

Program Book for Short-Term Internship

Name of the Student: *Sudhakarpu. priyanka*

Name of the College: *Govt. Degree College (men) Srikalam*

Registration Number: *2122001049079*

Period of Internship: From: *18-08-2022* To: *30-09-2023*

Name & Address of the Intern Organization *Kottakota Sachivadayam (Rothava
asa)*

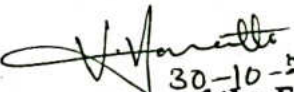
Srikalayar

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Subarajap. priyanka
Programme of Study: Function of Kottakota ward sadivabagam.
Year of Study: 2023
Group: BSC (B2.C)
Register No/H.T. No: 2122001049079
Name of the College: GIDE [MEN]
University: Ambedkar University in Srikalculam
Dr. Br.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	25
2.	Internship Evaluation	50	49
3.	Oral Presentation	25	24
	GRAND TOTAL	100	97

Date: 30-10-2023


30-10-2023
Signature of the Faculty Guide

Certified by

Signature of the Head of the Department/Principal

Date:

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) srilakulam*

Department: *BSc. BZC.*

Name of the Faculty Guide: *HARATHI . v*

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

Name of the Student: *S. priyanka*

Programme of Study *functioning of kottakota ward sachivadayam*

Year of Study: *2023*

Register Number: *2122001049079*

Date of Submission: *30-10-2023*

Student's Declaration

I, S. Pothiyanda, a student ofProgram, Reg. No. 212200101274 of the
Department of BSc. (Bot) College do hereby declare that I have
completed the mandatory internship from 18/12/22 to 20/12/23 in Kottakota Sankaraya
(Name of the intern organization) under the Faculty Guideship
of Hanafli, (Name of the Faculty Guide), Department of Bot. Reg.
College. Govt. Sri. Kalubam (Name of the College)

S. Pothiyanda
(Signature and Date)

Endorsements

V. Hanafli
Faculty Guide Hanafli madam

[Signature]
Head of the Department 20/12/23

Principal

Certificate from Intern Organization

This is to certify that S. priyanka (Name of the intern) Reg. No. 12200100079 of UOC (men) slslm Name of the College) underwent internship in kottakota sachivalayam (Name of the Intern Organization) from 18/8/2023 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 sachivadyam 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 Rago Kottaloba sachivadyam shikakulam 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 notifiable manner.
- (2) Implementation of Grama Ward Sachivalayam - to render door to door service to the House hold and also developing the village in a notifiable manner.
- (3) Function of Grama Ward Sachivalayam - It has mainly two functions which does with all the activities required in a village.
 - (a) objection of Sachivalayam.
 - 1) Sustainable development.
 - 2) Door to door development.
 - 3) Health & Hygiene condition.
- (5) outcome of Sachivalayam.
 - 1) providing basic needs to the House hold
 - 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 Sachivadayam.

- ① providing version citizen services at a suburban post type.
- ② single window service system.
- ③ door to door service & welfare no home.
- ④ providing ambience environment for all living organization
- ⑤ each bureaucracy has a specific role to fill the need of the villages.
- ⑥ planning UPDP (Gram panchayat development program)
- ⑦ 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) version service at sachivalayam.
- (2) various welfare schemes.
- (3) on going projects / contration
- (4) public distribution system (pds)
- (5) public distribution system (pds)
- (6) working culture of each functionalization.
- (7) field visits.
 - Renewal of Agriculture land.
 - Annual survey
 - House hold survey
- (8) pre production of natural calamities.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	introduction of slabs and ventures.	organisation structure	S. Sankaranarayanan D.A.
Day - 2	various functions & their defined work & respon sibility	organisation working Hands.	S. Sankaranarayanan D.A.
Day - 3	various functions & their defined work & respon sibility.	-do-	S. Sankaranarayanan D.A.
Day - 4	field visit by ANM An nambal survey	How ANMs are visiting regularly to pregnant women & them define	182 An
Day - 5	field visit by ANM - PM- Jay survey	implemented ob PM - Jay scheme	182 An
Day - 6	re - brief of whole the last 5 - days activation.	some knowledge has achieved regard to govt.	S. Sankaranarayanan D.A.

WEEKLY REPORT

WEEK - 1 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

Salivabayan village has a functioning 316 valentien.

Main functioning are in follows

- (1) panchayat secretary
- (2) digital Assistent.
- (3) welfare & education Assistent.
- (4) Engineering Assistent.
- (5) village revenue officer.
- (6) Agricultural Assistent
- (7) veterinary Assistent
- (8) village court
- (9) malika police
- (10) ANM
- (11) line man.

overall - in-charge in panchayat secretary who in main being all the activities in and around

Field visits by ANM give on a opportunity how well the organization 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 Assitent & <u>welfare</u> <u>Education Assitent</u>	Imve of various service to citizens & type of wel tour schemes	S. Nogahto WFA
Day - 2	Devision & Responsibility of VRMO & village surveyer.	Ration Distributi on system & how re bled recognition & types of cards.	 VRD
Day - 3	Devision & Responsibility of & Agriculture Assitent	Give stated & types varian immonigation to evithen. types of crops seeds & fertilization.	MA
Day - 4	Field visit by VRD-PDS distribution.	Door to Door delivery of public distri bution. to the House hold.	 VRD
Day - 5	Field visit by VS resurvey	Re-captin of land in village using latest Technology.	 VS
Day - 6	De-Brief of land 5 days Activities.	know what type of Devision are being delivered & on going activities.	S. Ak DA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

revisiting & revision (citizen) of a shortent possible time.

- (1) Inverse of caste & income
- (2) matation (land)
- (3) family member certificate
- (4) Birth & pealt cartoon

Applying for schemes to the eligible condicate pari field verification.

- (1) YSR premium
- (2) YSR diayutha
- (3) YSR Rice card.
- (4) YSR Ammavadi
- (5) YSR vidya devina

Field Activity: Ration disbrubution to House hold at door step by mds.

Field Activity:- land re-survey using 'rups' the local technology & Rover for accuracy in amaln 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 Ann & Mahila Police	Hygienic measures implementation safety of women & child.	S. Sankar D.
Day - 2	Division & Responsibility of Engineering Assistant & Project Secretary.	Ongoing work requirement & pre-measures of manous.	B. Sankar
Day - 3	Field Activity :- SDG survey PM-JY survey	Knowing well about sustainable development know the process	V. R. D.
Day - 4	Field Activity :- House Hold survey pps distribution.	Knowing about type of house hold & their eligibility	S. Sankar D.A.
Day - 5	online software... digital literas....	knows how to apply for caste/Income certificate & more software.	V. R. D.
Day - 6	De-Brief on last 5 days Activation	overall learned name maintenance which is important to do better for the notices.	S. Sankar D.A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the visit by ANM. we visited several households and gave them any health info & recommended few medicines. Also spoke to pregnant women for any complication, observed the well being & kindness of the people with the ANM.

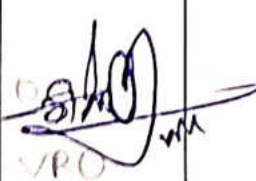
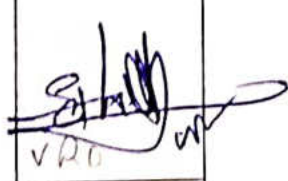
Also accompanied by Mahila Police visited house to educate the children for blood touch & Bod touch. Awareness for the girl child for not being any harassment happened should be initiated after visit.

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

Acquired knowledge on digital literacy how application are filled online what are the demands are offered & 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	different possible time for service.	S. Samudra P.O.
Day - 2	definition of bipp & it obedience & over come	development processes	 VPO
Day - 3	finds allowed to biam pendule	general test for 15th frame for man-RBs.	 VPO
Day - 4	House hold survey of noob 1,2,3,4,5	monitory a. come survey	S. Nigam
Day - 5	Home held survey of robes 6,7,8,9,10.	category access of House holds	K D D.A
Day - 6	Home held survey of calat ny 11,12,13,14,15,16	- do -	S. Samudra P.O.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - service like agreement

In schivalayam there are more than 546 service each service is having their own SLA

for eg:-

- (1) In come certificate - 7 days
- (2) caste certificate - 30 days.
- (3) motivation - 30 days
- (4) Rics card - 180 days.

GPPP - Gram panchayat - development - programme

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

- sanitation planning
- Road repair planning
- street light position / repair.
- New over need towns / service typs.

Finds - For smooth run of development activity in Gram panchayat fund are being utilized

General fund - House tax payment / properties tax and 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	Type of state government well fare schemes & their eligibility	wellfare in the primary concern for the existing government.	1.5merv WFA
Day - 2	wellfare calendar for the year 2022-23	planned execution in implementation of well fare schemes.	1.5merv WFA
Day - 3	Field visit:- what is gram channam? what is Agricultural land? what is paddy land.	Basic knowledge of a village & its surrounding	MW
Day - 4	E-LYC - mandu form for all the well fare schemes. How to fill is done	digital literacy using mobile / smart phones.	
Day - 5	six-step validation of digital of all well fare & non-well fare schemes.	digital literacy training acquired	
Day - 6	re-brief of all the land 5 days activation.	very information & (reliable source)	MW

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government-welfare schemes and its eligibility criteria application process-field verification e-lay program.

Eg:- YSR Pension Konva

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

E-lay - Electronic - know your citizen which given on the live station of the city. It is made for all the houses holds for any types welfare schemes.

1) No more employees in these hold

2) No income tax pay in Home hold.

3) Not more the 3 Acres of Agricultural land

4) No more welfare holds

5) Electricity consumption not more the 300 unit / month

6) 1000 sqftd commercial and 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 I have spent for my being schedule are appropriate and we have all for the operation & operation in our internship program.

They had shown an ideology on how the system works and administration duties are handled in a procedure manner.

So I myself improved at this organization (Ganesh word sadivakyan) working there.

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 - VRD

Final - Applied - mppo / mro

Everyday in using the technology to work to avoid duplicacy and ensure transparency in members the eligibility of any schema

1) Biometric Division

2) Android smart phones

3) IRIS scanners

4) face Authentication.

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 ahead-time governance process deadline which is very realistic and time management competence & organising skills.

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

For doing any task proper initial knowledge is must & should secondly planning and finally 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 I improve it by writing my own evaluation description / thoughts.

my anxiety levels are very low. I am very patient and listen to music whenever I feel anything & I learn more anxiety management techniques.

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

I always greet every one when I see them & those when 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 start with point to point and don't log 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 conduct 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 Authentication program

which when the real time procedure of the lives

Secondly :- using E-pos machine in pos.

Thirdly :- using 'apps' & Retails in land rc money
programment program

→ using 'Drones' in Identification of marks in

land allotment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Suravardhan, priyanka

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

Date of Evaluation: 30/9/23

Organization Name & Address: Kottakota Sachivalayam

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	2	3	4	5
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. priyanka
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: S. priyanka
 Term of Internship: From 18/08/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: kottakota sachivajayam

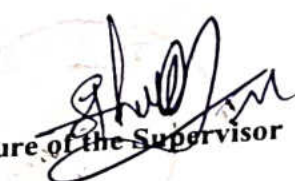
Name & Address of the Supervisor
 with Mobile Number:

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	2	3	4	5
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

