

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: B. Steephem

Name of the College: EDC (men) SKLM

Registration Number: 2122001051008

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

Name & Address of the Intern Organization: S. S Valasa Sahivalayam

Dr. B. R. Ambedkar University
YEAR

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: Biddika. Steephem

Name of the College: Govt. Degree college (men) Srikakulam

Registration Number: 2122001051008

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

Name & Address of the Intern Organization: S. S. Valasa Grama Sachivalayam

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.

**An Internship Report
On
(Title of the Internship)**

Submitted in accordance with the requirement for the degree of.....

Name of the College: *Govt. Degree college (men) Srikakulam*

Department: *Bsc (MECS)*

Name of the Faculty Guide: *K. Srinivasulu*

Duration of the Internship: From. *18/8/23* To. *30/09/23*

Name of the Student: *B. Steephem*

Programme of Study *Eranna saehivalayam*

Year of Study: *2nd year 4th sem*

Register Number: *2122001051008.*

Date of Submission:

Student's Declaration

I, B. S. Sreepathi student of B.A. (Hons.) Program, Reg. No. 2122001051008 of the Department of B.A. (Hons.) College do hereby declare that I have completed the mandatory internship from 18.12.23 to 30.12.23 in S.S. Valasa. (Name of the intern organization) under the Faculty Guideship of N. N. Kumar (Name of the Faculty Guide), Department of ENGLISH ... S.D.C. (M.E.N.) S.K.M. (Name of the College)

B. S. Sreepathi
K. N. Srinivas
(Signature and Date)
Panchayat Secretary
Grama Sachivalaya
Silagani Singuvalasa
Srikakulam (Mandal & Dist.)

Endorsements

N. N. Kumar
Faculty Guide

K. N. Srinivas
Stuck by me.

Head of the Department

G. R. Jagan

Principal

V. S. Ravi

Certificate from Intern Organization

This is to certify that B. Steephem (Name of the intern) Reg. No. 122001051008 of Gout. Degree College (mem) (Name of the College) underwent internship in S.S. Valasa (Name of the Intern Organization) from 18/08/23 to 30/09/23 Sachin S. Valasa Sachin Valayam

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

Authorized Signatory (with Date and Seal)

R. B. S.
Panchayat Secretary
Grama Sachivalayam
Silagam Singuvalasa
Srikakulam (Mandal & Dist.)

ACKNOWLEDGEMENTS

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 Says that Local government in every village for the growth & development in a sustainable manner.
2. Implementation of Grama Ward Sachivalayam to render door to door services to the house holders and also developing the village in a sustainable manner.
3. Function of Grama Ward Sachivalayam It has mainly to type of functions.
4. Objectives of Grama Ward Sachivalayam
 1. Sustainable development
 2. Door to door service
 3. Health and hygienic condition.
5. Outcome of Grama Ward Sachivalayam.
 - * providing basic needs to the health hdd.
 - * All service 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 Ward Sakhivalayam :=

- * providing various citizen services of a short term possible type.
- * single window service system
- * Door to door service & welfare of home
- * providing ambient environment for all living organization.
- * Planning Group : GRAMA PANCHAYAT
DEVELOPMENT PROGRAM
- * citizen satisfaction is 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 Sathivalayam
- * Various welfare schemes
- * on going project & contraction
- * public distribution system (PDI)
- * Grama Sabha.
- * Working of each functionalization
- * field weights
 - * Necessary of agriculture land
 - * Amental 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 staffs and Vaalenter.	Organization structure	K. Venkatesh
Day - 2	Various functionation & their defined were & responsibility	Organization working hand.	M. M.
Day - 3	Various functionation & their defined were & responsibility	-do-	K. Venkatesh
Day - 4	field visit by ANM Am. mental survey	How ANM's are visiting. Regularly to pregnancy women	P. J.
Day - 5	field visit by ANM -pm - Jay. Survey	Implement of pm Jay. Scheme	K. Venkatesh
Day - 6	DC. briefs of whole the last 5 days activation	Some knowledge has achieved regular. G.W.	G. W.

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Grama Sallivalayam ^{S.S. Valpa} Killipalodem
has 11 functionaries & 16 Valconteries.
main functionation are in follows:-

- * panchayat Secretary
- * Digital Assistant
- * welfare & educational Assistant
- * Engineering Assistant
- * Village Revenue Officer
- * Agrecultural Assistant
- * Veterinary Assistant
- * villages surveyor
- * mahila police
- * ANM
- * line man

Over all - in - charge in panchayat
Secretary who is maintaining all the
activation in and a grand

field visits by ANM give an
opportunity how well the organisation
stabs 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	Imp of Various service of citizens & type of welfare schemes.	K. Venkatesh
Day - 2	Devision & Responsibility of VRO & Village Surveyor	Ration distribution system & Homakke recognition & type of cards	M. N.
Day - 3	Devision & Responsibility of Veterinary Asst. & Agricultural Asst	Live stollen & types Various immedegation type of crops & seeds.	N. Venkatesh
Day - 4	Field visit by VRO - PDI distribution	door to door delivery of public distribution to the household.	D. Venkatesh
Day - 5	Field visit by W Resurvey	Re-captation of land in village Using latest technology.	J. Venkatesh
Day - 6	De. brief of last 5 days activities	Know what type of devision are being delivered.	G. Venkatesh

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Delivering of provision (citizen)
of a shortest possible time

1. Inverse of case & Income
2. family member certificate.
3. health & death confirms.

Apply for schemes to the eligible
candidate part field verification.

1. YSR peremum.
2. YSR cheyutha
3. Rice card
4. YSR AmmaVasli
5. YSR Vidya devena.

Field activity:- Ration distribution to
household at door step by mms

Field activity:- hand Re-Survey using
'cops' the local technology &
Rover for accuracy in a 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 means of implementation safety of women & child.	K. Verma
Day - 2	Division & Responsibility of Engineering Asst. & palhayat secretary	Ongoing work Requirement & premeasures at monerous.	PM
Day - 3	Field activity SDS Survey Dm. Jay. Survey	Knowing well about sustainable development growth process.	T. Kumar
Day - 4	Field activity House hold Survey PDS distribution	Knowing about type of household & their eligibility	S. J.
Day - 5	Online Service Digital Literacy	Known how to apply for caste Income Certificate & more service	G. M.
Day - 6	De-brief on last 5 days activation	Overall Learned name mainline which implement to do better works.	P. K. Singh

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Driney unit by ANM we United
Servent have for any health mu. &
Recomended few medicom. Also spoke to
pregnant women for any diffication observed
the well being & kind new of the people
with the ANM.

Also accompanied by mahila police
Visited to happe to educate the children
for good touch & Bad touch Aeverness
for the girl child for not being shy. Any
barnement happened should be initiated
after carlink.

No. of online survey are going on &
participant and accessed knowledgment
abow how a system women on dimand of
the government.

Knowing Eligibility carlain at all the
welfare schemes, at 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	Gym
Day - 2	Definition of SPDD & if objection & overcome	Development process	Ray
Day - 3	Find Allocated to grow panchayat	General test for 15th Finance Full MANERI	K. Venkatesh
Day - 4	House hold survey of Austem 1, 2, 3, 4, 5	most likely a come survey.	J. J.
Day - 5	House hold survey of clothes 6, 7, 8, 9, 10	categories of house hold.	J. Thimma
Day - 6	Home Field survey of clothing 11, 12, 13, 14, 15, 16	-do-	Adnan Qadri

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life agreement
In gram ward 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 days

GPDP Grama panchayat development programme
It is a planning programme
for the development of gram panchayat:

- * Sanitation planning
- * Road repair planning
- * Street light position & repair.
- * New over need to be

General Fund House tax payment /
properties tax.

15th Finance Gramin form state
government.

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.	Gyan
Day - 2	Welfare calendar for the year 2022-2023	planned execution in implementation of welfare schemes	Don't
Day - 3	Field visit - What is GRAM chaitom? What is Agricultural land? What is Dry land?	Basic knowledge of a village & its boundary	K. Venkatesh Dugga
Day - 4	'E-kya' mandatory for all the welfare schemes How 'E-kya' done	Digital literacy using mobile/Smart phones.	
Day - 5	six-step validation eligibility all welfare & non-welfare schemes	Digital literacy training achieved.	Gyan
Day - 6	De-brief of all the 5 days activation	very in for. malive & [Enable sceble]	Don't

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

State-government welfare schemes and its Eligibility criteria, application program. Field Verification E-type program

Eg:- YSR pension conver

DAP Widow Single women Disability Holder Fisherman All these types of person have difference Eligibility criteria.

Welfare catender show the deemed planning & implementation as knows at the right time in a project & procedural manner

E-type Electronic-know your citizen which given on their live station at the citizen TL's medium for all the households for any types of welfare schemes.

Six-step Validation.

1. No Govt Employee in the house hold.
 2. No income Tax pay in House hold.
 3. Not more the 3 Acres of Agricultural land
 4. No four welfare hold.
 5. Electricity completion not more then 500 unit/mo
 6. 1000 sq. feet commercial land.
- in ~~the~~ urban area.

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 knowledge & kind people. In this 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 as this moment for from programs & accountability which keeps the system worthy.

Saily my self improved at this organization working culture.

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 - 1 Digital Assistant.

Feiled Verification - 1 Welbore Assistant.

Third party Verification - 1 Administate slabs

perc - applied - VRO

final - applied - mpdo/mro.

Everyone is Using the technology hand
write to avoid deeply and ensure
techn. transparency in amcertes the
eligibility at any scheme.

1. Biometric division
2. Android smart phone.
3. IRTI 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
production practice which is very realistic
and given the management competence &
analogous skills.

Every work is time bounded and
can't be neglected whole world in
observing the activity & decision making
1) Very important.

For doing any task, practical knowledge
in mind & should secondary planning
and thereby 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 skill are modite and
in improve myself with communication
different people in different places.

my written communication in per I
improve if by writting say evolution
sarpition I thought

my confidence lovely are very high and
I will continues with the name.

my Anxiety level are very low, I am
very patient and listen to music when even
I feel anything & I learn more anxiety
management technology

I always greet every one when I see
them & those then whenever they do
good things

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 point to point and don't long to improve. I will be clear at what I am saying.

I also encourage others to participate in the discussion to share their ideas.

I always conclude the group discussion in a friendly & formal 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 device
- * Face Authentication programme.

which given the creative procedure of the liver.

Secondary:- Using E-pos machine in PDS

Thirdly:-

- * Using 'COP' & 'REVEN' is Land Re. namely programme.

⇒ Using 'DRONES' in identification of mark in Land Assignment programmes.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: B. Steephem 2122001051008

Term of Internship: From 12/5/23 To 20/9/23

Date of Evaluation:

Organization Name & Address: S.S. Valasa Grama Sahivalayam.

Name & Address of the Supervisor
with Mobile Number:

K. Gopinathan Peraraj Peraraj
9849483625

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

B. Steephem
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: B. Steephem 2122001051008

Term of Internship: From 18/08/23 To 30/9/23

Date of Evaluation:

Organization Name & Address: S.S Valasa Grama Sahivalayam.

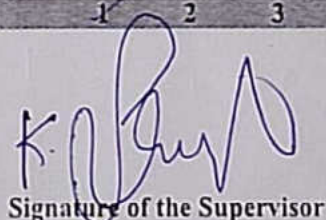
Name & Address of the Supervisor
with Mobile Number:

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


 Signature of the Supervisor

PHOTOS & VIDEO LINKS



EVALUATION

Page No:

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.

Page No:

- 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: B. steephen
Programme of Study: Sachivalayam
Year of Study: 2021 to 2023
Group: BCC MECS
Register No/H.T. No: 2122001051008
Name of the College: GBC (men) SKLM
University: Dr. Ambedkar, Dr. Ambedkar.

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:

Page No:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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

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