

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

AN AUTONOMOUS BODY OF GOVERNMENT OF ANDHRA PRADESH



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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: GOTTA SUDEEP KUMAR

Name of the College: Govt. degree collage (MEN) SRI KAKULAM

Registration Number: 2122001050012

Period of Internship: From: 18/08/2023 To: 30/09/23

Name & Address of the Intern Organization Purushetta Puram,
Sachinlalayam,
Sarubujjili.

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 collage (MEN) Srikakulam

Department: BSC [MPCS] computer science

Name of the Faculty Guide: M.S. NVS. Sridevi Kella.

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

Name of the Student: G. Sudeep Kumar.

Programme of Study —

Year of Study: 2021 - 2024

Register Number: 2122001050012

Date of Submission:

Student's Declaration

I, G. Sudeep Kumar, a student of Program, Reg. No. 2122A0010500120 of the Department of G.P.C. (M.E.N.) Srikakulam College do hereby declare that I have completed the mandatory internship from 18/8/23 to 30/9/23 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of ms. NVS Sridevi Kella (Name of the Faculty Guide), Department of B.Sc. (MPCS) Computers G.P.C. (M.E.N.) Srikakulam (Name of the College)


(Signature and Date)

Panchayat Secretary
Grama Panchayat
Purushottapuram
Sarubujili Mandal

Endorsements

Faculty Guide



Head of the Department

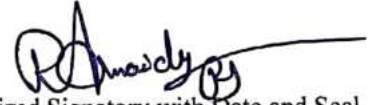


Principal

Certificate from Intern Organization

This is to certify that GOTIA Sudheep Kumar (Name of the intern) Reg. No 2122001050012 of GDC [MEN] Srikalakulam (Name of the College) underwent internship in Grama mad Sachivalayam (Name of the Intern Organization) from 12/08/23 to 30/09/23.

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



Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
Purushottapuram
Sarubujjili Mandal

ACKNOWLEDGEMENTS

* I am deeply grateful to all staff members to the purushotpuram Grama ward Sachivalayam and also my mentors and advisors during this internship for their valuable advice and guidance for their industry experience and expertise helped me to better understand to company the industry and allowed me to make the most of my internship.

* Throughout the internship the purushotpuram ward Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

* They were always available to answer my questions & provide support and their wisdom and experience helped me to grow as a professional. I am thankful for their time and support and for showing their valuable insights with me.

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 household, and also developing the village in a joinable manner.
3. functioning of grama ward sachivalayam. It has mainly 10 types of function which does with all the activities required in a village.
4. objection of Grama ward sachivalayam
 1. Sustainable Development
 2. Door to Door service.
 3. Health and Hygienic condition.
5. outcome of Grama ward sachivalayam
 1. providing Basic need to the house hold
 2. All the service of a non stop.
 3. early 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 gramaward Sachivalayam.



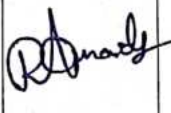



1. providing version citizen services of a short possible type.
2. single window service system.
3. door to door service & welfare to home.
4. providing ambient environment for all living organization.
5. each functionary has a specific value to full fill the required of the villagers.
6. planning GpDP (Gram panchayat development program)
7. citizen satisfaction in 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 of grama sachivalayam.
2. Various welfare schemes
3. on going projects / contraction
4. public Distribution system (PDS)
5. field visits
 - Resurvey of Agriculture land
 - Amlal survey
 - House hold survey
6. Grama sabha
7. working culture of each functionazion
8. prepartation of Natural calemetion.

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	various functions and their responsibility	organization working Hands	
Day - 3	various functions and their defined were and responsibility	— Do —	
Day - 4	field visit by ANM PM-Jay survey.	Implementation of PM-Jay Scheme.	
Day - 5	field visit by ANM ANMental surgery	How ANM's are visiting regularly -to pregnant womens	
Day - 6	field visit by ups school visit.	Awareness programme of Disha	

WEEKLY REPORT

WEEK - 1 (From Dt. 18-08-23 to Dt. 24-08-23.)

Objective of the Activity Done: About first day report introduction with ^{villagers}

Detailed Report:

Grama sachivalayam khajipela has 11
functionaries & volunteers.

Main functions are in-follows

1. panchayati Secretary
2. Digital Assistant
3. wellare and education Assistant
4. Engineering Assistant
5. village and Revenue officer
6. Agricultural Assistant
7. veterinary Assistant
8. village Surveyor
9. Mahila police.
10. ANM
11. line man.

overall-in charge is panchayat secretary who is maintaining all
the activities in and around.

field visit by ANM give an opportunity how well the
organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and responsibility of Digital assistant and welfare education assistant.	various services to citizens and type of welfare schemes.	G. Desai (VA)
Day - 2	Roles and responsibility of VRO and village surveyor.	Ration distribution system & house hold recognition & types of cards.	Rajesh
Day - 3	Responsibility of veterinary Assistant Agriculture	Types of crops & seed & fertilizers.	S. Janani (VA)
Day - 4	responsibility of veterinary Assistant	role in Animal disease control & preventive and curative care.	Rajesh
Day - 5	role of welfare and education Assistant & visits	visit the schools and cleanliness of associated items and upload in IMHS app	G. Desai (VA)
Day - 6	field visit by VRO - PDS distribution.	Door to door delivery of public distribution of house hold.	mehar

WEEKLY REPORT

WEEK - 2 (From Dt. 25.08.... to Dt. 31.08....)

Objective of the Activity Done: About the schemes of A.P

Detailed Report:

Delivering of division (citizen) of a shorter possible time

1. Inhouse of caste & income
2. Mutation (land)
3. Family member certificate
4. Birth & death conforms




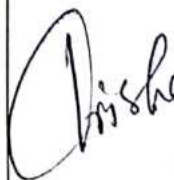

Applying for the schemes to the eligible candidate part of field verification.

1. YSP Dremium
2. YSP Chagutha
3. Rice card
4. YSP Ammaradi
5. YSP Vidya Devina

Field Activity: Ration Distribution to house hold of Door step by MDS.

Field activity: Land Resurvey using 'GPS' 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 and Responsibility of engineering Assistant.	ongoing work requirements and measures.	T. Men
Day - 2	field Division and Responsibility of mahila police.	Awareness program for safety of women and child.	
Day - 3	field Activity SPG survey PM-Jay survey	knowing well about sustainable development and grow with process	
Day - 4	field activity house hold survey PDS Distribution.	knowing about type of house hold & their eligibility.	
Day - 5	online service by Digital Assistant	know how to apply caste/ income certificate.	
Day - 6	De-brief on last 5 days Actiuitation.	overall I learned maintainece & implementation -to do better for notices.	

WEEKLY REPORT

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

Objective of the Activity Done: About the drinking water facilities

Detailed Report:

During the unit by ANM we united several for any health issues and recommended - for - medications also speak to pregnant women for any difficulties observed the well being and kindness of the people with the ANM

Also accompanied by mahila police visited house to educate the children for good touch and Bad touch awareness for the Girl for not being shy. Any harassment happened should be insisted.

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

Acquired knowledge on digital literacy, how application are filled online. what are the demands are attached and concerned.

knowing the eligibility criteria of all 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 - oden beyond SCA closed beyond SCA.	shortent possible time for service.	<i>nohad</i>
Day - 2	Definition of GPDP and its objection our lome	development prousses.	<i>nohad</i>
Day - 3	finds Allocated to Gram panchayate	General test for 15th toll management	<i>nohad</i>
Day - 4	House hold survey of system 1,2,3,4,5	most likely of income survey	<i>nohad</i>
Day - 5	Home held surey of cloths 6,7,8,9,10	categories of house hold	<i>nohad</i>
Day - 6	Home held survey of 11,12,13,14,15	- do -	<i>nohad</i>

WEEKLY REPORT

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

Objective of the Activity Done: Introduction about MAUD

Detailed Report:

SLA - Service life Agreement

In Gram ward 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.

GDDP - Gram panchayat development programme.

if in a planning program for the development of the gram panchayat.

- sanitation planning
- Road Repair planning
- Street light position / Repair.
- new over need toms / Pension types.

Funds - for smooth slums of development acts in Grama panchayat funds are being held.

General funds. House tax / property tax

15th 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.	G. deepa
Day - 2	welfare calendar for the year 2022 - 2025	planned execution and implementation of welfare schemes	G. deepa
Day - 3	field visit: what is Gram panchayat? what is agriculture land? what is dry land?	Basic knowledge of a village visit and boundaries	S. Jyoti (VAA)
Day - 4	E-key mandatory for all the welfare schemes how E-key is done.	Digital literacy using mobile / smart phone	G. deepa
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired	G. deepa
Day - 6	re-brief of all the 5 days activation.	very informative.	Ammy

WEEKLY REPORT

WEEK - 5 (From Dt..15..09..... to Dt...22..09.....)

Objective of the Activity Done: About the ~~how~~ to Apply Rice Cards.

Detailed Report:

State Government welfare schemes and its eligibility criteria. application program. field verification e-kyc program.

Eg:
 ↓ ↓ ↓ ↓ ↓
 OAP widow single women disability fisherman

All these types of pension have different eligibility criteria.

welfare catender shown the decision planning and implementation are known at right time in a project and procedural manner.

e-kyc (electronic know your citizen) which given, then the live location of the citizen, if is mandatory for all the house holds for all welfare schemes.

six steps validation - to make eligible to a scheme.

1. No Govt employee in house hold.
2. No Income tax pay in house hold.
3. No more than 3 acres of agriculture land
4. No four welfare holds
5. Electricity consumption more than 300 units/months
6. 1000 sq field 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 of people in this organization all the staff are very punctual and attending the office.

They had shown an interest in technology, and how the system working and administration activities are handled in a procedural manner.

The time they spent for us being working schedule are appreciable. The staff to operation & extended their operation in the internship programme.

The digital assistant are used for helping in training advanced and needs of this moment for accountability, which keeps the system trust and worthy.

I am satisfied myself of this organization (Gram ward sachivalayam) protocols and 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 program - Digital Assistant

field verification - welfare Assistant

third party verification - administrative staff.

Pre - Applied - VRO

final - Applied - MRDO/MRO

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

1. Bio-metric 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 real-time governance procedural predefine which is very realistic and given time to management competence & along skills.

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

for doing any thing firstly practical knowledge and secondly planning and thirdly the procedure for implementation.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

My communication skills are modified and improved myself in communication of different people in different places.

My written communication as per improved if by writing say evolution description/ thoughts.

My confidence level is very high and I will continue with the same

My Anxiety level are low. I am very much patient and listen to music when I feel anything & I learn more anxiety management technologies.

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

I always greet every one when I see the & there then 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 gram division. I always spare with point to point and don't lag to improve

I will be clear of what I am saying

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

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

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

first thing:

1. Handling of smart phones
 2. Bio-metric Dribson
 3. IRIS Scanner
 4. face authentication program
- which given the realistic procedure

Secondly:

using E-pos machine in pps

thirdly:

- using 'tops' & 'even' in land Re-namely program
- using Drones in identification of marks in land allingment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **GOTTA SUDEEP KUMAR (21220010500127)**
 Term of Internship: From **short** To **18/8/23 to 30/9/23**
 Date of Evaluation:
 Organization Name & Address: **Purushotta Pwom Sachinayam, Sarubujjili (Mandal)**
 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

G. Sudeep
 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

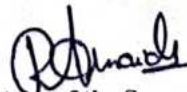
Student Name: & Registration No: GOTTA SUDEEP KUMAR (2122001050012)
Term of Internship: ^{short} From 18/8/23 To 30/9/23
Date of Evaluation:
Organization Name & Address: Purushotta Pwom Sachivalayam, Sarubujjili (Mandal)
Name & Address of the Supervisor with Mobile Number:

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
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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
Grama Panchayat
Purushottapuram
Sarubujjili Mandal



