 15, 16.	- Do -	clsd

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service Life Agreement.

In word Sachivalayam, there are more than SHG Service, each service is having their own SLA.

For eg:-

Income Certificate = 7 days

Cost Certificate = 30 days

Motivation = 30 days

Rice Card = 180 days

GWDP = Grama ward Development Programme

It is a planning programme for Development of the Grama ward.

=> Sanitation Planning.

=> Road Repair Planning.

=> Street Repair Planning and Light

=> New overneed Towns.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We did scheme's survey in Komarpalli the Shanti Nagar.	By this I have known how the schemes are useful for people	<i>Fathy</i>
Day -2	We asked wheather the schemes are provided in time to the people.	The schemes are very useful for the consumer.	<i>Fathy</i>
Day -3	We asked how the schemes are useful for them.	The schemes helping their children to provide Better education.	<i>Fathy</i>
Day -4	I took their response on usefull schemes like vidya Deevana.	Vidya deevana the students to get Better education.	<i>Fathy</i>
Day -5	I asked wheather the schemes are useful for their child's further education.	The schemes are supporting family financially.	<i>Fathy</i>
Day -6	We develop our interaction skills by interacting with the people.	I had known how to develop communication skills.	<i>Fathy</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government - Welfare schemes and its eligibility
certain, application programme field verification. E-KYC programme.

YSR - Pinction

↓
OAP

↓
Windows

↓
Disability Holders

↓
Fisherman

All these persons have different eligibility certain.

Welfare Calendar shown the planning & implementation of
known at the right time in a project.

E-KYC (Election - Know your Citizen) which gives on the
live station of the Citizen. It's a mandate for all
the House Holders for any type of welfare schemes.

* Government Employee in the Household no there.

* No Income tax pay in the Home Hold.

* Not more than 3 Acres of Land.

* No other welfare Hold.

* 1000 Sq field 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	We did schemes survey in Shanthy Nagar.	By this I know how the schemes are useful for the people.	Ush
Day -2	We asked whether the schemes are provided in time to the people.	The schemes are very useful for the consumers.	Ush
Day -3	We asked how the schemes are useful for them.	The schemes helping their children to provide better education.	Ush
Day -4	I took their response on useful schemes like Vidya Devena.	Vidya devena the students to get better education.	Ush
Day -5	I asked whether the schemes are useful for their child's further education.	The schemes are supporting family financially.	Ush
Day -6	We developed our interaction skills by interacting with the people.	I had know how to develop communication skills.	Ush

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

On the part of my internship I did a survey in Shanti Nagar, Sachivalayam and I had asked them several questions to better understanding on the Government rule, and I have learnt that all the schemes are provided Government in time to the consumers who were getting these schemes shared that respective views.

In the process of surveying I had asked them some questions like whether the schemes are useful for them and their children and they are very happy for the schemes. Because the schemes are giving them a financial support. and they also share that by using the amount of the vidhya deevana and vasathi deevana they can be able to provide their children better education and this educational schemes has lifted up our AP's literacy rate.

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 the professional knowledge & kind people. In the organisation all staff are very punctuality in the attending office.

⇒ They have shown an interest in technology on how the system works and administration activities are been handled in a procedure manner.

⇒ The time spent for in being working schedule are appreciable and we those then all for their extended operation & co-operation in our internship programme.

⇒ The digital aids used for helping on in learning are very advanced & needs at their moment for accountability, which keeps the system worthy.

Myself impressed of their organization
[Grama Ward Sachivalayam] 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 programme
- ward education data processor
Secretary.

Field verification - Welfare Secretary

Third Party verification - Ward Administrator staff

Pre-Applied - Ward Revenue Secretary

Final Applied - MRO.

Every one is using the technology bounded work to
avoid duplicacy and error frequency in certain.

1. Bio-metric Detection.
2. Android Smart Phones
3. IRIS Scanners
4. Face Automation / Authentic.

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 which is very realistic and given time management of the competence & analysis skills.

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

For doing any projectional knowledge in meant & should secondly planning and thirdly the procedure for the 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 modify and improve myself with communication different people in different places.

My written communication is per improve by writing say evaluation scripton / thoughts.

My Anxiety level are very high and am very anxiety to listen to it whenever i feel any thing and i learn more anxiety management technology.

My Speaking ability is moderate and it will be improved day by day communicating skills.

I always great at every one when I see them and they do think jobs/works are properly at in time and it will be the good thing.

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

We have done many group discussions among ourselves to know different views of each other of an group discussions let us share our thoughts and that will leads to create thinking.

And we can know how to be a good team member and the basic quantity of a good team member is to be contribute for the team and the and be able to learn the leadership qualities. A leader is the one who knows the way goes the way and shows the way.

By doing the internship i had improved my skills in group discussion and participation in teams as all work done by me is with my team and so that I can able to judge my leadership qualities and how I can be able to know my strength and weakness.

These are the leadership qualities and contribution skills that are learnt by me during the period of my internship.

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

In the month of Internship done by me during the period of one month. I had learnt many new things and I had developed my knowledge as much as I can.

Doing this internship had helped me a lot and it have improved me regarding my communication skills, technical skills and it had developed my interpersonal skills.

And we had developed ourselves by working as a team and we shared our views with the help of group discussions and very good support the had cleared all over and everything went well.

And these Secharalagams are helping a lot to the people. Because most of the people utilizing them in a proper manner and getting required help from the organization.

Student Self Evaluation of the Short-Term Internship

Student Name: PETLA VAMSI KRISHNA Registration No: 2122001070023
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: Shanthi Nagar, Sachivalayam.

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:

P. Vamsi Krishna.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: PETLA VAMSI KRISHNA.	Registration No: 2122001070023
Term of Internship: From: 18/08/2023 To: 30/09/2023	
Date of Evaluation:	
Organization Name & Address: Grama Ward Sachivalayam, Shanthi Nagar.	
Name & Address of the Supervisor Shanthi Nagar Sachivalayam, Sri Kalakulam. with Mobile Number	

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4 ✓	5
3	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4 ✓	5
7	Ability to learn	1	2	3	4 ✓	5
8	Work Plan and organization	1	2	3 ✓	4	5
9	Professionalism	1	2	3 ✓	4	5
10	Creativity	1	2	3 ✓	4	5
11	Quality of work done	1	2	3	4 ✓	5
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4 ✓	5
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4 ✓	5

Date:

Page No:



PHOTOS & VIDEO LINKS



EVALUATION

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.

MARKS STATEMENT
(To be used by the Examiners).



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