

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: konapala. Aditya

Name of the College: Government Degree College (MEN) SKLM

Registration Number: 2122001050018

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

Name & Address of the Intern Organization: Sachivalayam
Ampolu-1 Gara(mandal)
Srikakulam (dist).

D.r B.R AMBdika **University**
YEAR

An Internship Report on

AMPOLU Sachivalayam Department

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of science in MPCs

Under the Faculty Guideship of

SRIDEVI KELLA

(Name of the Faculty Guide)

Department of computer science
Government Degree college (MEN) Srikakulam.

(Name of the College)

Submitted by:

konapala. Aditya

(Name of the Student)

Reg.No: 2122001050018

Department of BSC (MPCs)
Government degree college (MEN) SKLM.

(Name of the College)

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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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 the 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, Konapala Aditya a student of BSc (MPCs) 2 months internship
Program, Reg. No. 21220010 50018 of the Department of Govt. Degree College (M) SKLM.
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Sridevi Kella (Name of the Faculty Guide), Department of
Computers BSc (MPCs), Govt Degree College (M) SKLM.
(Name of the College)

K. Aditya / 30/09/23
(Signature and Date)

Official Certification

This is to certify that Konapala Aditya (Name of the student) Reg. No. 2122001050018 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Short term Internship Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Computers BSc (MPCs) in the Department of GDC(M) SKM (Name of the College).

This is accepted for evaluation.


01/11/2023
Welfare & Educational Assistant
Ampolu-1 Sachivalayam
Gara Mandal

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that konapala. Aditya (Name of the intern)
Reg. No 2122001050018 of GDC(M) Srikakulam (Name of the
College) underwent internship in Grama ward Sachivalayam (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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

Sree 01/11/2023
Welfare & Educational Assistant
Ampolu-1 Sachivalayam
Gara Mandal

Authorized Signatory with Date and Seal

Acknowledgement

I am deeply Greatful to all staff members to the Ampolu Grama ward sachivalayam and also my mentors and advisors during this interxship for their valuable advice and guidance. Their industry experience and help me to better understand the Company and the industry and allowed me to make the most of my interxship.

Throughout the interxship, the ampolu Grama ward sachivalayam provided me with valuble guidance that helped me to navigate my tasks and responsibilities they were always available to answer my questions and provide support, and their wisdom and expensists helped me to grow as a proffesional. I am thankful for their time and support, and for sharing their valuble insights with me.

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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.

The activities performed in the Internship during the internship period of time. The activities are to collect the all details, and write the roles of the all sachivalayam staff members.

In sachivalayam there are 11 staff members.

- * panchayat secretary
- * VRO (village revenue officer)
- * Survey assistant
- * ANM
- * Women police
- * Engineering Assistant
- * Agricultural Assistant
- * Digital assistant
- * Welfare assistant

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

- * Grama sachivalayam is also known as village secretariats set up in the Indian state of AP to decentralize the administering by making services and all government departments available at one place.
- * Andhra Pradesh was the first state in India to launch village secretariats to deliver services.
- * It was launched on Gandhi Jayanthi.
- * The notification for the village/ward secretariats has been released on 21st July 2019.
- * The written exam conducted b/w 1st Sep to 8th Sep 2019.

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.

—An Internship is a period of work experience offered by an organisation for a limited period of time.

—As an internship program organised by the government in order to select the students to aware and interact with the working of the departments they selected.

Grama sachivalayam was the organised which one can choose the candidates b/w 18 to 42 years of age are eligible for AP Grama sachivalayam Exam. The required educational qualifications are different according to the different posts.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 18/08/23	Interaction with the staff, comternship students about Sachivalayam.	Coordination b/w Employees interface with people adminitaiton work.	
Day -2 19/08/23	vallages in sachivalayam about there villages map about the village	Program places in the sachivalayam village satisfies boundrics	
Day -3 20/08/23	about resuxer theme about Ampolu revenue village farmers data	Discuss about resurveying some peoples together	
Day -4 21/08/23	ANM says that she has to visit atleast 30 household in area.	she cheks that what kind of problems that by people.	
Day -5 22/08/23	Regist on pregnant women in 12 weeks Ensure care.	she care in pregnancy and child birth.	
Day -6 24/08/23	Identify women in need of medical term ination of pregnancy.	she refer to nearest health facilities and care.	

WEEKLY REPORT

WEEK - 1 (From Dt. 18/8/23 to Dt. 24/08/23)

Objective of the Activity Done:

About first day report

Detailed Report:

Interaction

- * The first day do the interaction with the staff and Co-internship students about Grama sachivalayam self interaction coordination between employees interaction with people administration work.
- * The second day villages in sachivalayam about the village statistics data to draw the village map.
- * The third day about Resurvey theme about Revenue village about Resurvey theme revenue villages statistics.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Taking applications from volunteers about cast etc.	maintain and update mis Reports	K. Jyoti
Day -2	Fill services applications forms on behalf of citizen	Learn how to fill the applications	K. Jyoti
Day -3	provide information to citizens about Sachivalayam	Learn about tasks in Sachivalayam	K. Jyoti
Day -4	DA submission of daily Reports to form Secretary.	secretary visits the Daily report of DA.	K. Jyoti
Day -5	DA explains that attend to duties in Sachivalayam	All employees work under the Sachivalayam Secretary	K. Jyoti
Day -6	DA explains that he attends to protocol duties	she must attend the all govt programs	K. Jyoti

WEEKLY REPORT

WEEK - 2 (From Dt. 25/08/23. to Dt. 31/8/23.)

Objective of the Activity Done:

About DA

Detailed Report:

Digital Assistant

- * Act as service & information provider, front office incharge to the public at village secretariat.
- * upload the approved plan in Grama panchayat development plan (Gpdp) in the plan plus soft ware.
- * manage maintain and update MIS containing the data base of the village sachivalayam.
- * Attend duties of other functional assistants as and when required.
- * submit daily reports to Grama ward sachivalayam.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	village surveyor measures land of farmers	Attending the paddy lands in village.	B. G. G. G.
Day -2	The examine previous land records to verify data from site	collected land maps records and study them	B. G. G. G.
Day -3	surveyor also prepare maps and reports	attending of record work and uploading on site	B. G. G. G.
Day -4	village surveyor told that attending of record work.	done the record work given by surveyor	B. G. G. G.
Day -5	collected the land maps and records and proceed the survey	she has all village maps and records	B. G. G. G.
Day -6	we inspect to take action against land lords	she take action against land lords.	B. G. G. G.

WEEKLY REPORT
WEEK - 3 (From Dt. 1/9/23 to Dt. 8/9/23.)

Objective of the Activity Done:

- About vs

Detailed Report:

village surveyor

- * Attending office registering day - movement in movement register, collect land maps & records and proceed field for attend survey process.
- * Inspection of lands - properties - four logouls.
- * Attending general duties and duties of other functional assistants and when required.
- * survey assistant shall prepare / convert of manual Land records into graphic record using Bhumithi Collabland or other soft wares adopted by the Government.

ACTIVITY LOG FOR THE FORTH 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	lin
Day - 2	withdraw pension amount from bank and handie to volunteers	undertake pension applications	lin
Day - 3	monitor implementation of pension amount from village volunteers	undertake verification and uploading data.	lin
Day - 4	monitor implementation of mid-day meal scheme in govt schools	Be a part of village schools	lin
Day - 5	undertaking registration and bio-metric attendance of staff	shanabhum? Student Biometric Authorization	lin
Day - 6	monitor implementation of physical verification of new pension.	YSR Pension kano ka distributed	lin

WEEKLY REPORT
WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/23)

Objective of the Activity Done:

— About WEA

Detailed Report:

welfare educational Assistant

- * field visits to village schools and hostels and slc / meetings visits to self employees units etc..
- * Identify eligible benefits for scheme through volunteers
- * with-draw pension amount from bank and handle to welfare assistant.
- * monitor physical verification of new live pensions through volunteers, send proposals for new pensions.
- * Monitor Implementation of mid-day meal scheme in all the govt schools.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
holiday Day - 1	vinayaka chavithi	-	m.bhargavi
Day - 2	Conduct field visits and interaction with farmers	Conduct field visits farms meets etc..	m.bhargavi
Day - 3	monitor demand and availability of Seeds & Fertilizers	Conduct the survey on soil	m.bhargavi
Day - 4	mobilize farmers for Gram Sabha Sachivalayam	maintain maps and records of the lands	m.bhargavi
Day - 5	Identify benefits assist department officials in agricul	Agriculture needs demand.	m.bhargavi
Day - 6	work under the administrative supervision.	she handle the Agricultural Programs	m.bhargavi

WEEKLY REPORT

WEEK - 5 (From Dt...19/9/23 to Dt...23/9/23)

Objective of the Activity Done:

→ About A A

Detailed Report:

→ Agriculture Assistant

- * field visits and interaction with farmers
village programs, e-crop booking etc...
- * operationalization of Rythu bazar sa kandram
processing of fertilizers received.
- * Any other duty enbilled by the panchayat
Agriculture officer
- * identify benefits, assist departmental
officials in implementing control scheme
related to agriculture.
- * Display minimum support price (MSP)
of various crops at rythu bazar sa
kandram.

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.)

* Internships are Generally thought of to be reserve for college students looking to gain experience in a particular field. However a wide array of people can benefit from training internships 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 in learning more internship are utilized.

Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working.

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

Skill the abilities to do something well. many people claim that are skilled in certain activities. skill can be deciding factor in whether you will be successful or unsuccessful. In certain activities in your life firstly the communication skill. the communication occurs in a variety of ways but primarily interested in your abilities to write to speak professionally.

→ As an intern you will likely collaborate with other interns and company employees your abilities to communicate and relate well to others is certainly important for collaboration is the important to work with others towards a common goal.

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 deploying people and their skills management abilities and traits needed to perform certain duties, usually as it pertains to overseeing a team such as solving problem communicating well and motivating employees.

* I can do manage the one skill that is bring some people together to explain the elections and awareness and the resurvey. This is very useful to our real time that is firstly about resurvey.

— TO ensure your properties is free of any trees
— when conducting a land survey is necessary to apply for a Land survey also I discussed. That is first you need to contact the thasildar of the mandal.

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 villages and about Jagananna schemes

In the part of villages I think about how is life in the village and do you have enough resources and also is life easy here. There are many questions raise in my mind so I can prepare a essay on my village.

The life in my village is full of contentment and happiness, as people are not in a houses like in cities. life of village people like a very simple life. my village is also a backward village. i also experience these conditions.

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 house member addition. How to add members below 5 years old also I learn. and documents required for rice Card application I learn.

AP Government decided to issue new rice card to all the eligible families of the state whose total annual income of a family is less than 1,00,000/- per year.

→ to apply for the rice card the candidate visit to the nearest sachivalayam and submit required documents and fill the form and do what the Digital assistant says. people who are below the (BPL) below poverty line they can apply rice card.

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 learned a lot of things during this Internship period. Like Government schemes Pensions, Raitu barosar, vidhya deevena, vasathi deevena YSR ASASAR, etc...

People of Andhra Pradesh were in for a superwise on the independence day of 2023 flag hoisting. we conduct rally's in our village. we went to schools and motivate school children about our nation.

we distribute pensions to the persons who are eligible. we take complaints from the people of the village.

we do swatch bharat & swatcha-sachivalayam programs in our sachivalayam. and I learned a lot of thing in sachivalayam during this internship period.

Student Self Evaluation of the Short-Term Internship

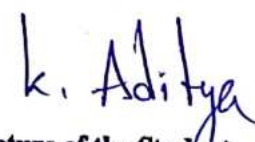
Student Name: konapala. Aditya	Registration No: 2122001050018
Term of Internship: short Term Internship From: 18/08/2023 To: 30/09/2023	
Date of Evaluation:	
Organization Name & Address: Ampolu. sachivalayam Gora(M) sklm(Dist)	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: k. Aditya Registration No: 212200650018

Term of Internship: short From: 18/08/2023 To: 30/09/2023
term 2 months

Date of Evaluation:

Organization Name & Address: Ampolu sachivalayam

Name & Address of the Supervisor
with Mobile Number

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

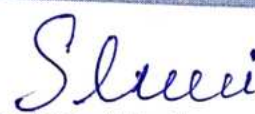
Please note that your evaluation shall be done independent of the Student's self-evaluation

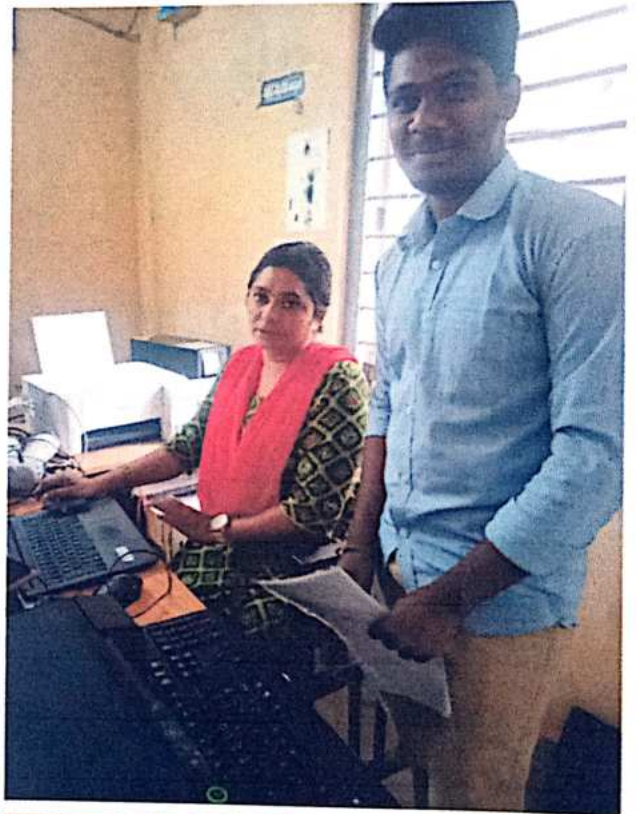
Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

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Signature of the Supervisor
 Welfare & Educational Assistant
 Ampolu-1 Sachivalayam
 Gara Mandal



EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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