

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: SALINA. VENKOTARAHATHA

Name of the College: Govt. Degree College (MGI) SRIKAKULAM

Registration Number: 2122001070028

Period of Internship: From: 18/06/2023 To: 30/07/2023

Name & Address of the Intern Organization KODURU GRIHA SACHIVATHA
POLAKI (M) SRIKAKULAM (D)

An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt. Degree College (Men) Srikalahasti

Department: B.B.A

Name of the Faculty Guide: N. Balu Krishna

Duration of the Internship: From 18/08/23 To 30/09/23

Name of the Student: SALINA VENKATARAMANA

Programme of Study functioning of Grahana wasil Sachivastan

Year of Study: 2021-2023

Register Number: 2122001070028

Date of Submission:

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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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, Suvenita Pampia, a student of B.B.A Program, Reg. No 2122001070028 of the Department of Commerce, Sri Poo College do hereby declare that I have completed the mandatory internship from 15/4/20 to 20/7/20 in Koduvu Sachin (Name of the intern organization) under the Faculty Guideship of Alfonsa (Name of the Faculty Guide), Department of Commerce and Management, Sri Poo College (Name of the College)

Suvenita Pampia
(Signature and Date)

Official Certification

This is to certify that Sabina . Venkata Ramana . (Name of the student) Reg. No. 2122021070028 has completed his/her Internship in Koduru Sachivalayam (Name of the Intern Organization) on Gram Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce & Management in the Department of Govt Degree College (res) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)
Panchayat Secretary
Koduru Grama Sachivalayam
Polaki Mandalam

Endorsements

B. Srinivas
Faculty Guide

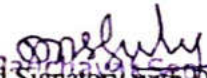
[Signature]
Head of the Department

[Signature]
Principal

Certificate from Intern Organization

This is to certify that S. Venkataratnam (Name of the intern) Reg. No. 21220012008 of G.D.C (MEN) (Name of the College) underwent internship in Koduru Sachinam (Name of the Intern Organization) from 18/08/2023 to 20/09/23.

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


Authorized Signatory with Date and Seal
Koduru Grama Panchayat
Pulaki Mandalam

ACKNOWLEDGEMENTS

I am deeply thankful to all staff members to the Hizbullahatam Qadha Sachivalayam and also my advisors during this internship for their valuable advice and guidance their industry experience and helped me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship the Hizbullahatam Qadha Sachivalayam provided me with valuable insights and guidance that help me to navigate my tasks and responsibilities.

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 govern-
ance in every village for the growth & develop-
ment in a sustainable manner.

2) Implementation of Grama Panchayat Sachivalaya
to provide door to door service to the house-
holders and also development the village in
a sustainable manner.

3) Function of Grama Panchayat Sachivalaya. It has
mainly 10 - TYPES of functions.

4) Objectives of Grama Panchayat Sachivalaya.

1. Sustainable development.
2. Door to door service.
3. Health and hygienic condition.

5) Outcome of Grama Panchayat Sachivalaya.

1. Providing basic needs to the health.
2. All services of the on stop.
3. Easy 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 with 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 Grameen wazid Sachivalayam

- ① Providing various citizen services at a shorter possible times.
- ② single window services & welfare of home door to door services.
- ③ single window services system.
- ④ Providing an better environment for all living organization.
- ⑤ Planning GRAP / Grameen Panchayat Development Program.
- ⑥ Citizen satisfaction is the ultimate aim of an 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.

- ① provision service of Grama Sachivalayam.
- ② various welfare schemes.
- ③ on going project/construction.
- ④ public distribution system (PDS).
- ⑤ GRAMA sabha.
- ⑥ working of each functionation.
- ⑦ field visit
- ⑧ relevancy of agriculture land.
- ⑨ Anehtal service
- ⑩ House hold survey
- ⑪ production of natural collection.

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	organization structure	
Day - 2	vision function & their defined work responsibility	organization working hand	
Day - 3	vision function & their defined work responsibility	-cb-	
Day - 4	field visit by ANM An mental service	How ANM are village regularity to the women	
Day - 5	field visit by ANM - PM to service	Implement of PM to scheme	
Day - 6	D.C brief of whole the last 5 days activation.	same knowledge which achieved regulation	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

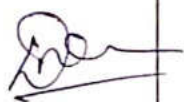
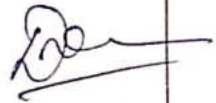
ഗ്രാമ സാഹിത്യ പദ്ധതി കോഡ്
hall function ചെയ്ത 16 വേളകൾ

Main function കൾ ഇതാണ്

- * Panchayat Secretary
- * Digitization Assistant
- * Welfare & Education Assistant
- * Engineering Assistant
- * Village Revenue Officer
- * Agricultural Assistant
- * Veterinary Assistant
- * Village Secretary
- * Mahila Police
- * ANM
- * Line Man

Overall-in-charge in Panchayat
Secretary who is making all the
activation in and around
field visit by ANM give an
opportunity how well the organization
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	Devotion & Responsibility of digital Assistant & welfare education Assistant.	Imp of various services to citizens & types of welfare schemes	
Day - 2	Devotion & Responsibility of VRO & Village Secretary	Ration distribution system & household registration & types of Card.	
Day - 3	Devotion & Responsibility of Veterinary Asst & Agricultural Asst.	Live stock & types various immunizations & types crops & seeds	
Day - 4	Field visit by VRO - 'DPD' distribution in household	door to door delivery of public distribution to the household	
Day - 5	Field visit by VI Resurvey	Reaction of land in village & latest technology	
Day - 6	De brief of last 5 days activities	Know what types of devlopment being delivered.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Deleving of deviiion (Cingeh)
of a shaiteht possible time

1. Ihhv3ise of case & Ih come

2. family member certificate

3. birth & death certificate

APPLYING for schemes to the
Eligible Candidates part field verification

1. XS31 petroleum

2. XS31 chexutha

3. Rice card

4. XS31 AMMAVadi

5. XS31 vidya deveda

field activity:- Ration distribution to
bowed at doorstep by

field activity:- hand resurveying
Cops the local technology
& Prove for accessibility in a main
point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	Facilitate application process for eligible beneficiaries for schemes	Chapp
Day - 2	Withdrow pension amount from Bank and handle disbursement through volunteers	Undertake pension applications	Chapp
Day - 3	Monitor implementation of pension amount from village volunteers	Undertake verification and uploading date	Chapp
Day - 4	Monitor implementation of MPM scheme in all government schools	Be a part of village schools	Chapp
Day - 5	Undertake registration and biometric authentication of tribal students for YSR	Tribal student biometric authentication	Chapp
Day - 6	Monitor implementation of physical verification of new pensions	YSR Pension Kothukota G.B. Vahar	Chapp

WEEKLY REPORT

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

Objective of the Activity Done:

About WEA

Detailed Report:

welfare educational Assistant

* field visits to village/schools/Hostels/SHG/VD meetings visits to self employment unit etc for as per calendar of activities.

* Identify eligible beneficiaries from bank & handle disbursement through.

* Monitor physical verification of new & live sessions through volunteers send proposal for new regions to M.P.D.O.s

* Co-ordinate with school Education Department for effective delivery of schemes/benefits i.e. Jagatnaha.ahkal-odi. Jagatnaha Goshuludha. Jagatnaha Vidya Karkha (TVK) etc.

* Monitor Implementation of Mid-day meal (Jagatnaha Goshuludha) scheme in all the govt schools.

* undertake registration and bio-metric authentication of fresh students for TVD schemes.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Village surveyors measure land features such as depth and shape	Attending office registration daily movement in Register	y. f. kumar
Day - 2	The survey team prepares land records to verify data from on-site surveys.	Collect Land maps records and proceed field for attend survey	y. f. kumar
Day - 3	Surveyors also prepare maps and prepare and present result to clients	Attending of records work and uploading of survey data	y. f. kumar
Day - 4	A Village Revenue officer (VRO) is a govt officer who is responsible for administration of	VRO will be authority for maintenance of village records	y. f. kumar
Day - 5	Collection of taxes Land Revenue	Preliminary reports on the issue of certificate.	y. f. kumar
Day - 6	Protection of govt properties, monuments.	Assisting the police by reporting the offences.	T. Lalitha

WEEKLY REPORT

WEEK - 4 (From Dt. to Dt.)

Objective of the Activity Done: V.S & VRO

Detailed Report: Village Survey & Village Revenue Office

V.S:-

* Attending office, registering day movement collect Land maps/records.

* Inspection of Lands proposed for
Logeats.

* Attending field survey

* Attend general duties and duties of other functional assistants as and when required.

* Resurvey record (RSR) stone survey, street survey records.

V.R.O:-

* Maintenance of Village Revenue records send all Village Revenue Accounts promptly and accurately.

* Collection of Land Revenue taxes and other such relating to Revenue Department

* The VRO will assist the Revenue functions in discharging the executive magisterial functions.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	ANM says that she has to visit at least 30 households in her allocated area per day.	she checks that what kind of problems faced by people	Gr. S. Narani
Day - 2	ANM uploading of daily reports like HIMS & (HIP) - IDSP etc	she collect the daily health reports in government health centres	Gr. Narani
Day - 3	Registered pregnant women in 12 weeks & ensure care of women's health.	she visits pregnant women and check the quality of food	Gr. S. Narani
Day - 4	Gr. Mahila Samakshya Kalyan Deshi to visit pregnant women and child birth	she can in pregnancy and child birth	Gr. S. Narani
Day - 5	She prohibits the practice of child marriages	awareness of intercaste community committees	Gr. S. Narani
Day - 6	ASK provide awareness to the most vulnerable people about workplace safety	awareness of people about workplace safety	Gr. S. Narani

WEEKLY REPORT

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

Objective of the Activity Done:

ANM &

Detailed Report:

AUXILIARY Nurse midwife & Mahila Police

ANM:-

- * work under the administrative control of the medical officer primarily health centre (PHC) and technical supervision and guidance of the female health supervisor.
- * Maintain all the records & reports as prescribed under Reproductive and child health care (RCM)
- * Prepare the plan for health area with the help of female Health supervisor.

Mahila Police:-

- * Create awareness on the prevention of alcoholism & drug abuse.
- * Create awareness about gun- and drug-based violence.
- * Awareness on domestic violence, sexual harassment of women at work place, child marriages, prohibition act and ensure constitution and functioning of Jt. Med. Complaint committees.

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.)

* Internship are generally thought of as a selective for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training in internship in order to receive real world experience and develop their skills.

* An objective for this position should emphasize the skills you already possess in the area and

your interest is learning more. Internship are utilized in a number of different career fields. Including architecture, engineering, healthcare, economics, advertising and many more.

Some internship is lead to allow individual to perform specific research while others.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

Skill the ability to do something well
Many people claim that are skilled in a
certain activities skill can be the
deciding factor in whether you will
be very successful or clever I
certain activities in your life firstly
the communication skill The communicat
ion occurs in various ways but primarily
Interact in your ability to visit to
speak professionally.

Today's work culture whether
you're hoping to join an organisation
for a start up or well established often
requires even the most senior level
executives to wear multiple hats And
In ten one day you might find
yourself supporting the sales team
and the next day performing
customer services.

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)

* Management skills are the practice of understanding, developing and directing people and the skill means - Management skill are abilities and traits needed to perform certain such as solving problems, communication and motivation, achieve aim employees.

* An election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

* Electronic voting machine (also known as EVM) is voting using electronic means to either add or take care of the chances of casting and.

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.,)

I can improve my communication skills as the part of about villages and about Jagohaha schemes.

In the part of villages I think about how is life in the village and do you have enough resources as what is like easy here there are many questions arise in my mind so I can prepare a plan in my village.

In my village namely Hishababam it is situated near MRO office it is also paradise of beauty freshes peaceful the people of my village mostly like farming this is very calm and silent and also called the rural part of the country.

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

In the period of Internship I know about the civil supplies like in the part of Rice Card services that is how to apply new Rice Card Already having Rice Card how members addition in Rice Card and by birth addition. How to add member below 5 years also How to member deletion in Rice Card and Required Documents etc.

AP Govt decide to issue new Rice Card to all the eligible families of the state which the total income of family should be less than 10,000/- per month and 12,000/- per month in rural & urban areas respectively the Rice application is visit nearest Ration office means the applicant has to go to office to get the application form.

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

I observed the relevance to subject area of training I learned about during the period of internship solid waste processing centre. These sheds are constructed for this purpose where compressible and non compressible waste from house holds are collected and transported through green ambassadors engaged by the GLOW Panchayat.

Over the past few weeks the state level Jagahanna swachh Saksham campaign has proved to be the best platform of educating village folk about the necessity of segregating waste of household level and making the village litter free and garbage free.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **SALINA VENKATARAMANA**

Term of Internship: From **16/08/23** To **30/09/23**

Date of Evaluation:

Organization Name & Address: **Koduru Grama Sachivalayan**

Name & Address of the Supervisor with Mobile Number: **Koduru Grama Sachivalayan**

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5 ✓
2) Written communication	1	2	3	4	5 ✓
3) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4	5 ✓
5) Attitude	1	2	3	4	5 ✓
6) Dependability	1	2	3	4	5 ✓
7) Ability to learn	1	2	3	4	5 ✓
8) Planning and organization	1	2	3	4	5 ✓
9) Professionalism	1	2	3	4	5 ✓
10) Creativity	1	2	3	4 ✓	5
11) Quality of work	1	2	3	4	5 ✓
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4 ✓	5
14) Adaptability to organization's culture/policies	1	2	3	4 ✓	5
15) OVERALL PERFORMANCE	1	2	3	4 ✓	5

S. Venkata Ramana
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: SALINA VENKATARAMANA

Term of Internship: From 18/08/23 To 30/09/23.

Date of Evaluation:

Organization Name & Address: Koduru Grama Sachivalaya

Name & Address of the Supervisor
with Mobile Number:

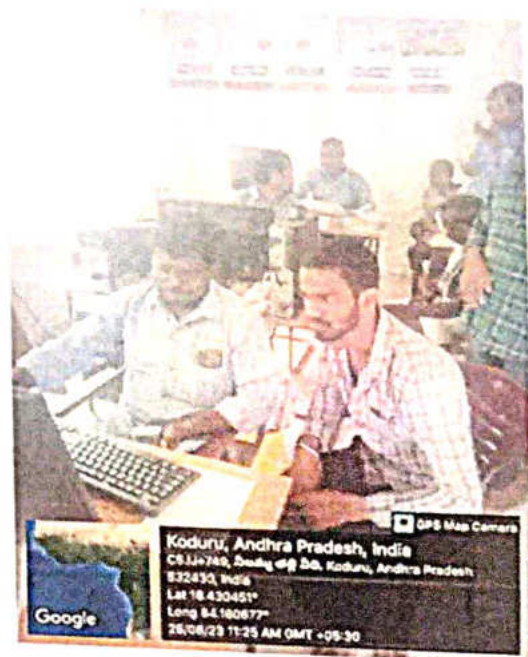
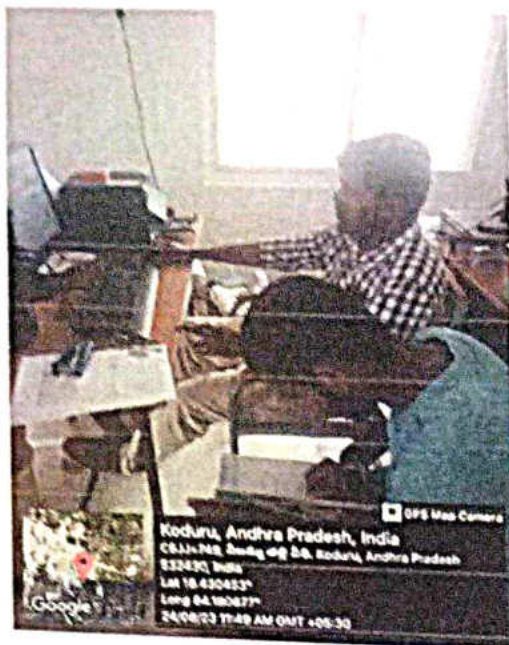
Please rate the student's performance in the following areas:

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) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4	5 ✓
5) Attitude	1	2	3	4	5 ✓
6) Dependability	1	2	3	4	5 ✓
7) Ability to learn	1	2	3	4	5 ✓
8) Planning and organization	1	2	3	4	5 ✓
9) Professionalism	1	2	3	4	5 ✓
10) Creativity	1	2	3	4 ✓	5
11) Quality of work	1	2	3	4	5 ✓
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4 ✓	5
14) Adaptability to organization's culture/policies	1	2	3	4 ✓	5
15) OVERALL PERFORMANCE	1	2	3	4 ✓	5


Signature of the Supervisor
Panchayat Secretary
Koduru Grama Panchayat
Polaki Mandalam





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