

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: ^{Rajasekhar} Nambari ~~Jothi~~ ~~Wani~~

Name of the College: Government Degree College [MEN]

Registration Number: 2122001051029

Period of Internship: ^{short term} ^{intern} ^{ship} From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization Amadalavalasa, monangivasi
veedi,
ward Sachivalayam (URBAN).

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: Nambari Rajasekhar

Name of the College: Government Degree College (MEN), Sri Kakulam

Registration Number: 2122001051029

Period of Internship: ^{Short term} ~~Internship~~ From: 18/08/23 To: 30/09/2023

Name & Address of the Intern Organization Amadalavalasa / monangivali Veedi,
ward Saachivalayam (URBAN)

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)

Department of Saachivalayan
Submitted in accordance with the requirement for the degree of..Bsc.Mecs)

Name of the College: Government Degree College (MEN), Sri Kukulam

Department: Bsc(Mecs)

Name of the Faculty Guide: Y. Mani Kumar Siv

Duration of the Internship: From 18/08/23 To 30.09.23

Name of the Student: Nambairi Rajasekhar

Programme of Study: Functioning of word Saachivalayan

Year of Study: 2021-2024

Register Number: 2122001051029

Date of Submission:

Student's Declaration

I, ^{Raja Sekhar} Nambam, a student of ^{BSC (MECS)} BSC Program, Reg. No. 2122091051029 of the Department of ^{Electronics} Electronics College do hereby declare that I have completed the mandatory internship from 18/08/23 to 29/09/23 in ^{Amadavalasa / Saachivalaya} Amadavalasa (Name of the intern organization) under the Faculty Guideship of ^{Siv} Y. Manikumar (Name of the Faculty Guide), Department of ^{BSC (MECS) Electronics} BSC (MECS) Electronics ^{GIDCLMEN2 SKLM} (Name of the College)

^{N. Raja Sekhar}
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that Nambassi Raja Sekham (Name of the intern) Reg. No. 21220010515 of GIRL (MEN)..... Name of the College) underwent internship in Memorandum..... Amadala Velasa, Sachivalaya (Name of the Intern Organization) from 1.8.23.... to 30.09.23.....

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

G. PB 30/09/23
Authorized Signatory with Date and Seal



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 governance in every village get the growth and development in a manner.
2. Implementation of Grama Ward Sachivalaya to render door to door service to the house holder, and also developing the village in a, noble manner.
3. Function of Grama Ward Sachivalaya. It has mainly 10 types of function.
4. objection of Grama Ward Sachivalaya.
 1. Sustainable development
 2. Door to door service
 3. Health and hygienic condition.
5. outcome of Grama Ward Sachivalaya.
 - * Providing basic needs to the health staff.
 - * 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.

i Introduction of ward Sachivayam:







- * providing various citizen services at a shelter possible type.
- * single window service system.
- * door to door service & welfare of home.
- * providing ambient environment for all living organization.
- * planning map (Ghatia panchayat development program)
- * citizen satisfaction 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 Gvata/ward Sachivalayat.
- * Various welfare schemes
- * on going projects/ construction
- * public distribution system (PDS)
- * Gvata Sabha
- * working of each functionalization
- * Field visit
- * Re-necessity of Agricultural land
- * Aerial survey.
- * House hold survey.
- * pure production of natural cementation.

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	
Day - 2	Various functions & their defined work & responsibility	Organization working Hands.	
Day - 3	Various functions & their defined work & responsibilities	- do -	
Day - 4	Field visit BY ANM An mental survey	How ANM's are visiting regularly to pregnant women's	
Day - 5	Field visit BY ANM PM. Day - survey.	Implement of PM Day Schem	
Day - 6	Brief of whole the last 5 days activation	Some knowledge has achieved.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Ward Sachivalaya in monangver?
need? dos functionaries and volunteers.







Main functionation are in follows:

- * Panchayat Secretary
- * Digital Assistant
- * Welfare & educational Assistant.
- * Engineering Assistant
- * Village Revenue Officer
- * Agricultural Assistant
- * Veterinary Assistant
- * Village Surveyor
- * Mahila Police
- * ANM
- * line man

Overall in-charge in panchayat
Secretary, who is maintaining all the activation
in and a round.

Field visits by ANM give an opportunity
how well the organization staff is behaviour 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	Division & responsibility of Digital Assistant & welfare Education Assistant	Imp of various service to citizens & type of welfare schemes.	
Day - 2	Division & responsibility of VRO & village surveyor.	Ration distribution system & Honorable recognition & type of cards.	
Day - 3	Division & responsibility of veterinary Asst. & Agricultural Asst.	live stock & type 1 various ammassation type of crops & feeds.	
Day - 4	Field visit By VRO - PDI distribution.	Door to door delivery of public distribution to the household.	
Day - 5	Field visit By Resurvey.	Re-captation of land in village using latest technology.	
Day - 6	Brief of last 5 days activities.	Know that type of division are belives delivered	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delevering of Division (Citizen) of a shortest possible time.

1. Inverse of case & income
2. Family members certificate
3. Birth & Death confirming




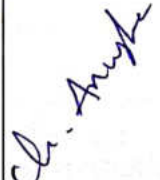

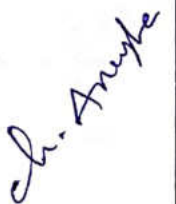
Applying for schemes to the eligible candidate post field verification.

1. YSR premium
2. YSR cheyutha
3. Rice card
4. YSR Ammavadi
5. YSR vidya dharana

Field Activity:- Ration distribution to household at door step by MDs.

Field Activity:- Hand re-survey using 'caps' the local technology Round the 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 Asst. & Mahila Police.	Hygienic mean Implementation safety of women & child	
Day - 2	Division of responsibility of Engineering Asst. & Panchayat Secretary.	on going work Revirement & PSE-measures of man Areas.	
Day - 3	Field activity SDI survey PM Jay Scheme	Knowing about type of House hold & their eligibility.	
Day - 4	Field Activity House hold survey PDS distribution.	Knowing about type of House hold & their eligibility.	
Day - 5	Online service digital lateral.	Known how to Apply for caste income certificate & more service.	
Day - 6	De Brief on last 5 days Activation.	Overall: Learned name maintenance which implement to do better works.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM we visited several
have got any health. & recommended few
medicines also spoke to pregnant women got
any difficulties observed the well being &
kindness of the people with the ANM.

Also accompanied by Mahila police
visited to house to educate the children for
good touch & bad touch got not being shy. Any

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

Knowing eligibility criteria of
all the welfare schemes 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	Shed tent possible time get service	K. Puro
Day - 2	Definition of GDP & if objection & overcome	Development process	K. Puro
Day - 3	Funds allocated to gram panchayat	General test get 15th time for maners.	K. Puro
Day - 4	Household survey of April 1, 2, 3, 4, 5	most likely a come survey	K. Puro
Day - 5	House hold survey of clothes 6, 7, 8, 9, 10	categories of HOUSE HOLD	K. Puro
Day - 6	Home Field survey of clothing 11, 12, 13, 14, 15, 16	- do -	K. Puro

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life Assessment

In gram panchayat sachivayal, there are more than sub service each service in having their own SLA.

For ED:- 1. Income certificate - 7 days

2. caste certificate - 30 days

3. Motivation - 3 days

4. Rice card. - 180 days

GPDP: Grama panchayat development program in a planning programme.

For the development of gram panchayat

- * Sanitation planning

- * Road Repair Planning.

- * Street light repair

- * New over need town.

General fund - house tax payment / properties tax

15th finance grant from 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 schemes & their eligibility.	welfare in the primary concern for the existing government.	L. B.
Day - 2	welfare calendar for the year 2022-2023	planned execution in implementation of welfare schemes.	L. B.
Day - 3	field visit what is avara chattram? what is agricultural land? what is dry land?	Basic knowledge of a village & city boundary.	L. B.
Day - 4	'E-KYC' mandatory for all the welfare schemes show E-KYC DONE.	Digital literacy using mobiles.	L. B.
Day - 5	six-step verification eligibility all welfare & non-welfare schemes.	Digital literacy training acquired	L. B.
Day - 6	Brief of all the last 5 days activation.	very in formative.	L. B.

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-Kyc program.

Eg YSR Pension card

DAP widow single women disability holder
All these types of person have different eligibility criteria.

E-KYC electronic - Know your citizen which given an then give station of the citizen at mediator for all the households for any type of welfare schemes.

Six-step validation.

1. No Govt employee in the House hold

2. No Income tax pay in House hold

3. No Govt welfare hold.

4. Electricity consumption not more than ⁵⁰⁰ unit/month.

5. 1000 sq feet commercial land in 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 digital aids used for helping us in learning are very advanced & needs thin movement for from accountability, which keeps the system worthy.

So I am self improved of 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 week in systematically managed

Application program - 1 Digital Assistant

Field verification - 1 Welfare Assistant

Third party verification - 1 Administrative staff

PSI - applied - VRO

Final - Applied - MPDA/MRO

Everyone is using the technology
hand write to avoid any discrepancy
in almost the eligibility of any scheme.

1. Bio-metric Division

2. Android smart phones

3. 2D/3D scanners

4. GRC 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 goal-time governance practice which is very scientific and given the management competence, a analogy skills.

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

for doing any thing, professional knowledge in ment & should, secondary 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 modile and
in improve myself with communication
Different people in different places.

my written communication in tell
improve if by writing say EVOLUTION scription/
thoughts.

my confidence levels are very High
and I will continue with the name.

my Anxiety level are very low I am
very patient and listen to whenever I feel
anything , I of 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 lag to improve I will be clear of what I am saying.

I also encourage often to participate in the Discribe to share their 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 given the relative procedure of the lives.

Secondly:

using E-pos machine in POS

Thirdly:

- * USING 'copy' & 'Rever' is land
Re namey programme.

⇒ USING 'DRONES' in Identification of mark
in Land Alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Nambeni Raja Sekhar & 212200105029

Term of Internship: From 18/8/23 To 30/09/2023

Date of Evaluation:

Organization Name & Address: Ward Sachivalaya, Monangiveti Veedi, Amadawala

Name & Address of the Supervisor
with Mobile Number:

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

N. Raja Sekhar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Nambatti Raja Sekhar E 2122001051029

Term of Internship: ^{short} ~~term~~ From 18/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: ward Sachivalaya, Mananjivathi Veedi, Amaravathi

Name & Address of the Supervisor
with Mobile Number:

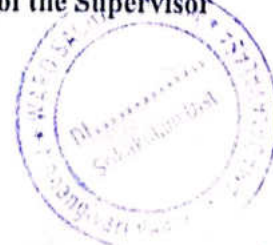
Please rate the student's performance in the following areas:

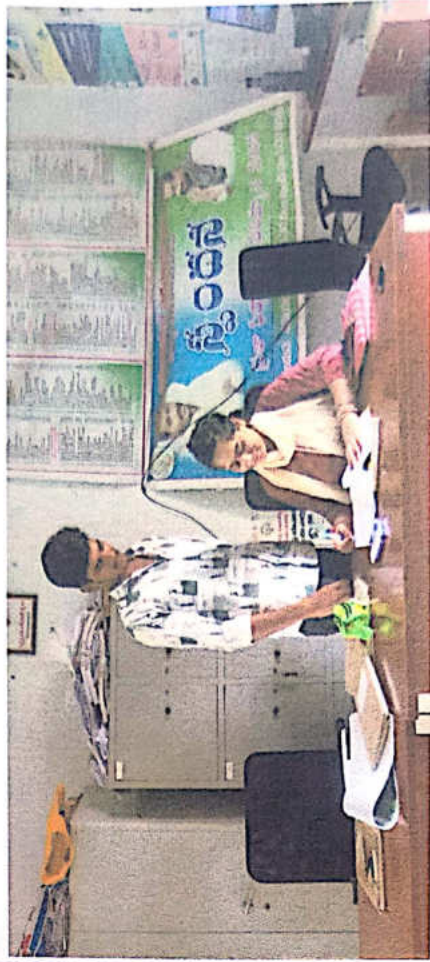
Please note that your evaluation shall be done independent of the Student's self-evaluation

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

G. B. 30/9/23
Signature of the Supervisor





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.

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

Page No:



MARKS STATEMENT
(To be used by the Examiners)

Page No:



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Nambari Raja Sekhar

Programme of Study: Saachivalayam

Year of Study: 2nd Year

Group: BSC (NECS)

Register No/H.T. No: 2122001051029

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

University: 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:

Page No:





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