

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: SANCHANA RAJU

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

Registration Number: 2122001050040

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

Name & Address of the Intern Organization Arasavelli Road - Sachivalayam
Srikakulam,

Ambedkar University
YEAR

An Internship Report on

Department of Sachivalayam - Aravalli Road,

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc [MPCS]

Under the Faculty Guideship of

MS. NVS SRIDEVI KELLA.

(Name of the Faculty Guide)

Department of

GIDC (MEN) SRILAKULAM, B.Sc [MPCS],

(Name of the College)

Submitted by:

SANCHANA RAJU

(Name of the Student)

Reg.No: 2122001050040

Department of

GIDC (MEN) B.Sc [Computer],

(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, SANCHANA RAGU a student of Internship
Program, Reg. No. 212200105004 of the Department of B.Sc [MPcs] GIDCLMEN] SRIRAKKULAM
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 madam (Name of the Faculty Guide), Department of Computer
Science Sachivalayam, GIDCLMEN] SRIRAKKULAM,
(Name of the College)

S. Raju
(Signature and Date)

Certificate from Intern Organization

This is to certify that SANKHANA RAJU (Name of the intern)
Reg. No. 2122001050040 of INDIAN INSTITUTE OF TECHNOLOGY (Name of the
College) underwent internship in Sachivalayan (Name of the
Intern Organization) from 12.08.2023 to 30.9.2023

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


Authorized Signatory with Date and Seal

Official Certification

This is to certify that SANCHANA RATH (Name of the student) Reg. No. 21085019 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Short term for two months (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPCS) computer science (Name of the Department) of Govt. Degree college men (Name of the College), Srikakulam.

This is accepted for evaluation.



Endorsements

Faculty Guide

A handwritten signature in blue ink, likely belonging to the Faculty Guide.

Head of the Department

A handwritten signature in blue ink, likely belonging to the Head of the Department.

Principal

Acknowledgements

- * This sachivalayam internship Report is the result of two months, it would not have been possible without the participation and assistance of number numerous brave and courageous people along the way i have to 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 agriculture and the teachers and the principal for their vision encouragement and bonding contagious interest in the internship.
- * My special thanks given to the Staff for members of 'Arasavelli Road Sachivalayam Srikakulam for this support and courage and patience who gave me feedback and guide me in these two months internship.

Contents

- * Program book for short-term Internship
- * An internship report
- * Instructions to students
- * Students Declaration
- * Official certification
- * Certificate from Intern Organisation
- * Acknowledgments.
- * contents.
- * Chapter-1 := Executive Summary
- * Chapter-2 := Overview of the Organisation
- * Chapter-3 := Internship part.
- * weekly report-1.
- * weekly report-2
- * weekly report-3
- * weekly-report-4
- * weekly report-5
- * weekly report-6.

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.

- * Panchayati Raj Act - 1994. Says that local governance in every village for the growth & development in a sustainable manner.
- * Implementation of Gram Sachivalayam to render door to door service to the house hold, and also developing the village in a sustainable manner.
- * Function of Gram Sachivalayam - It has mainly 10 types of function areas, which does with all the activities required in a village.
- * Objectives of Gram Sachivalayam
 1. Sustainable development.
 2. Door to door service.
 3. Health and Hygienic condition

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.

= 0 Introduction of Grama Sachivalayam 0

- Page No: 17

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.

* version service at Grama Sachivalayam

* various welfare schemes.

* ongoing projects / construction.

* Public Distribution System (PDS)

* Grama Sabha

* working culture of each organization.

* field visits:







⇒ Rensery survey of Agriculture land.

⇒ Arenal survey.

⇒ House hold survey.

* preparation 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	Participated in the meeting with volunteer and secretors.	working of secretory system.	
Day - 2	participated at know word shaba at ground level.	Benefits of the people Benefits receiving because of people,	
Day - 3	A Meeting at know about the levying of tax structure.	The harving of tax.	
Day - 4	Field level inspection of levying house taxes.	Field level house taxes,	
Day - 5	Structure of document verification about property tax leviation.	Types of document verified	
Day - 6	Question & Answers about the workshop Internship.	To know about the system.	

WEEKLY REPORT







WEEK - 1 (From Dt. 12/02/23 to Dt. 24/02/23)

Objective of the Activity Done: About First day Report.

Introduction with volunteers

Detailed Report:

- * participated in the meeting with volunteer and secretary.
- * working of secretary system.
- * participated in the ward Shaba all ground level.
- * Benefits of the people receiving of people.
- * A meeting at know about that levying of tax structure.
- * The levying of tax.
- * Field level inspection of levying house taxes.
- * Structure of document verification about taxes.
- * types of documents verified.
- * So many schemes implement in our state government also explained.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR pension kamuka, YSR Asara, Zero vaddi.	All vice card holders are eligible, land owners holding.	
Day - 2	Jagananna vidya Divana, vasathi divana.	The beneficiary must not be controlled under any other pension scheme.	
Day - 3	YSR vahana mitra, YSR cheyutha.	Farmers of A.P. who own own cultivated and landless cultivated	
Day - 4	Jagananna chedodu YSR 'EBC' nestham	Under the scheme eligible candidates can get annuum for pursuing.	
Day - 5	YSR kagu nestham	Age b/w 45-60 years old permanent resident of A.P. state.	
Day - 6	YSR matru karu barusha	Age b/w 45-60 years. The family should not have it's own 4-wheeler.	

WEEKLY REPORT

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

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

Detailed Report: Respected ward & welfare & development Secretary.

- * All rice card holders are eligible land owners holding.
- * The beneficiary must not be enrolled under any other pension scheme of the government.
- * Farmers of A.P. who can own cultivable and land-less cultivates.
- * Under the scheme eligible candidates can per annum for pursuing.
- * Age between 45-60 years old permanent resident of A.P. State.
- * Age between 45-60 years. The family should not have its own four wheelers,

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Drinking water samples testing, during supply hours [Morning & Evening].	Drinking water	Sid
Day - 2	Identification of pipeline leakages, observation of valve pits for leakages	Pipeline leakages	Sid
Day - 3	Attending Execution of civil works including housing, Nodu- Nodu / water leakages repairs	Environment Scheme.	Sid
Day - 4	Identification of Individual Toilets / processing for sanctions / Execution.	Visiting community toilets & public toilets for their hygienic condition.	Sid
Day - 5	Focus on water quality tests to maintain the chlorine levels in supplied water.	water supply	Sid
Day - 6	second Saturday	Second Saturday	Sid

WEEKLY REPORT

WEEK - 3 (From Dt. 01/09/23 to Dt. 02/09/23)







Objective of the Activity Done: About the drinking water facilities.

Detailed Report:

Drinking water samples testing, during supply testing hours [morning and evening]. Identification of pipeline leakages, observations of valve pits of pipeline for leakages.

Attending execution of civil works including housing, Nadi - Nedu / water leakages repairs. Identification of Individual Toilets / processing for tests to maintain sanitation / Execution. Focus on water quality tests to maintain the chlorine level in supplied water.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction about Town planning department in MAUD.	Approval of Building proposals of various types and nature of buildings.	
Day - 2	Rules & Responsibilities of the department	Town development preparation of development plans for all urban towns.	
Day - 3	Role of the planner in society development.	develop a plan for city Expansion of development such as population	
Day - 4	Development in India and specially in metro cities	mumbai, pune, Delhi, Ahmedabad, surat.	
Day - 5	Master plan development	one of the newly introduced courses that learners can understanding to acquire skills	
Day - 6	Encroachment property & public Protection.	when somebody tries to entro illegally into property.	

WEEKLY REPORT

WEEK - 4 (From Dt..11.09.23 to Dt..16.09.23)

Objective of the Activity Done: Introduction about MAUD.

Detailed Report:

Introduction about town planning department in MAUD:-

- * Approval of building proposals of various types and nature of buildings.

- * Approval of layout proposals.

Rules & responsibilities of the department:-

- * Department of town planning is working in the way of development. Its major responsibility is town development preparation of development plans for all urban towns.

Role of the planner in society development :-

- * An urban planner will develop a plan for city expansion and consider important factors such as population growth, protected area and more.

Master plan development :-

- * A master in development planning is one of the newly introduced courses. That learners can undertake to acquire skills and training.

WEEKLY REPORT

WEEK - 5 (From Dt. 24.09/23 to Dt. 27.09/23)

Objective of the Activity Done: About the how to apply rice cards.

Detailed Report

New card addition, deletion, Rice card split and changing of Aadhar.

Caste (Integrated) Income, OBC, EWS, family certificate.







Form G - New vote registration

Form GB - Aadhar votes links







Field engineer applicant report and photo. New house site patta and OTS. - one town settlement.

VRO must attend, Enrolment of Revenue Officer, police department, must be done.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explanation and Rice card services.	New card addition Delection Rice card split charging of Aadhar.	
Day -2	certificates Approval.	caste (Integrated) Income, UBC, EBS family certificate.	
Day -3	Bio-data	Farm G - New vote Registration. Farm GB - Aadhar votes links.	
Day -4	spandana Grevences	field engineer Applicant report photo.	
Day -5	Home site patterns and OB pattars	New house site patta , DOTS - one town settlement.	
Day -6	visible / police / Intelligence / CID expres	VRD must attend infront of revenue officer police dep- must be done.	

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Door to door garbage collection	After the implementation of daily door to door garbage collection	
Day - 2	Drain cleaning and scooping	During drain cleaning, a planer will use powerful tools such as motorized	
Day - 3	Awareness to people about source segregation Home composting	Waste segregation refers to and dry waste.	
Day - 4	Banned single use plastic and maintain dustbins	Waste plastic bags are polluting our land and water immunity	
Day - 5	Demonstration & AIO separating activity.	Employment of methods where in organic or inorganic materials	
Day - 6	Seasonal diseases awareness and Larva Survey	Stand with signs or recruit petition signature that will go to congress.	

WEEKLY REPORT

WEEK - 6 (From Dt. 24.1.2020 to Dt. 30.1.2020)

Objective of the Activity Done: About the Awareness of door to door

Detailed Report: Garbage.

- * Door to Door garbage collection.
- * After the implementation of daily door to door collection system,
- * drain water and cleaning.
- * During drain cleaning, a plumber will use powerful tools such as motorized,
- * Awareness to people about source segregation of Home composting.
- * Banned single use plastic and maintain dust bins.
- * seasonal diseases awareness and door survey.

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.)

A work environment in job description by creating an accurate picture of what potential employees can expect by explaining your company's core values and experiences of current employees. Positive working environment provide several benefits to both employees and employers having a positive working environment is a great way to increase your work output. When you are happy you may be more productive and more engaged to complete your tasks efficiently. This can also help you become a better employee, which leads to greater raises and promotions.

A positive working environment has a calm atmosphere that leads to greater productivity. Now a days you are able to work with minimal distractions more likely to stay on task and accomplish more of your daily responsibilities. It also means you are able to work in a stress free setting that promotes your cognitive performance and physical well being.

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

Technical skills are qualities acquired by using and gaining expertise in performing physical or digital tasks. There are many different kinds of technical skills. Traditionally people working in mathematics, computer science, mechanics and information technology have used many technical skills. Today however many more industries rely on employees with technical knowledge.

Ex: Retail and food service often need to know how to use point of sale (or) software.

- * programming language.
- * common operating system.
- * software proficiency.
- * Technical management
- * Data Analysis.

Technical skills vary widely between industry and job type for computer programmers, knowledge of various coding languages is considered a technical skill customer service responsibilities many need technical skills relating to customer management and telephone system.

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 a collection of abilities that include things such as business planning, decision making, problem solution, communication, delegation and time management.

planning :- planning is a vital aspect with in an organization in line with it refers to one's ability to organize activities in line with set guideline while still remaining within the limits of the available resources such as time, money and labor. It is also a process of formulating a set of actions or one or more strategies to pursue and achieve certain goals or objectives with the available resources.

communication :-

processing great communication skills for a manager. It can determine how well communication is should through about a team. How well a manager communicates.

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.,)

1. Listening Skills:-

TO communicate well you need to listen given a person your full attention hear what they're saying usually and non verbally and consider their thoughts.

2. Non-verbal communication :-

The message a person communicates isn't just spoken. It's non-verbal to improve communication you need to pay attention to your eye contact, posture and facial expression verbal communication and body language's must be in sync to convey a message clearly.

3. Emotional Awareness:-

Improving communications means working toward Emotional intelligence or keen understanding of your emotions and the emotions of those around you.

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

4. Questioning skills :- To create a two way flow of communication, its important to develop questioning skills. when communicating with someone also sufficient questions that can direct the conversation main point.

* It's level format and have many no time conserve-
tate or standard order or agenda.

* It's leadership it usually less directive than that of a meeting.

* Leading a discussion group is not same as running a meeting.

participation in teams :- participating in a team provides an atmosphere that fosters friendship and largely this may motivate employees to work harder and again them to work harder. It helps an individuals to possess communication skills strengths and habits.

Contribution of a team member :- The AFMC connect article on contribute advises each team to share a personal strength and how it contribute to meeting a successful whole environment.

Leading a team / activity :-

Team building is a management technique used for improving the efficiency and performance of the whole group through various activities. It values a lot of skills. Analysis and observation for forming a strong and capable team.

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

Technology allows you to understand how effective your training and development is by tracking employee knowledge before and after the process.

Real-world practice is the global STEM develop of how to learn something because you have to apply new knowledge before it can really become your own.

Technology can facilitate the kind of development and learning we always needed and that we continue to need as we encounter and overcome new challenges in the world of business.

Technology based training learners can be more engaged because they can control their learning environment and pace.

The main role of technology is acquiring, using computers, acquiring and communication information from a variety of source and in a variety of ways.

Technologies change (TC) or Technological development is the overall process of investment, innovation and diffusion of Technology or process.

Student Self Evaluation of the Short-Term Internship

Student Name: SANCHANA RAJU

Registration No: 2122001050040

Term of Internship: From: 18.08.2023 To: 30.09.2023.

Date of Evaluation:

Organization Name & Address: Avasavelli Grama Sachivalayam.

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:

S. P. Raju
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	SANCHANA RAJU	Registration No:	212 2001050040
Term of Internship:	From: 18.08.2023 To: 30.09.2023.		
Date of Evaluation:			
Organization Name & Address:	Arasavelli Road Sachivalayam		
Name & Address of the Supervisor with Mobile Number	Arasavelli Road - Srirani Jeeva 9515465852.		

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

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

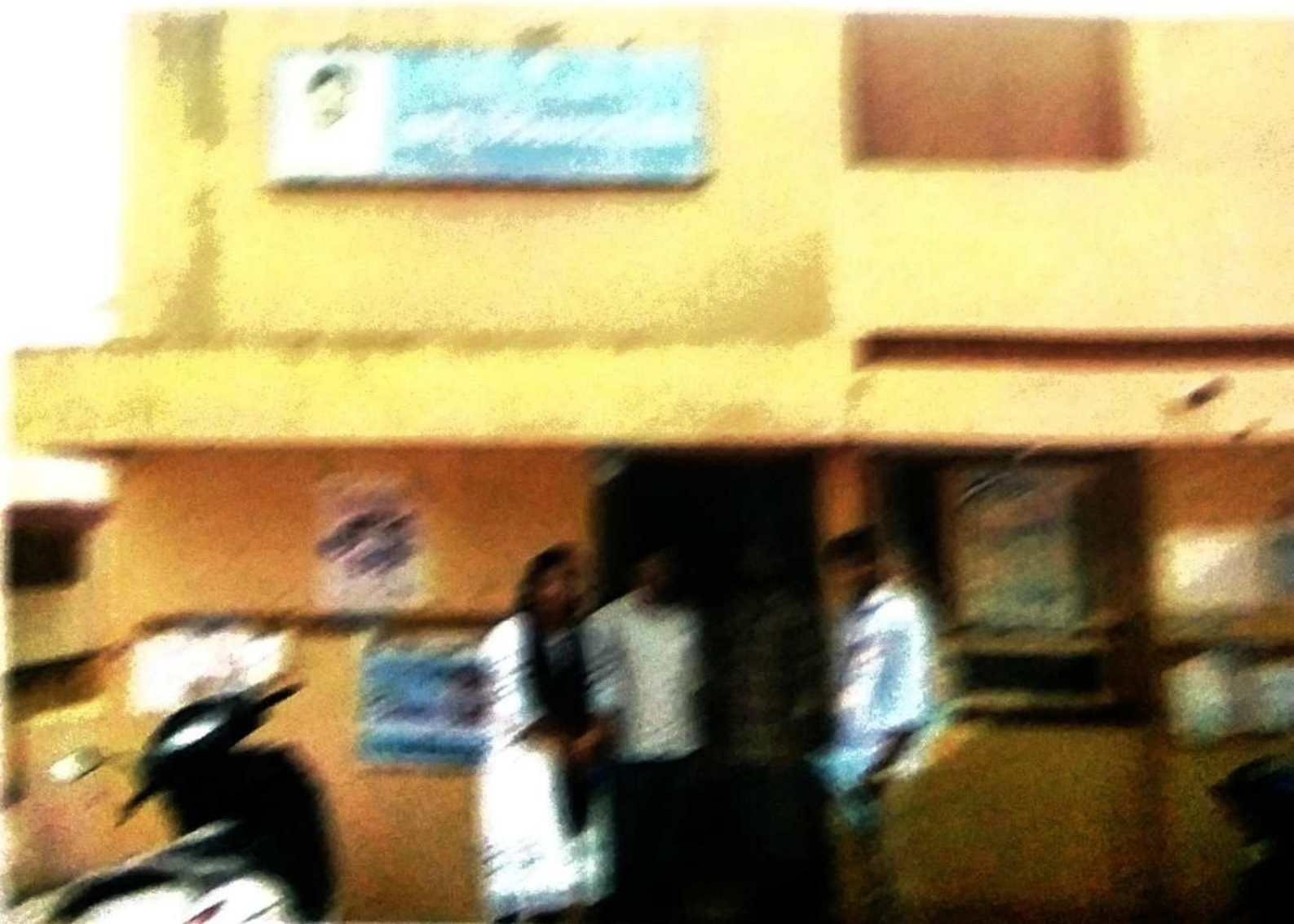
Objectives:

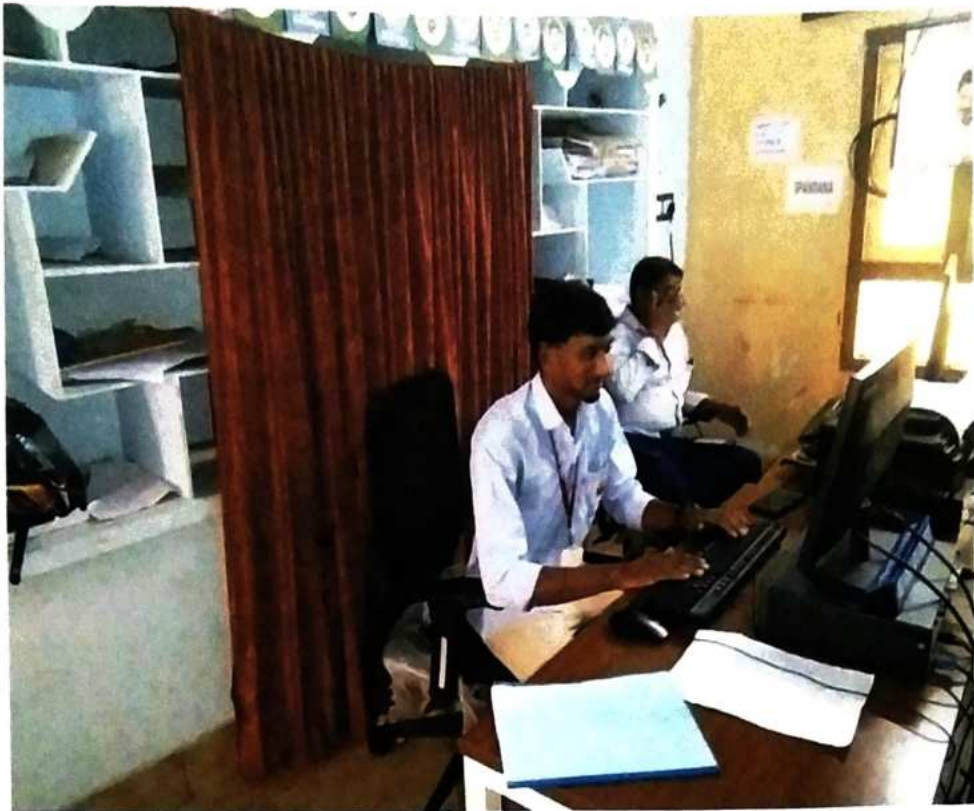
- To integrate theory and practice
- To learn to appreciate work and its function towards the future
- To develop work habits and attitudes necessary for job success
- To develop communication, interpersonal and other critical skills in the future job
- To acquire additional skills required for the world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

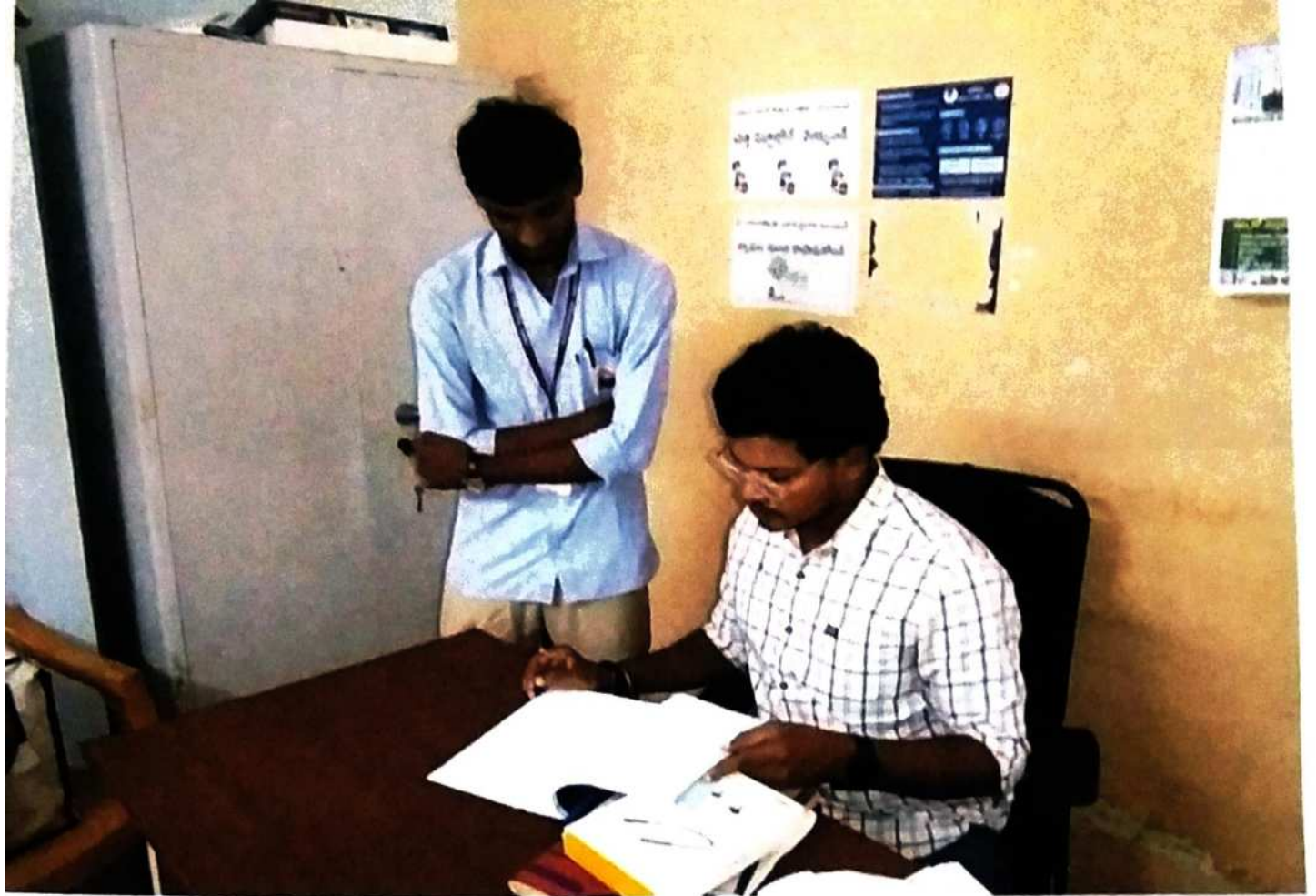
Assessment Model:

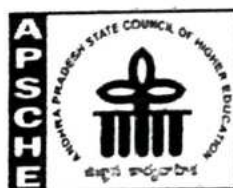
- There shall only be internal evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks
- The number of credits assigned is 4. Later the marks 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.









ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in