

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: BAIRI. MANI KUMARI

Name of the College: Govt. Degree college (Men) Srikakulam

Registration Number: 2122001049010

Period of Internship: From: 18-08-2023 To: 30-09-2023

Name & Address of the Intern Organization Laveru-2 Sachivalayam (Lavetipalem)
Srikakulam (District)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Bairi, Mani kumari

Programme of Study: Functional of Kaveru - 2 ward saahivabiyam

Year of Study: 2023

Group: B.Sc (B-2.c)

Register No/H.T. No: 2122001049010

Name of the College: Govt. Degree college (Men), Srikakulam

University: *Ambedkar University in Srikakulam
Dr.BR

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	50
3.	Oral Presentation	25	20
	GRAND TOTAL	100	95

Date: 30-10-23


30/10/2023

Signature of the Faculty Guide

Certified by

Date: 30-10-23

Signature of the Head of the Department/Principal

Seal:

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.

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) Sri Kalakulam

Department: B.Sc (B. Z. C)

Name of the Faculty Guide: HARATHI MADAM

Duration of the Internship: From 18/8/23 To 30/9/23

Name of the Student: Bairi, Mani Kumari

Programme of Study Functioning of Laveru-2 ward sachivalayam

Year of Study: 2023

Register Number: 2122001049010

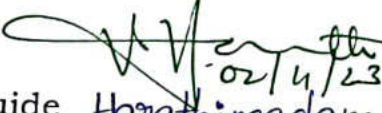
Date of Submission: 30/10/2023

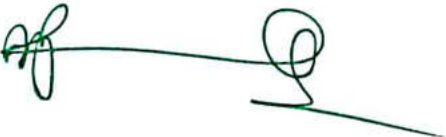
Student's Declaration

I, B. Manikumari, a student of Program, Reg. No. 212202104948 of the Department of BSc (C, BZ) College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/23 in Laveru-2 Sachivabiyam (Name of the intern organization) under the Faculty Guideship of Haxathi..., (Name of the Faculty Guide), Department of Govt. Degree College (men) Sri. Kakubm (Name of the College)

B. Manikumari
(Signature and Date)

Endorsements


Faculty Guide Haxathi madam

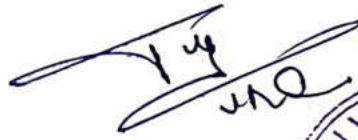
Head of the Department Zoology 

Principal

Certificate from Intern Organization.

This is to certify that Bairi. Mani. Kumari (Name of the intern) Reg. No. 2122001249010 of G.D.L. (Men). Sklm... (Name of the College) underwent internship in Laveru-2. Sachivabayan (Name of the Intern Organization) from 18.1.23... to 30/9.23.....

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



Authorized Signatory with Date and Seal



ACKNOWLEDGEMENTS

This sachivalayam Internship report is the Result of two months. It would not have been possible without the participation and assistance of numerous brave and courageous people along the way I have to thank them all.

First and foremost I would like to give special Gratitude to my parents who give me opportunity to keep my step ahead I am indebted to my college and the teachers and the principal for their vision encouragement and Guiding contagious interest in the Internship.

My special thanks Given to the staff members of Lavenu-2 Sachivalayam Srikalulam for their support and courage and patience who gave me feedback and Guide me in these two months 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.

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 service to the House holdn, and also developing the village in a sustainable manner
3. function of Grama ward Sachivalayam - It has mainly to types of function action, which does with all the activities required in a village
4. objection for sachivalayam.
 1. Sustainable Development
 2. Door to Door service
 3. Health & hygienic condition
5. outcome of sachivalayam
 1. providing Basic needn to the health
 2. All service of to no stop.
 3. Early solution to all problem.

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 Sachivalayam

1. providing version cition citizen services at a shordan possible type.
2. Single window service system
3. Door to door service & welfare no home.
4. providing ambient environment for all living organization
5. Each functionaery has a specific volile to full the oulequired of the villages.
6. planning Gpdp [Gorama panchyat Development program]
7. citizen satisfaction in the ultimate aim of un orgaination

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. Version Service at sachivalayam
2. various welfare schemes.
3. on going projects / contraction.
4. public distribution system (pos)
5. Grama Sabha
6. working culture of each functionation.
7. field vigits.
 - Renervey of Agriculture land
 - Amental servey
 - House hold servey
8. pre production of natural culamation.

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 volenteres.	organisation Structure	(Signature)
Day - 2	various functionation & their defined were & responsibility	organization working hands.	(Signature)
Day - 3	various functionation & their defined were & responsibilities	- do -	(Signature)
Day - 4	field visit by ANM AN verbal scurvey.	How ANH save vigi- ling regularly to pregnance womens & than define.	(Signature)
Day - 5	field visit by ANM -PM - Jay suavey	Implementend of PM - Jay schene	(Signature)
Day - 6	De - Brie of whole the lasts days activition	Some knoweledge hasachived regu- -lar Gear.	(Signature)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Sachivalayam. Bhayritay u functionin
& 16 volunteers.

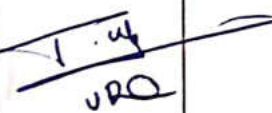
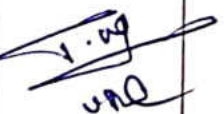
main functionation are in follows.

1. panchayathi secretary
2. Digital assistant
3. welfare & Education Assistant
4. Engineering assistant
5. village Revenue officer
6. Agricultural assistant
7. veterinary assistant
8. village surveyor
9. Mahila police
10. ANM
11. line man.

overall -in charge in panchayati secretary who in main
taining all the activation in and around.

field visit by ANM give on a opportunity
how well the organisation staff is behaving with the
village.

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 assistent & welfare education assistent	Imve of various service of citizens & type of welfare schemes	
Day - 2	Devision & Responsibility of VRD & villege servayer.	Relation Distribution system & how rebled recognition & types of cards.	
Day - 3	Devision & Responsibility of agriculture assistent	Live stolen & types varion immonigation to earther. Type of seeds & fertilization	
Day - 4	field visit by VRD PDS Distri- -bution.	Door to door deliver of public distri bu- -tion to the house hold.	
Day - 5	field visit by vs Resurvey	Re-captlon of land in villege using lak -st technology.	
Day - 6	De-Brief of land 5 days Activities.	know what type of Devision are being delivered & on going activities.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (citizen) of a shortent possible time.

1. Inverse of Caste & Income
2. matation (land)
3. family member certificate
4. Birth & peath conform.

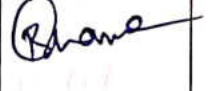
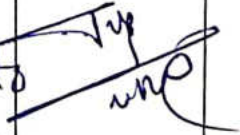
Applying for schemes to the eligible condicade pari field. verification.

1. YSR permium
2. YSR chayulha
3. Rice card
4. YSR Ammaradi
5. YSR vidya derina.

field activity :- Ration distribution to house hold at door step by MDS.

field activity :- hand Re-Survey using 'cops the local Technology & Rover for accuracy 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	Division & Responsibility of ANM & Mahila police	Hygienic Maternal implementation safety of women & child.	
Day - 2	Division & Responsibility of engineering assistant & panchayat secretary.	ongoing work requirement & pre-measure of manous	
Day - 3	Field Activity :- SDG Survey PM-JY Survey	knowing well about Sustainable Development Growth process.	
Day - 4	Field activity :- House hold Survey PDS Distribution.	knowing about type of household & their eligibility.	
Day - 5	online Geoservice - - Digital literas - - -	known how to apply for caste / Income certificate & more service.	
Day - 6	De-Brief on last 5 days Activation.	overall : Learned name maintenance which implement to do better for the policies.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by ANM we visited several have for any health issue & recommend few medicine. Also spoke to pregnant women for any difficulty. Observed the well being & kind new of the people with the ANM.

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

No of online survey are going on & participate and acquired knowledge about how a system women demand of Government.

acquired knowledge on digital literacy, how application are filled online. what are the demand are attached & concerned.

knowing eligibility criteria of all the welfare schemes, of state Government.

ACTIVITY LOG FOR THE FOURTH 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	of
Day - 2	Definition of GDP & its objection & overcome.	Development processes.	of
Day - 3	finds Allocated to Grama panchayat.	General test for 15th finance full manerags.	of
Day - 4	House hold Survey of auster 1, 2, 3, 4, 5	Month likely a come Survey.	of
Day - 5	Home held Servey of clater 6, 7, 8, 9, 10	catage pieces of house holds.	Phane
Day - 6	Home held Servey of colathi -ng 11, 12, 13, 14, 15, 16	- do -	Phane

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life agreement.

In Sachivalayam. There are more than 546 Service, each Service is having their own SLA.

for eg :-

1. Income Certificate - 7 days
2. Caste Certificate - 30 days.
3. Motivation - 30 days.
4. Rice Card - 180 days.

GPDP - Grama panchayat Development programme.

It is a planning program for the development of the Grama panchayat.

- Sanitation planning
- Road Repair planning
- street light position / Repair
- new over need towns / Derinam typs.

finds - for smooth running of development activities in Grama Panchayat funds are being utilized.

General fund - House Tax payment / properties tax paid
5th 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.	
Day - 2	welfare calendar for the year 2023-24	planned execution in implement of welfare schemes	
Day - 3	field visit : what is Grama charan? what is agricultural land? what is Dery land.	Basic knowledge of a village & its boundaries.	
Day - 4	'E'-KYC - Mandate for all the welfare schemes. How E KYC is done	Digital literacy using mobile smart phones	
Day - 5	Six-Step validation of eligibility for welfare & non-welfare schemes.	Original literary Training acquired.	
Day - 6	De-brief of all the 5 days activation.	very informative & Enable seedling	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state Government - welfare scheme and its eligibility criteria, application - field verification - E-KYC program.

Eg:-

YSR pension konva

OAP window single women disability talley fishermen

All these types of pension have difference eligibility criteria welfare calendar shows the deemed planning & implementation of knowns at the right time in a project & procedural manner.

Six step validation - to make eligible for a scheme the promoter one to be simplified.

E-KYC - electronic - know your citizen. which given on their live station of the citizen. It's auditor for all the holds holds for any type of welfare schemes.

1. No. Govt. employee in these hold.
2. No. Income Tax pay in home hold
3. Not more the 3 Acres of agricultural land
4. No four welfare holds.
5. electricity consumption next more the 300 unit / Month.
6. 1000 sq feet commercial land in urban Area

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 this organization all staff are very punctual in attending office.

The time theory given for union being schedule are appreciable and we thank them all for their extended operation & co-operation in our internship programme.

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

The digital aids used for helping us in learning were very advanced & meets at this moment for transparency & accountability, which keeps the system trustworthy.

I feel myself impressed of this organization (Grama ward Sachivalayam) working attitude.

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 - Administrative staff

pre - Applied - VRO

final - Applied - MPDO/MRO

Everyone is using the technology bound works to avoid duplicacy and errors from parancey in amcert's the eligibility of any schema.

1. Biometric Division

2. Android Smart phones

3. IRIS Scanners

4. face Antermafication.

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 realistic and given time management, competence & holding skills.

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

For doing any task, professional 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 is poor, improve it by writing my evolution scripion / thoughts.

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

My anxiety level is very low, I am very patient and listen to music whenever I feel anything, & I learn more anxiety management technologies.

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

I always greet every one when I see them & thank them 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 lag the improve. I will be clear of what I am saying.

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

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

1. Handling of Smart phones
2. Bio-metric Division
3. IRIS-Scanner
4. Face Authenticati program.

which then the realinfc procedure of the livem.

Secoodly :- using E-pos machin in pos

Thirdly :- Using 'cops' & 'REVED' in Land Re-nomey
programment program.

→ using 'DRONE'S' in identificate of mark in land
alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **B. Mani kumari, 2122001049010**

Term of Internship: From **18/8/23** To **30/9/23**

Date of Evaluation: **30/9/23**

Organization Name & Address: **Laveru-2 grama saehivalayam**

Name & Address of the Supervisor
with Mobile Number:



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

B. Mani kumari
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

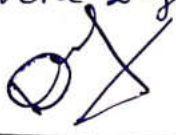
Student Name: & Registration No: B. Manikumari, 2122001049010

Term of Internship: From 18/8/23 To 30/9/23

Date of Evaluation: 30/9/23

Organization Name & Address: Laveru-2 grama sachivalayam.

Name & Address of the Supervisor
with Mobile Number:



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

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

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) 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



PHOTOS & VIDEO LINKS

