

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: TANGI YATHEESH

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

Registration Number: 2122001050044

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

Name & Address of the Intern Organization: Tarajam,
Sachivalayam,
Etcherla,
Srirakulam.

DR. BR Ambedkar **University**
YEAR

An Internship Report on

Functioning of Grama Ward Sachivalayam

(Title of the Internship)

*Submitted in accordance with the requirement for the degree of
Bachelor of Science in M.P.C.S*

Under the Faculty Guideship of

NVS Sridevi Kella

(Name of the Faculty Guide)

Government Department of Computer Science
Degree College (MEN), Srikakulam.

(Name of the College)

Submitted by:

TANGI YATHEESH

(Name of the Student)

Reg.No: 2122001050044

Government Department of BSC (MPCS)
Degree College (MEN) Srikakulam

(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, TANGI YATHEESH a student of Two months Internship
Program, Reg. No. 2122001050044 of the Department of BSC (MPCS) GDC (MEN)
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Jarajam, Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
M.S. NVS Sridevi Kella (Name of the Faculty Guide), Department of
Computer Science, Government Degree College (MEN) Srikakulam
(Name of the College)

T. yatheesh
30/09/2023
(Signature and Date)

Official Certification

This is to certify that Tangi Yatheesh (Name of the student) Reg. No. 2122001050044 has completed his/her Internship in Jarajam (Sachivalayam) (Name of the Intern Organization) on functioning of Grama ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSC (MPCS) in the Department of Government Degree College (MCW) (Name of the College).
Svikakulam

This is accepted for evaluation.

M72
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Page No:

Certificate from Intern Organization

This is to certify that Tangi Yatheesh (Name of the intern)
Reg. No 2122001050044 of GIDC (Men) Srikakulam (Name of the
College) underwent internship in Jarjaram 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).

M. M. S.

Authorized Signatory with Date and Seal



Acknowledgements

I am deeply grateful to all the staff members to the Javajam Sachivalayam and also my mentors and advisors during this short term internship for their valuable

advice and guidance their industry experience and executive helped me to better understand the convey and industry and allowed me to make the most of internship work.

Thought the internship the Javajam grama Sachivalayam provided me with valuable insights and guidance that help me to navigate my tasks and responsibilities. They were always available to managers my questions and provide support and their wisdom and experience, expertise helped me to grow as a professional.

I am thankful for their time and support and for sharing their valuable insights with me.

S.NO

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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.

- 1) The implementation of grama ward Sachivalayam is due to vendor door to door devices to the house holder and its also developing in Joinable manner.
- 2) Functioning of grama ward Sachivalayam. It has mainly of 10 types of functions.
- 3) objection of grama ward Sachivalayam It has mainly
 - Sustainable development.
 - Door to Door Service.
 - Health and Hygenic Condition.
- 4) out come of grama ward Sachivalayam
 - providing banic needs to the health had.
 - All services off to an step.
 - 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 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.

Introduction:

used Sachivalayam also known as village (or) town Secretariats are local government facilities set up in the Indian State of Andhrapradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

Vision, Mission and values:

→ providing various citizen services at a short term possible type.

→ Single door service system.

→ Door to Door service and welfare of home.

→ providing ambient environment for all living organisation.

→ citizen satisfaction in the ultimate aim of an organisation.

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 Services of Grama Sachivalayam and ward Sachivalayam now we can discuss about the ward Sachivalayam Services.
- various welfare Schemes.
- on going projects / Contractions
- public distribution system (PDS)
- ward
- working of each functionized
- field weights
 - 1) Renecessary of agriculture
 - 2) Household Survey
 - 3) Antenatal Survey
- pre- production of Natural Calamities.

WEEKLY REPORT

WEEK - 1 (From Dt. 19/08/2023 to Dt. 24/08/2023.)

Objective of the Activity Done: Staff members of ward Sachivalayam







Detailed Report: main functions are in the follow

- 1) ward administrative Secretary
- 2) ward Sanitation & Environmental Secretary
- 3) ward education and Data Processing Secretary.
- 4) ward Amenities Secretary.
- 5) ward welfare & Development Secretary
- 6) ward planning and Regulation Secretary
- 7) ward mahila police / ward women.
- 8) ward health Secretary
- 9) ward Revenue Secretary
- 10) ward Energy Secretary

Over all incharge is administrative Secretary who is maintaing all the activities in and around.

Field visit by ward health Secretary gives an oppertunity how will the organization staff is behaving with the people in the wards.

ACTIVITY LOG FOR THE ~~SECOND~~ WEEK
First

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 18/08/2023	Introduction to staff and volunteers	Organisation Structure	
Day - 2 19/08/2023	Various functions and their responsibilities	Organisation working bends	
Day - 3 21/08/2023	Various functions and their defined the responsibility	- no -	
Day - 4 22/08/2023	Field visit by Health Secretary and mental (medical) Survey	Implementain of PM-Jay Scheme	
Day - 5 23/08/2023	Field visit by health Secretary an mental (medical) Survey	How Health Secretaries are visiting regularly to pregnant womens	
Day - 6 24/08/2023	Field visit by women police School visit and Anganwadis	Awarress programme of Disha	

WEEKLY REPORT

WEEK - 2 (From Dt. 25/09/2023 to Dt. 01/10/2023)

Objective of the Activity Done: ward Revenue Secretary and
ward education & Data processing Secretary

Detailed Report:

Delivering of Divisions (Citizen) of a Shiten possible that

- 1) Inverse of Caste and Income
- 2) motation (land)
- 3) Family member Certificate
- 4) Birth and Death confirmed.

Applying for the Schemes to the eligible candidates
part of field verification.

- 1) YSR Premium
- 2) YSR Chayutha
- 3) Rice Card
- 4) Ammavadi
- 5) Vidya devena

Field activity: Ration distribution to household at door step to MDS

Field activity: Land reurvey using "oops" - the local technology recover
for accuracy in a main point.

ACTIVITY LOG FOR THE ~~1st~~ WEEK
Second

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 25/08/2023	Roles & Responsibilities of Village Secretaries welfare and ward education Secretaries	Various Services to citizen and type of welfare Schemes	T. Anand
Day - 2 26/08/2023	Roles & Responsibilities ward revenue Secretary	Ration distribution system and house hold recognition and types of cards	T. Anand
Day - 3 28/08/2023	Responsibility of the electrical Connection Lineman	I Can learn how to deal with the Electrical Services	T. Anand
Day - 4 29/08/2023	Controlling the usage of the land and collect the taxes	Various taxes can be found on the house	T. Anand
Day - 5 31/8/2023	Role of welfare and education Secretaries and visits	Visit the schools and cleanliness of associated and upload in app	T. Anand
Day - 6 01/09/2023	Field visits by revenue (VRO) PDS distribution	Door to Door delivers of public distribution of household	T. Anand

WEEKLY REPORT

WEEK - 3 (From Dt. 2/09/2023 to Dt. 11/09/2023)

Objective of the Activity Done:

Ward Health Secretary

Detailed Report:







During the untill by ward Health Secretary we United several for any health issues and the recommended few meditations also spoke to the pregnant womens for any difficulties observed the well being and kind new of the people with the health Secretary.

Also accompanied by women police visited house to educate the children for good and bad touch. Awareness for the Girl for not being shy any Arrasment happened should be invited.

No. of online Services and Survey are going on and participation and acquired knowledge about how a System women an demand of the government

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

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 2/09/2023	Division and responsibilities of Mahila police	Awareness programme for Safety ^{Safety} of women and child	
Day -2 4/09/2023	Division and responsibilities of Engineering (SI) ward Amenities Secretary	on going work requirements and measures	
Day -3 5/09/2023	SDG Survey PM-Jay Survey	knowing well about sustainable develop and grow with process	
Day -4 6/09/2023	Household surveys PDS Distribution	knowing about type of house hold & their eligibility	
Day -5 8/09/2023	online Service by village ^{ward} education & data processing Secretary	know how to apply Caste / Income Certification	
Day -6 11/09/2023	De-brief on last 5 days activation	Overall : learned maintained & implement to do better for nation	

WEEKLY REPORT

WEEK - 4 (From Dt. 12/09/2023... to Dt. 19/09/2023)

Objective of the Activity Done: Ward education and Digital data processing Secretaries
Ward Amenities Secretary

Detailed Report: SLA - Service life agreement

In Ward Sachivalayam there are more than 546 Services, each Service is having their own SLA for ex;

- 1) Income Certificate = 7 days
- 2) Caste Certificate = 30 days
- 3) Motivation = 30 Days
- 4) Rice card = 180 days

Ward Sachivalayam development programme in a planning programme for the development of the ward Sachivalayam.

- Sanitation planning
- Road Repair planning
- Street light position/Repair
- Now over need towns

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12/09/2023	Definition of SLA open beyond SLA based beyond SLA	shortest possible time for service	T. Anus...
Day - 2 13/09/2023	Definations of MEDP and its objection overcome	development process	T. Anus...
Day - 3 14/09/2023	Funds allocated to ward Sachivalayam	General fund for 1st finance	T. Anus...
Day - 4 15/09/2023	House hold Survey of System 1,2,3,4,5	most likely of Income Survey	G.P.
Day - 5 16/09/2023	House hold Survey of clothy 6,7,8,9,10	categories of house hold	G.P.
Day - 6 17/09/2023	House hold Survey of 11,12,13,14,15	categories of house hold	G.P.

WEEKLY REPORT

WEEK - 5 (From Dt. 24/09/2023.. to Dt. 30/09/2023)

Objective of the Activity Done: Ward welfare Secretary

Detailed Report:

State government welfare Schemes and its eligibility criteria
application programme field verification E-KYC programme

Eg: ↓ ↓
 OAP Window







All these type of pension have different eligibility criteria.

welfare Calender 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 it is mandatory
for all the households for all welfare Schemes.

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 either Eligibility	welfare in the Primary Concern for the existing government	
Day - 2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare scheme	
Day - 3	what is ward Sachivalayam what is agriculture & dry land?	Basic Knowledge of staff and boundaries	
Day - 4 27/09/2023	E-Kyc mandatory for all the welfare Schemes how E-KYC is true	Digital literacy using	
Day - 5 29/09/2023	Six Step Validation of eligibility of all welfare and non-welfare Schemes	Digital literacy training acquired	
Day - 6 30/09/2023	Be brief of all the 5 days activation	very in form active	

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, knowledgeable and kind people. In this organisation all staff are very punctual in attending office.

They had shown an interest in technology on how the system works and administrative activities are handled in a procedure manner.

The time they spent for us in being working schedule are appreciable and we thank them all for their extended operation and co-operation in our internship programme.

The digital ideas used for helping us in learning are very advanced and needs at this moment for accountability, which keeps the system worthy. myself improved of this organisation, working culture.

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

* Each work in Systematical manner.

Application programme → ward education and
Data processing Secretary.

Field Verification → ward welfare Secretary

Third party Verification → ward administrative Secretary

pre-applied

→ ward revenue Secretary

Every one is using the technology hard work to avoid dupliacy
and provide services to eligibility candidates of any scheme.

1) Biometric Division

2) Android Smart Phones

3) IRIS Scanners

4) Face Authentication

The volunteers are using the biometric device and IRIS for
giving pensions.

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 government procedural practice which is very realistic and given the management competence and analytical skills.

Every work is time bounded and can't be neglected, while working in observing the activity and division, decision making is very important.

For doing any task, procedural knowledge, secondary planning and thirdly the procedure 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 modify and improve myself
Communication with different people in different places.

* My written Communication is improved by writing evolution scripton/
Thoughts.

* My Confidence level are very high and i will continue to
do further projects.

* My anxiety levels are very low I am very patient and
listen to music whenever I feel low and learn more manage
technology.

* I always respect everyone when I see them whenever they
do good things like helping others, cleaning the our environment etc.

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

→ In group discussions, I always space with the point to point and clarity on the topic and will be clear on what I am saying.

* I also encourage often to participate in the discussion of sharing their ideas.

* I always conclude the group discussion in a friend and family manner.

* Respect the Co-participant ideas and words.

→ Respect the team leader and I give full support and do hard work to get our only my success but also to get our team success.

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:

- Handling of Smart phones.
- Biometric Division
- IRIS Scanner
- Face Authentication programme

which given the reactive procedure of the (realistic procedure)

Secondary:

Using E-pos machine in PDS.

Thirdly:

(i) Using "Cops" and "Reven" in land Re-namely programme.

(ii) Using drops in Identification of marks in land assignment programme.

PHOTOS & VIDEO LINKS



Page No:

Student Self Evaluation of the Short-Term Internship

Student Name: *Targiyathesh*

Registration No: *2122001050044*

Term of Internship: From: *18/08/2023*

To: *30/09/2023*

Date of Evaluation:

Organization Name & Address: *Jarajam ward 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:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: *Tangi Yatheesh*

Registration No: *2122001050044*

Term of Internship:

From: *18/08/2023*

To: *30/09/2023*

Date of Evaluation:

Organization Name & Address: *Jarajam ward Sachivalayam*

Name & Address of the Supervisor *Jaraj*
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:

Signature of the Supervisor



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EVALUATION

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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:



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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