

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

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

Name of the Student: ALAJANGI - RAM PRASAD

Name of the College: Govt degree college (MEN) Saikakulam

Registration Number: 2122001051001

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

Name & Address of the Intern Organization Gudem grama
Sachivalayam

An Internship Report

On

(Title of the Internship)

Functioning of grama ward Sachivalayam

Submitted in accordance with the requirement for the degree of BSC (MECS)

Name of the College: Govt degree college (MEN) Srilakulam

Department: BSC (MECS)

Name of the Faculty Guide: M. Manikumar Sir,

Duration of the Internship: From 18/05/23 To 30/05/23

Name of the Student: Alaangi Ram prasad

Programme of Study functioning of Grama ward Sachivalayam

Year of Study:

Register Number: 2122001051001

Date of Submission:

Student's Declaration

I, A. Ramprasad, a student of BSC(MECS) Program, Reg. No. 2122 001051001 of the Department of M.C.C. (Govt. Degree College) College do hereby declare that I have completed the mandatory internship from 16/08/23 to 30/09/23 in Gudem (Name of the intern organization) under the Faculty Guideship of M. Manikam (Name of the Faculty Guide), Department of English, Govt. Degree College (M.C.C.) (Name of the College)

A. Ramprasad
(Signature and Date)

Endorsements

Faculty Guide : M. Manikam

Head of the Department

G. Roy

Principal

B. S. Reddy

Certificate from Intern Organization

This is to certify that A. Ramprasad (Name of the intern) Reg. No. 2122001051001 of GDC (MEN) SKM (Name of the College) underwent internship in Gudem Sechuvayam (Name of the Intern Organization) from 18/08/23 to 30/08/2023.

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


Panchayat Secretary
Grama Panchayat
GUDAM
Sakthulam Taluk & Dist
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 of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

ACKNOWLEDGEMENTS

→ I am deeply grateful to a staff members of Guduru grama Sachivalayam and also my mentor and advisor during this internship for their invaluable advice and guidance, their industry experience helped me to better ~~under~~ understanding of the company and industry and helped me to the most of my internship.

→ They were always available to answer my questions and provide support and their wisdom and experience helped me more in my internship programme.

→ I am great-full to and thankful to Guduru grama Sachivalayam staff to know and learn something new about the work. ~~Thank you~~ I am so thankful to my college staff and principal madam to learn something new with this internship programme.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- ① Panchayati Raj Act - 1994. Day 1 that local governance in every village for the growth & development in a nutable manner.
- ② Implementation of grama ward Sachivalayam to render door to door direct to the house holder and also developing the village.
- ③ function of grama ward Sachivalayam. It has mainly 10 types of functions.
- ④ objection of Grama ward Sachivalayam.
 - ① Sustainable development
 - ② Door to door service
 - ③ Health and hygienic condition
- ⑤ out come of Grama ward Sachivalayam.
 - * providing basic needs to the health ind.
 - * All services of to on stop.
 - * Early solution to all problems.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

◦ Introduction of Grama co-ord Sachivalayam :-

◦ providing version citizen services at a shortest possible type.

◦ single window service system

◦ door to door service & welfare of home.

◦ providing an hient environment for all living organization.

◦ planning GRP (Grama panchayati development program)

◦ Citizen satisification in the ultimate aim of an organization.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- * version Service of Grama Sachivalayam
- * various welfare schemes
- * on going projects (Construction)
- * public distribution system (PDS)
- * Grama Sabha.
- * working of each functionarization
- * Field weights.
- * Renecessary of agricultural land.
- * Arental Survey.
- * House hold survey.
- * pre production 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	introduction of staff and volunteers	organization structure	 PS
Day - 2	version functionalization & they defined were responsibility.	organization working hands.	 PS
Day - 3	various functionalization & they defined were responsibilities.	- do -	 PS
Day - 4	Field visit by ANM for mental survey.	How ANM's are visitory regularly + pregnancy women's	 PS
Day - 5	Field visit by ANM - PM - Jay survey	Implementation of prajay scheme	 PS
Day - 6	PC Brief of whole the last 5 days activation	some knowledge has achieved from regular GGS	 PS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam Gudem has 11 functionaries & 16 volunteers.

main functions are in follows:

- * panchayati secretary.
- * Digital Assistant-
- * welfare and educational assistant-
- * Engineering Assistant.
- * village revenue officer.
- * Agricultural Assistant.
- * village surveyors
- * Mahila police
- * ANM
- * line man.

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

Field visits by ANM give an opportunity to how well the organization staff is behaving with the villages.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & responsibility of digital Assistant & welfare education Assistant	Emp of various service to citizen & type of welfare scheme	
Day - 2	Devision & responsibility of VRO & village Survey	Ration distribution system & Honourable reconstructions type of work	 VRO
Day - 3	Devision & responsibility of voluntary asst & Agriculture A st.	line stolen & types various immigrate type of crops & seeds	
Day - 4	field visit by VRO - PDI distribution	door to door delivery of public distribution to the house holds	 VRO
Day - 5	field visit by VI Resurvey	R-c caption of land in village using technology	 VRO
Day - 6	Brief of last 5 days activities	know what type of devision are being achieved	 VRO

WEEKLY REPORT

WEEK - 2 (From Dt... 21/08/23... to Dt... 27/08/23...)

Objective of the Activity Done:

Detailed Report:

Determining of deviation (Citizen)
of a shareholder possible time.

- ① Inverse of case & Income -
- ② family member certificate
- ③ Birth & death certificates.

Applying for Schemes to the eligible candidates
part Field verification

- ① YSR premium
- ② YSR Cheyutha
- ③ Rice card
- ④ YSR Ammavadi
- ⑤ YSR Vidya devena

~~Final~~ Field activity:- Ration distribution to
household at door step by step mode

Field activity:- Hand resurvey using "cups"
the 1000/- technology & Rover. for accuracy
in the main point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division & responsibility ANM & mahila police	Hygienic implementation safety of women & child	L. Parvathi
Day - 2	Division & responsibility of Engineering Asst. & panchayat Secretary	ongoing work Revolut- & panchayat monitor	
Day - 3	Field activity SGA Survey. on Jay Survey	knowing well about - sustainable development -	
Day - 4	Field activity House hold Survey. POS distribution	knowing about type of house hold & their eligibility	S. Parvathi
Day - 5	online Service digital literacy.	known how to apply for caste income certificate	S. Parvathi
Day - 6	De-brief on last 5 days activation.	overall: learned name mainline which implement to do better work	

WEEKLY REPORT

WEEK - 3 (From Dt. 1/9/23..... to Dt. 7/9/23.....)

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united several have for any health & recommended few medium. Also spoke to pregnant women for any difficulty other find the well being & find new of the people with ANM.

Also accomplished by mahila police visited to house to educate the children for good touch & Bad touch, ~~another~~ awareness for the girl child for not being shy. Any harassment happen should be initiated early.

No. of online survey are going on & participated and acquired knowledge about how a system works on demand of the government.

knowing eligibility criteria of all the welfare scheme of state government.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of SCA - open beyond SCA - closed beyond SCA	shortest possible time for service	B.
Day - 2	definition of GPDA & if objection & overcome	Development-process.	B.
Day - 3	Funds Allocated to Gram panchayat	General test for 15th finance full manner	Alamy
Day - 4	House hold Survey of 1, 2, 3, 4, 5	most- likely a come- Survey	B.
Day - 5	House hold Survey of cloths 6, 7, 8, 9, 10	Categories of House holds	B.
Day - 6	Home field Survey of clothing 11, 12, 13, 14, 15, 16	- do -	Alamy

WEEKLY REPORT

WEEK - 4 (From Dt. 8/9/23 to Dt. 13/9/23)

Objective of the Activity Done:

Detailed Report:

SLA - Service life argument-

In gram panchayat Sachivalayam. There are more than 546 Service. each Service is having their own SLA.

for eg:-

① Income certificate	- 7 days
② Caste Certificate	- 30 days
③ motivation	- 3 days
④ Rice card	- 180 day.

Gyppp Grama panchayat development programme
in a planning programme.

for the development of gram panchayat.

- * Sanitation planning.
- * Road Repair planning.
- * Street light position / repair.
- * New Overneed town.

General fund - House tax payment / property tax

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 scheme & their eligibility.	welfare in - the primary concern for the existing Government.	
Day - 2	welfare calendar for the year 2022-2023.	planned execution in implementation of welfare schemes.	
Day - 3	field visit. what is Gram chaur? what is agricultural land? what is dry land?	basic knowledge of a village & cities boundary.	
Day - 4	"e-kyc" mandatory for all the welfare schemes. How e-kyc done.	Digital literacy using mobile/ smart phones	
Day - 5	six-step validation of eligibility all welfare & non-welfare-schemes	Digital literacy training acquired	
Day - 6	De-brief of all the land 5 days activation	very in formative (enable shikhi)	

WEEKLY REPORT

WEEK - 5 (From Dt. 25/08/23 to Dt. 30/09/23)

Objective of the Activity Done:

Detailed Report:

State government - welfare schemes and its eligibility criteria application program field verification e-eye program.

Eg: YSP Pension, Convey

↓ ↓ ↓ ↓
DAB widow single women disability NCM

All these types of persons have difference eligibility criteria

welfare calendar shows the deemed planning & implementation of know at the time in a project & procedure manner.

E-eye electronic - know your citizen which given on their line station of the citizen, it's medium for all the households for any type of welfare schemes

5th step validation

- ① NO Government employee in the household
- ② NO income tax pay in household
- ③ Not more than the 3 Acres of agricultural
- ④ NO other welfare holds
- ⑤ electricity completion not more than 300 ft

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 good working environment with professional knowledge & kind people in the organization all staff are very punctual in attending office.

They had shown an interest in technology on how the system works and administration 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 & co-operation in our internship programme.

The digital aids used for helping us in learning are very advanced & needs all their moment for team pregnancy & accountability, which keep the system worthy.

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

→ Each work is systematically managed

Application program - & digital Assistant
field verification - welfare Assistant

third party verification - administrator staff

pre-applied - VRO

final - applied - MPDO/MRO

Every one is using the technology hand
work to avoid and annex transparency concern
and eligibility of any scheme.

① Biometric Division

② Android smart phone

③ IRIS Scanner

④ face automation.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I achieved the real time governance procedural practice which is very elastic and given the management competence & involving skills.

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

For doing any task, professional knowledge is must & should secondly planning and thirdly the procedure for implementation.

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

My communication skills are poor and I improve myself with communication different people in different places.

My written communication is poor I improve it by writing self evaluation description / thoughts

My confidence levels are very high and I will continue with the same.

My anxiety level are very low, I am very patient and listen to music whenever I feel anything, & I learn more anxiety management technology.

I always greet every one when I see them & thank them whenever they do good things.

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

In drama group discussion, I always space with point to point and don't lag to improve I will be clear of what I am saying.

I also encourage others to participate in the debate to share their ~~views~~ ideas

I always conclude the group discussion in a friend & family manner

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

Firstly thing:-

- * Handling of smart phones
- * Bio metric division
- * IRIS Scanner
- * Face Authentication programme

which gives the creative procedure of the liney.

Secondly:-

using E-pos machines in pos.

Thirdly:- using "Cops" & "Peken" is land Re namely Pogramment-programme.

⇒ Using "Drones" in identification of mark in land alligment programme

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: A. Ram prasad 2122001051001

Term of Internship: From 15/04/23 To 30/05/23

Date of Evaluation:

Organization Name & Address: Gudem Gorrana Sachivalayam

Name & Address of the Supervisor
with Mobile Number:

Panchayat Secretary.

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

A. Ram prasad.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: **A. Ram prasad** **2122001051001**
 Term of Internship: From **15/08/23** To **30/09/23**.
 Date of Evaluation:
 Organization Name & Address: **Gudem Gramma 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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A. Ram prasad 2122001051001
Term of Internship: From 15/08/23 To 30/09/23.
Date of Evaluation:
Organization Name & Address: Gudem Gramma Sachivalayam
Name & Address of the Supervisor
with Mobile Number: G.

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

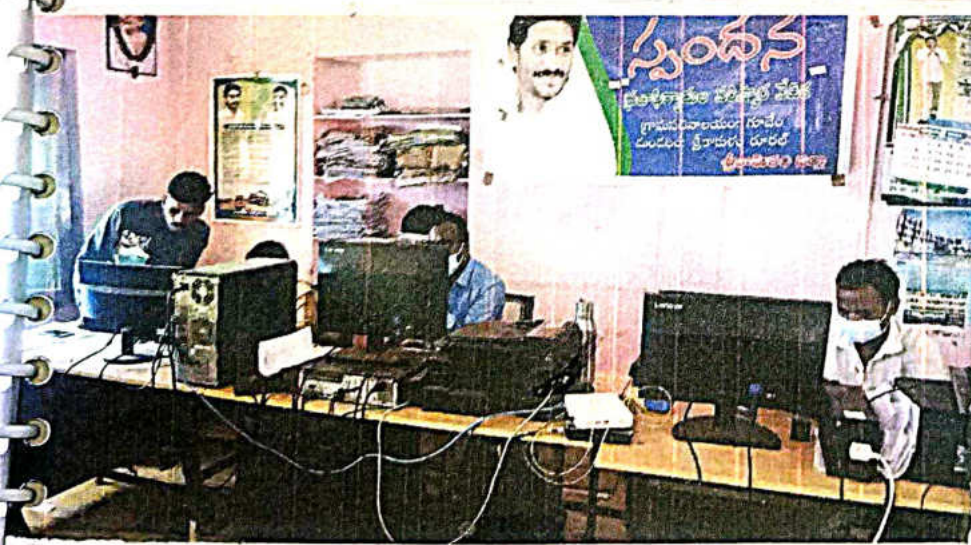
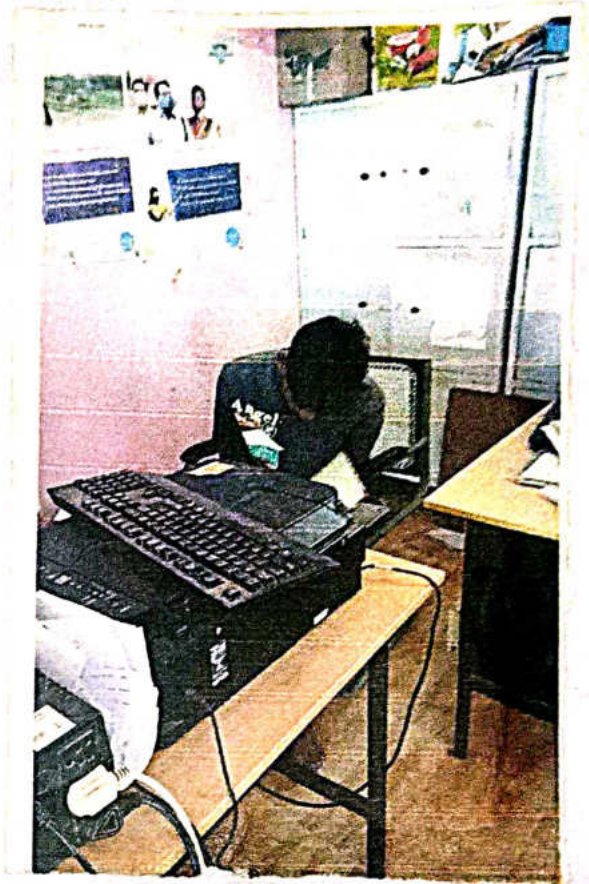
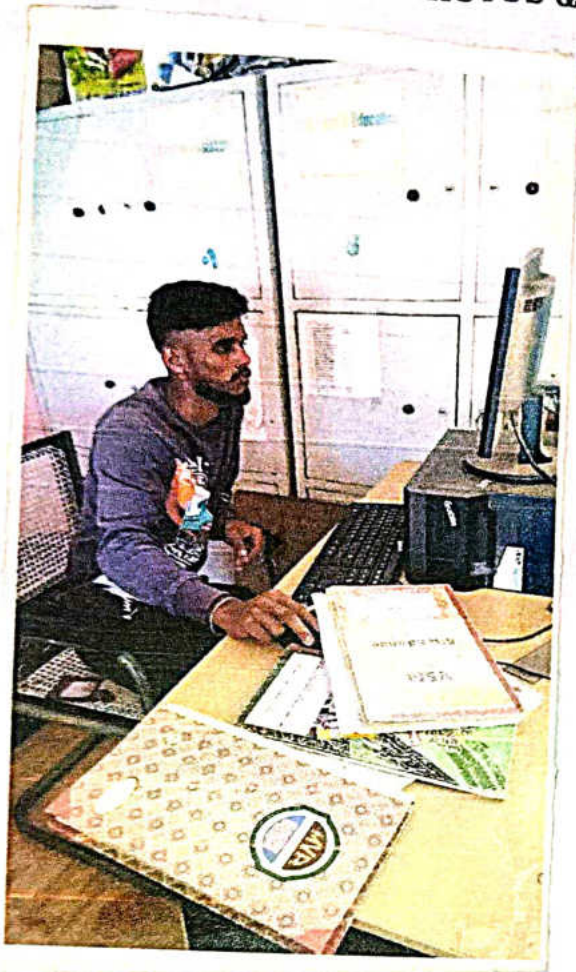
Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor

PHOTOS & VIDEO LINKS



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.

1. Real Time Feedback Skills acquired
2. Managerial Skills acquired
3. Improvement of Communication Skills
4. Team Management
5. Understanding of Group Dynamics acquired

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

⑤

-

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: A. Ramprasad
Programme of Study: Game word Sachivalayam
Year of Study: 2021-24
Group: BSC. MECB
Register No/H.T. No: 212200105(00)
Name of the College: Govt. Degree College (new) SCLM
University: DY. B. V. Ambedkar 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

Seal:



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