

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: Sampath Das Tejendra Rao

Name of the College: Government College (H.E.S.)

Registration Number: 2122001050039

Period of Internship: From: 15/04/23 To: 30/09/2023

Name & Address of the Intern Organization
Chennai Engineering College
Chennai-600 089, Kotturambakkam
Sri Kalidasa Engineering College
- 432428

AMRITHAR University
YEAR

An Internship Report on

Grama Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science MPCs [B.Sc]

Under the Faculty Guideship of

Sridevi Madam

(Name of the Faculty Guide)

Department of

Government Degree Collage [MENS]

(Name of the College)

Submitted by:

Sampathirao Tejeswara Rao

(Name of the Student)

Reg.No: 2122001050039

Department of

B.Sc Computer Science MPCs

(Name of the College)

Page No:

Student's Declaration

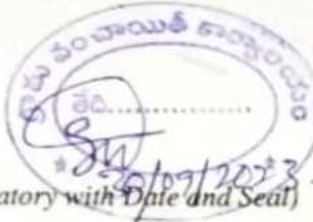
I, S. Tejeswara Rao a student of Short term Internship
Program, Reg. No 212200650033 of the Department of Computer Science
College do hereby declare that I have completed the mandatory internship
from 16/08/2023 to 30/09/2023 in Crane Sachinlalaya (Name of
the intern organization) under the Faculty Guidship of
_____ (Name of the Faculty Guide), Department of
BSc Computer Science, Government Degree College
(Name of the College)

S. Tejeswara Rao
(Signature and Date)
30/09/2023

Official Certification

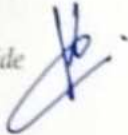
This is to certify that Sampathirao Tejeswara Rao (Name of the student) Reg. No. 2122001050039 has completed his/her Internship in Gannasachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc Computer Science in the Department of GDC [MENS] (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Sampathirao Tejeswara Rao (Name of the intern)
Reg. No. 2122001050039 of GIDC [MENS] (Name of the
College) underwent internship in GRAMA SACHIVALAYAM (Name of the
Intern Organization) from 18/8/2023 to 30/09/2023

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

Authorized Signatory with Date and 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 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.

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Acknowledgement.

I am deeply Grateful to all staff members in chittivalasa Grama Sachivalayam and also my advisors during this internship for their in valuable advice and Guidance. Their teaching made me the better understanding skills during work accurately.

In this Internship programme Gives me the the lot of Insights and guidance that helped me to navigate the tasks and Responsibility.

They are always cleared my doubts during working in any tasks I am thankful for 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.

An Executive summary is a short document or sections of a document produced for business purposes. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activity is performed in the internship during the the internship period of time the activities are the to collect all details.

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 Secretary Set up in the Indian State of AP to decentralise the administration by making Services departments available at one place A.P was the first state in making locally village secretaries to derive services. It was launched as Gandhi Jayanthi Since the scheme was inspired by Mahatma Gandhi Jayanthi Since the time the services.

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.

The internship is a period of work Experience. should by an organization for a limited period of time.

As an internship programme organised by the govt in order to select the students to aware and interact with working of departments they Selected

Grama Sachivalayam was the organized relies one choose the Candidate between 18 to 42 years age eligible for AP Grama Sachivalayam Exam

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
D.A Day - 1	He undertake the applications from volunteers	Maintain Updates	M. Lakshmi
Day - 2	till service application forms are behalf of citizens/volunteers	Communication Skills	M. Lakshmi
Day - 3	provide information to Citizens.	Communication with others	M. Lakshmi
Day - 4	D.A Submission of daily Report to panchayat Secretariat	All employees under manager panchat Secretary	M. Lakshmi
Day - 5	D.A Explain that attend to daily as early Sharptre	Employer Skills	M. Lakshmi
Day - 6	DA Explains that he attends to proposed duties, and Grant special	Owner to Explain all things like accounts	M. Lakshmi

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23 to Dt. 26/08/23)

Objective of the Activity Done:

Detailed Report:

About Digital Assistant (D.A)

Digital Assistant

- * Act as Service & Information provides, front office Incharge of the public at village Secretariat.
- * upload the approved by planning.
- * manage, maintain and update the database of the village Secretariat.
- * Ensure Digital services to public Services
- * Attend daily or other functionalities, and when Required

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineered Assistant says that he do technical inspection.	He give the permissions to me	cls
Day - 2	En propose the Construction Skills to public	Constructor bills produced	cls
Day - 3	En attending Govt Special programme	He must Attend all Govt programs	cls
Day - 4	Assistant in the planning	Making plans About that	cls
Day - 5	He proposed Engineering plans follows	He must Approve for engineering plan	cls
Day - 6	Completing Regulatory document concerning legal issues	Creating new blocks	cls

WEEKLY REPORT

WEEK - 2 (From Dt. 23/08/23 to Dt. 29/09/23.)

Objective of the Activity Done:

Detailed Report:

About ENA






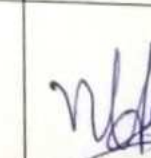
Engineering Assistant

Attend & Inspect all Engineering and civil work under State Javat limits assigned by Panchayat Raj & Rural Development Rells and Law Housing and Sanitation Department

Identify and resolve pipelines for drinking water tank and pipeline areas for Engineering plans provided by ENA And Approval by the Panchayat Secretary

Page No:

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify Eligible beneficiary details	beneficiary details take.	
Day - 2	withdraw pension	pensions Applications	
Day - 3	pension Amount monitoring	verification & upload details	
Day - 4	All Schemes MONMS	BC-A part of Schools.	
Day - 5	Registration of new beneficiary	Jhamabunai Scheme	
Day - 6	monitoring physical Verification	YSR pension	

WEEKLY REPORT

WEEK - 3 (From Dt. 11/07/23 to Dt. 17/09/23)

Objective of the Activity Done:

Detailed Report:

About WEA

Welfare Educational Assistant

- * Identify Eligible beneficiary details
- * Approval by physical verification testings
- * Taking pension Amount Monitoring
- * Giving on-thumbing Candidates pension by normal Stamp thumb by photo Approval
- * Coordinate with School educational Schemes.
- * Helping with Educated Student for Any Help of Eligibilities.

Page No:

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Secretary (G.O.) Village Surveyor mea- -sures land details	Attending of the Registration day measurements	M. Vanga MHP
Day - 2	They examine previous Land Records	Collect Land map	M. Vanga MHP
Day - 3	Surveyors Also prepare maps.	Attending the Surveyors by walking	M. Vanga MHP
Day - 4	VRO is a partial official Records	VRO will be authority for revision the Village records	M. Vanga MHP
Day - 5	Collection of Jambes on Land	primary Reports on the Title of Certificate	M. Vanga MHP
Day - 6	protection of Govt properties	Assisting the passage by Reports the officers	M. Vanga MHP

WEEKLY REPORT

WEEK - 4 (From Dt. 11/09/23 to Dt. 16/09/23)

Objective of the Activity Done:

Detailed Report:

V.S And V.R.O

Village Surveyor And Village Revenue Officer

V.S

- Attending office Registering day movements
- Inspection of land proposals
- Attend field Surveyor
- Attend General duties and duties of other functional Assistants as and when Required
- Revenue Record are Inspected

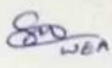
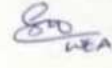


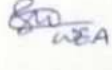
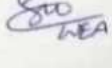
V.R.O

- Maintenance of Village Revenue Records and Village Revenue Accounts promptly and accurately
- Collection of land Revenue, taxes and other Sums
- The VRO will assist the Revenue Functionalities.

Page No:

well done 2020-21

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
V A.P Day - 1	Conduct field visits for man as for need farmers	undertaking e- Coop Booking Crops	
Day - 2	Conduct field visits and interaction with farmers group/body	Pissamanti feelant or Impressed	
Day - 3	prepare Integrate Villagations	prepare Integrate village actors	
V F.A Day - 4	Rose is fisheries Co-op's active in enhancing fish production	Production in public water bodies	
Day - 5	fish distribution Enhancing	Types of feed feeding	
Day - 6	harvesting fish or any aqua organism	environment fishing operation	

WEEKLY REPORT

WEEK - 5 (From Dt. 18/09/23 to Dt. 23/09/23)

Objective of the Activity Done:

Detailed Report:

V.F.A (village Fisher Assistants)

→ Fishers department has 3 types

① Internal

② Area Culture

③ Marine

→ Responsibilities for matters solving in
the water Assistants

A.A.C

→ field visits and introducing with farmers
to take order form of applications

→ Display minimum support to the
farmers to coming from the
poor lives.

Page No:

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
reserve for College Students looking to gain
experience in a particular field. However
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 experience emphasize the skills you
already possess in the area and your interest
in learning more. Internships are utilized
the most different career fields.

Some internships is used to
attend individuals to prefer specific learning
plans.

Page No:

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

Skill that the ability to the
Something well many people claim that
are skilled in a certain activities
will be the deciding factor in whether you
will be the deciding factor in whether
you have some skill or understand the
2 activities in our life firstly the
Communication is the first step to
mingle with society and working skills
Today work culture - whether
these are helpful to Intern organization
to know all things with things
Internship programme.

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 Skill are the protection of understanding developing people and their skill management. Skills are abilities and things needed to perform certain duties usually as a guide to resolving a term sale as coaching problems.

- An certain is a formal group discussion making process by which a population chooses.
- A chart can be prepared with my friends in group those are all comes forth for skilly trained in this programme.

scribe 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, ..)

I Can Improve the
Communication skills as part of about
village and about programme schemes.

In the part of village - I
think about how it is life in the village
and for you have organ diseases and
also it is like easily here there many
question arise in my brain, so
I can improve a Essay on my
village by Records with land
details of Every thing will be
known by the Internship
programme I tell so happily.

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

In the period of
Internship I know that the
will supplies like in the post of PO
could services that I how to apply
now to like Card. providing the
Cast Certificates & Income Tax
Certificate, I-B form and land
details etc programmes I have
fully skilled by my Sachivalgam
Employees. I feel very thankful
with those Employees because
Everyone Enhancing time to do a
work with skills.

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

I observed the Relevant
to subject area of training. I learned
about during the period of Internship I'd
learned about during the Reath processes
Unware. These should be Constructed to
this purpose where Composite and
non-Composite thing are known by
me. I think This programme is
very helpful to my village Revenue
documents, Relevant works etc. I
feel so happily to do this
Internship I have skilled in
the Internships. Thank You.

Page No:

Student Self Evaluation of the Short-Term Internship

Student Name: Sampathirao Tejeswar Rao Registration No: 2122001050039
Term of Internship: From: 18-08-2023 To: 30-09-2023
Date of Evaluation: 30-09-2023
Organization Name & Address: Gyram Sachivalayam, Chittivallabhi

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date: 30-09-2023

Signature of the Student

S. Tejeswar Rao

Page No:



Evaluation by the Supervisor of the Intern Organization

Student Name: SAMPATHIRAJ, TEJESWARAN Registration No: 2122001050039

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

Date of Evaluation:

Organization Name & Address: GRAMA SACHIVALAYAM, CHITTIVALLASA

Name & Address of the Supervisor Sachin Chittivallasa,
with Mobile Number Chanukya, 9704606932

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

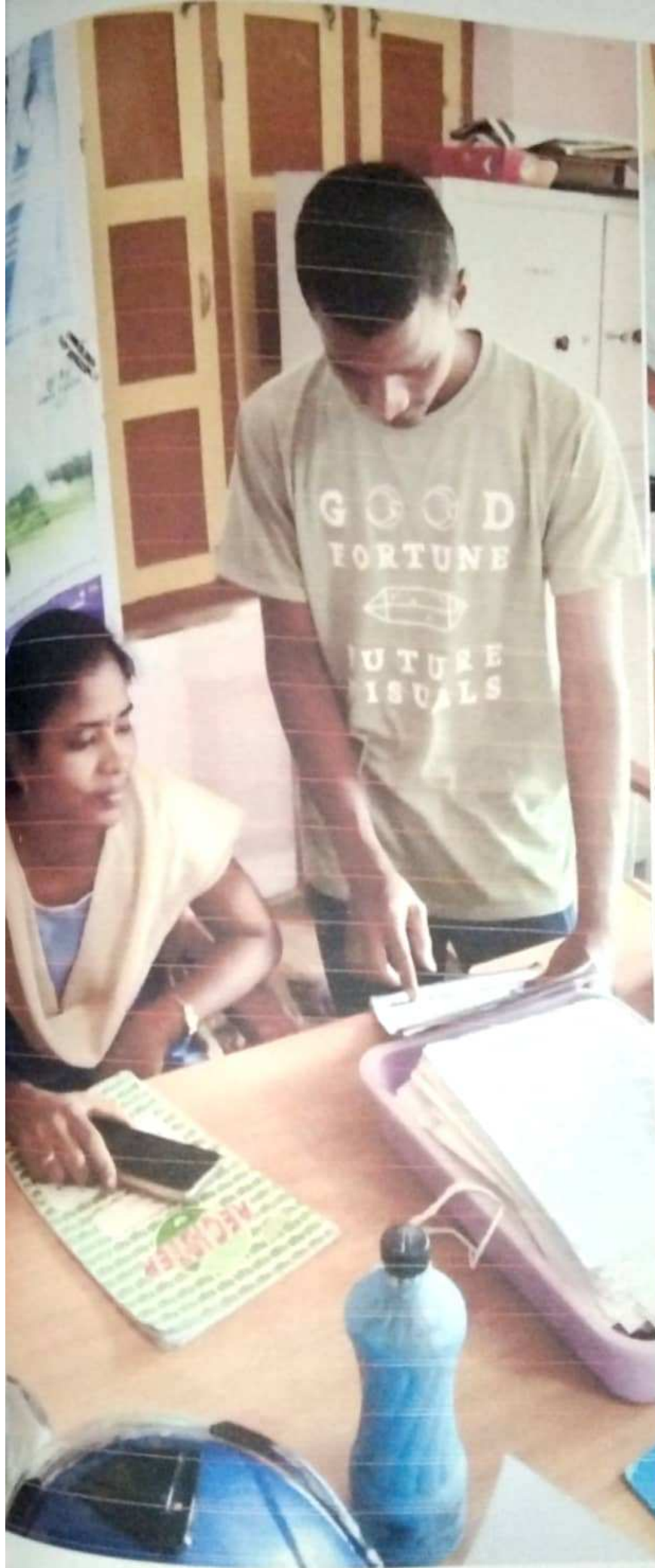
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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:

Signature of the Supervisor

30/09/2023

Page No:



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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

al:

Page No:





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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