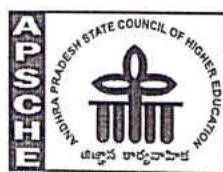


Model Program Book



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:

P. Prasad

Name of the College:

Government Degree College (MEN)

OSRIKAKULAM.

Registration Number:

2122001051031

Period of Internship:

From 18/08/2023 To 30/9/2023

Name & Address of the Intern Organization:

TK Punam

Osachivalayam

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: Parla. Prasad

Name of the College: Government Degree College (Men), Snikakulam

Registration Number: 2122001051031

Period of Internship: From: 18/8/2023 To: 30/9/2023

Name & Address of the Intern Organization : Tk punam Gnana Sachivalayam
Tk punam, Snikakulam (Rural)

An Internship Report
On

(Title of the Internship)

Functioning of Grama ward Sachivalayam
Submitted in accordance with the requirement for the degree of.....BAC(M.E.CS)

Name of the College: Government Degree College (MEN), Srilakshmi

Department: BAC (MECS)

Name of the Faculty Guide: Y. Mani Kumar

Duration of the Internship: From 18/8/2023 To 30/9/2023

Name of the Student: Parla Prasad

Programme of Study: Functioning of Grama ward Sachivalayam

Year of Study: 2022 - 2023 (IInd year, IVth sem)

Register Number: 2122001051031

Date of Submission:

Student's Declaration

I, P. Prasad, a student ofProgram, Reg. No. 2102.D01D51031 of the
Department of BSc (MECS) College do hereby declare that I have
completed the mandatory internship from 18/8/2023 to 30/9/2023 in Tk puram Sachivalayam
(Name of the intern organization) under the Faculty Guideship
of Mani kumar (Name of the Faculty Guide), Department of BSc (MECS)
Government Degree college (Name of the College) English
(Men)

P. Prasad

(Signature and Date)

Endorsements

Faculty Guide M. A. [Signature]

Head of the Department G. Raju [Signature]

Principal [Signature]

Certificate from Intern Organization

This is to certify that P. Prasad (Name of the intern) Reg. No. 2122001051031 of GDC (MEN) (Name of the College) underwent internship in Sachivalayam of TKpuram (Name of the Intern Organization) from 18-08-2023 to 30-9-2023.

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


PANCHAYAT SECRETARY
TK. Puram, LN Peta Mdl
Authorized Signatory with Date and Seal
Srikakulam Dist

ACKNOWLEDGEMENTS

- * I am deeply grateful to staff members to TK Punam Sachivalayam and also my mentors and advisors during this Internship for their valuable advice and guidance and their industry experience and expertise helped me to get better understanding. The company and the industry and allowed me to make the most of my internship.
- * They were always available to answer my questions and provide support and their wisdom and experience helped me grow as a professional. I am thankful for their time and support for sharing their valuable insights with me.
- * I am grateful to thank you for TK Punam Sachivalayam support and the opportunity they have provided me their financial assistance allowed me to focus on my Internship and my professional development.
- * Finally, I would like to thank you for providing the funding and the support enabled me to complete their Internship without their assistance.

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.

Learning Objective:

- * To give an understanding of the following functions and structure of the Grama Sachivalayam. Organisation
- * To develop skill in Administration and electrical tasks related to day to day operation of the Organization
- * To learn about various govt. schemes and program implementation by the Grama Sachivalayam for the benefit of rural population.
- * To prove communication and interpersonal skill through interaction with villagers and other stakeholders.

Outcome Achieved:-

- * Improved knowledge of organization structure functions and responsibility of Grama Sachivalayam.
- * Enhanced Administration and maintaining recording, data entry and handling paper work
- * Understanding of various govt schemes and programs such as housing sanitation and education
- * Improved communication and interpersonal skill through interaction with villagers, officers and other stakeholders.

Brief description of Grama Sachivalayam organization:

The Grama Sachivalayam is a govt organization that functions at the village level in Andhra Pradesh. Its primary objective is to ensure the effective implementation of govt schemes and programs for the welfare of Rural people.

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: Grama Sachivalayam are secretariat setup in Andhra Pradesh state to decentralize the administration by making services and welfare services of all govt. Departments at one place. AP is the first state in India to launch village secretariat. Govt. of AP appointed village volunteers to deliver. There are total 15,005 Sachivalayams in AP state.

Vision, Mission and Values:

- * Vision is to bring in a corruption free, transparent and accountable administration at village level.
- * It also has main mission is to decentralize the administration by making service and welfare services all available at one place.

Roles and Responsibilities:

Panchayat Secretariat: Sachivalayam convenor & to collect taxes & others.

VRO : Monitoring land, Ration and food supply in villages.

ANM : Responsible for villagers health monitoring, conducting health camps.

Women Police : counselling, security and other important roles.

Digital Assistant : Monitoring the village in single window system

welfare Assistant : Pension Distribution, dwarka Mahila & house construction etc.

Policy of Gnana Sachivalayam:

- * Providing basic services like water, sanitation health, education and social security to rural population.
- * Promoting transparency and accountability in functioning programs and schemes.
- * Facilitating the delivery of govt scheme to beneficiaries.

Gnana Sachivalayam Organization structure:

- * The Gnana Sachivalayam in an organization structure that is set up to that the governance reaches the village roots level.
- * The Gnana Sachivalayam coordinates various administrative post that are responsible for the smooth functioning of Panchayati Raj Institution.

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.

- * Panchayat Raj act - 1994 says that level govt in every village of the growth & development in a motivatable manner.
- * CM of AP state YS Jagan Mohan Reddy started the Grama Sachivalayam system at Secreteriat in Vijayawada. The statement was made on Oct 2 2019 on 150th anniversary of Mahatma Gandhi
- * Function of grama work sachivalayam. It has mainly 11 types of officers in Secreteriat. The village volunteer system has to bring govt services to people doorsteps.
- * Generally using of technological skiller and instrument mainly we just like bio-metric, computer system.
- * The Internship part these kind of skills are very important, listening, speaking, confidence, leadership qualities and time management.
- * Outcomes of world Sachivalayam
 - * Early solution of all problems
 - * All services of to non stop

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I submitted the issue letter of Internship in the Sachivalayam	-	-
Day - 2	Digital Assistant introduced about all the staff members	I learned about how many sections are organized in Sachivalayam	
Day - 3	Introduction with village volunteers	I learned about how many houses are given to one volunteer	
Day - 4	Panchayat Secretariat told about grama danitini	I had been known some problems of the Tik puram village.	
Day - 5	welfare Assistant told about the details of the Sachivalayam.	I understand about the establishment of Sachivalayam.	
Day - 6	Digital Assistant told about the vision and mission of Sachivalayam	The main mission in delivering services to their door step.	

WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/2023 to Dt. 25/08/2023)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as village secretariate AP in the first state in India to launched village secretariate govt of AP appointment village volunteer to deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanthi.

- * Nearly 2 lakh candidates were qualified
- * There were found a total of 15,005 no. of Sachivalayam
- * 3842 are in Urban Areas, 11163 are in rural Areas.
- * There are total 930 sachivalayam in Srikkulam District,

Urban Areas : 95

Rural Areas : 855

Departments

- * Panchayat secretariat
- * Village Revenue officer
- * Digital Assistant
- * Welfare Education
- * Mahila Police
- * Engineering Assistant
- * Village Surveyor
- * Animal Husbandary Assistant
- * Village Agriculture Assistant

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Panchayat Secreatariaat explained about his Job chart	I learned about the responsibilities of Panchayat Secreatariaat	chghred
Day - 2	Panchayat Secreatariaat explained about his	I learned about the role of Panchayat Secreatariaat.	chghred
Day - 3	He explained about the collection of taxes and Maintainence of recorder	I have learned about different types of taxes.	chghred
Day - 4	He explained about the Conduction of Meeting in the function committe	I have learned about the way how meeting is conducted.	chghred
Day - 5	He told that he have to deposit the money collected in tax in banker.	I have learned how much money is paid on different taxes	chghred
Day - 6	collecting Taxes in the surveyed village	I have learned about how to collect taxes.	chghred

WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/23 to Dt. 31/09/23)

Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

- * He is the executive authority of Grama Panchayat
- * He shall collect taxes & non-taxes of Gram Panchayat. Promptly and deposit them in the treasury
- * He shall maintain and act as a custodian of the entire record/ Register of the gram panchayat including check books.
- * He shall Implement the resolution of the gram panchayat and of the committee.
- * He convene the meeting of the gram panchayat functional committee thereof with the consent of Sarpanch.
- * Have power to initiate discipline action against the employees of the village secretariat.
- * He should co-ordinate & Supervise the officers and employees working under the village secretariat.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VRO sir explained about his Job chart	I learnt about the role of VRO in Gnana Sachivalayam	Shyam
Day - 2	VRO sir explained about his Job chart	I understood about his duties in the Gnana Sachivalayam.	Shyam
Day - 3	He told about the issue of certificates like caste, Income, OBC, - - - etc.	I learnt about the requirement for applying for certificates.	Shyam
Day - 4	He explained about how he protect the government properties	I understood that he is responsible for government properties in village.	Shyam
Day - 5	He is responsible for the maintenance of records & registers	I know that the maintenance of record was under him.	Shyam
Day - 6	He told that he work under Administration supervisor of Revenue Department	I understood that he is the play key role in Revenue Department	Shyam

WEEKLY REPORT

WEEK - 3 (From Dt. 2/9/2023 to Dt. 9/9/2023)

Objective of the Activity Done:

Village Revenue officer

Detailed Report:

- * Village Revenue officer work under the Administration supervision of Revenue Department.
- * They are answerable to Village Secretariat
- * They have to attend the meetings conducted by the Village secretariat with relevant information
- * Maintaining of Village Revenue Recorder and all village Revenue account promptly and accurately.
- * Collection of water taxes and other sums pertaining to Revenue Department.
- : The VRO shall issue the nativity certificate and solvency certificate in their respective jurisdiction only.
- * Protection of Government lands, Tanks, trees and other government properties and take effective steps to safeguard the interest of Government.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Digital Assistant told about his job chart	I understood about his job role in sachivalayam	
Day - 2	Digital Assistant explained how to operate computer first	I know all the work he do in the computer.	
Day - 3	He told about he will co-ordinate and work in convergence with all villagers	He divides the work to remaining staff members	
Day - 4	He told that he acts as incharge of front officers CSE/Mee-Seva counters	I understand that mee seva and Non-mee seva services are done by him.	
Day - 5	He said that he will manage and maintain the data base of Village secretariat	I understand that whole data was maintained by him.	
Day - 6	He will track physical and financial status of the work taken up from GIDP.	Tracking of physical and financial in under him maintained.	

WEEKLY REPORT

WEEK - 4 (From Dt. 17/9/2023 to Dt. 24/9/2023)

Objective of the Activity Done:

Digital Assistant

Detailed Report:

- * He co-ordinates and work in convergence with all village secretariat functionaries.
- * He shall computerise the household data collected by all the village volunteers about sort out the need/beneficiaries/problems sector wise and calculate the same to panchayat secretariat.
- * He shall act as incharge of front office.
- * The function of front office includes
 - Receipt of application, and cash/cheque 100/-
 - Delivery of services
 - Reception and information counter to the public.
 - Management of data related to the local govt. in all panchayat inter-prive suite applications.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Welfare sir told about his job chart	I understood about his job chart	chghad
Day - 2	welfare sir told about his job chart	I understood his responsibilities in sachivalayam	chghad
Day - 3	He told about the distribution of pensions every month	I understand about the ways of distribution in pension	chghad
Day - 4	He told about Jagananna Ammavodi scheme	I understood about the eligibilities	chghad
Day - 5	He told about Jagananna Vidya deevena scheme	I understood the eligibilities	chghad
Day - 6	Vinayaka chatundi Holidays	-	-

WEEKLY REPORT

WEEK - 5 (From Dt. 24/9/2023 to Dt. 30/9/2023...)

Objective of the Activity Done:

Welfare and Educational Assistant

Detailed Report:

General Duties:

- * To ensure Identification of eligible person for below said welfare schemes.
- * To Generate awareness among the public in the village secretariat jurisdiction about the scheme meant for the weaker section of the society being implemented by all welfare departments: Social welfare, Tribal welfare, Minority welfare.

Pensions:

- * I shall maintain the distribution of pensions every month in the village.
- * I should draw the cash and issue the village volunteers every month.
- * I shall collect the death vacancy of pensions and update in website through Digital Assistant.

Improving Livelihood of SHG:

- * YSR Bheema
- * YSR YLR scheme
- * YSR Aasara scheme
- * YSR dihi scheme.

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 and kind people. In this Organization all the 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 is appreciable and we thank them all for their extended operation and co-operation in our Internship programme.

The Digital aids are used for helping us in learning are very advanced and needs at this moment from from dignity and accountability, which keeps the system worthy.

Myself, I have 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 work is systematically managed.

Application program → Digital Assistant

Field Verification → Welfare Assistant

Third party verification → Administrative Staff

Pre-applied → VRO

Final Applied → MPDO/MRO

Everyone is using the technology hand work to avoid duplicacy and ensure transparency in the eligibility of any scheme.

1. Biometric Division

2. Android & smart phones

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

Every work is time bounded and it they cannot be neglected, whole world is observing the activity & decision making is very Important.

For doing any task, projectual knowledge in ~~ment~~ & 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 skill are modified and I improved myself with communication different people in different places.

My written communication is became better. I improved by writting say evolution scription I thoughts.

My confidence became high and I will continue with this confidence and Attitude.

My Anxiety levels became low, And I have acquired more patience now and I learned how to move anxiety management technology.

I always greet everyone when I see them. They also treat me as their own student.

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 faced everyone with point to point, and don't lag to improve. I always have an Idea of what I am saying and I was clear about what I am saying. They also often appreciated me for what I am saying in Group Discussions.

I also encouraged to participate in those group discussions to share my Ideas and to learn their Ideas.

I always concluded the group discussion in a friendly and firmly 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:

- * Holding of smart phones
- * Biometric Division
- * IRIS Scanner
- * Face Authentication programme.

which given the reactive procedure

Secondly:

Using E-pos machine in por

Thindly:

→ Using cop & Reven in land Renamely programme

&

→ Using 'DRONES' in Identification of marker in land Alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Panla Prasad [2122001051031]

Term of Internship: From 18/08/2023 to 30/9/2023

Date of Evaluation:

Organization Name & Address: TK Punam Gnana Sachivalayam

Name & Address of the Supervisor Taviti Naidu, Hinemandalam
with Mobile Number: (TK Punam 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) 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

P. Prasad

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *Panla Prasad* [2122001051031]

Term of Internship: From *18/08/2023* To *30/09/2023*

Date of Evaluation:

Organization Name & Address: *TK Puram Grama Sachivalayam.*

Name & Address of the Supervisor: *Taviti Naidu, Hirameendalam.*
with Mobile Number: *(TK Puram Sachivalayam)*

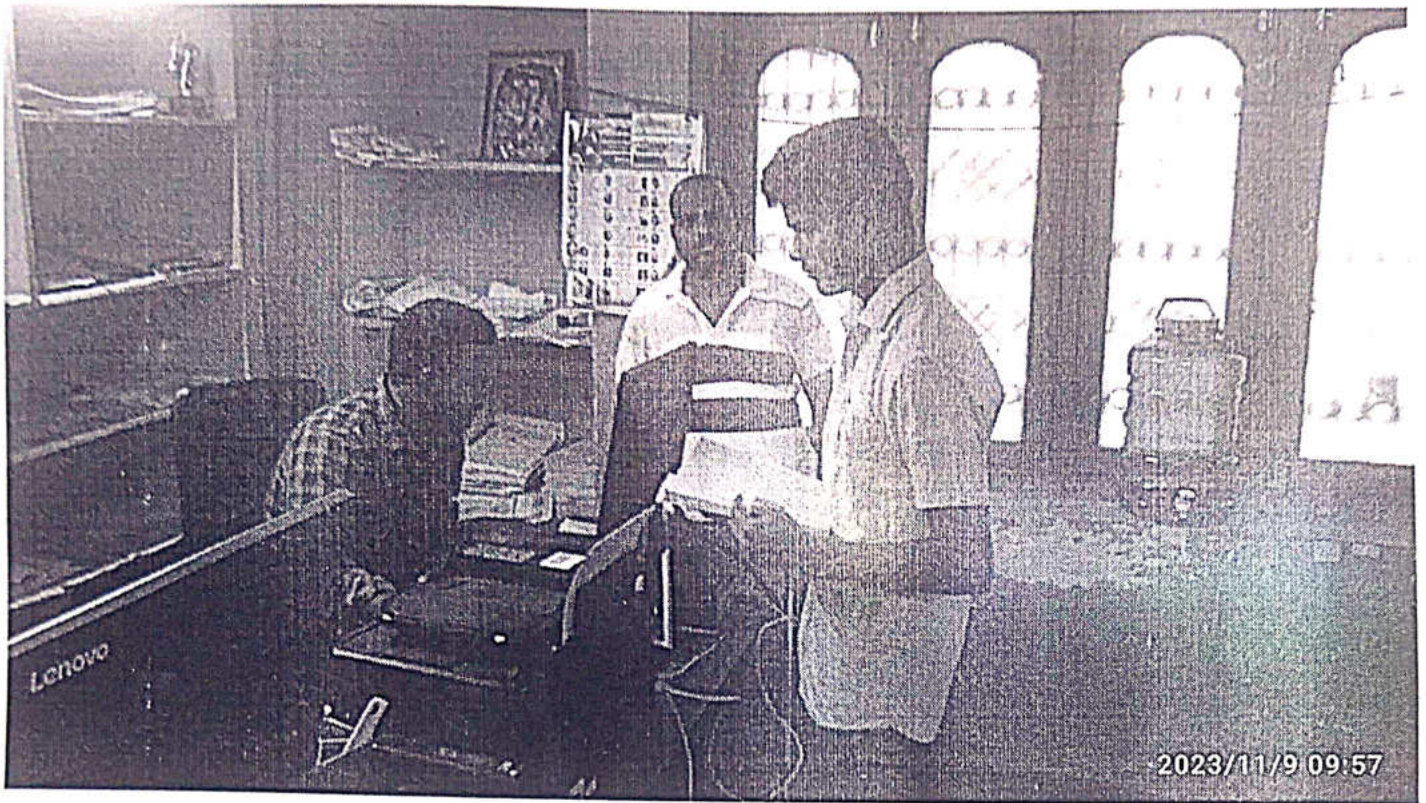
Please rate the student's performance in the following areas:

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
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10) Creativity	1	2	3	4	5
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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
PANCHAYAT SECRETARY
T.K. Puram, LN Peta Md:
Srikakulam Dist



MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *P. Prasad*
Programme of Study: *Functioning in Gnama Sachivalayam (shortterm Internship)*
Year of Study: *2022 - 2023 (IInd year, IVth sem)*
Group: *B.A.(MECS)*
Register No/H.T. No: *2122001051031*
Name of the College: *Government Degnel college (MEN), Snikakulam*
University: *Dr. B.R. Ambedkar University, Snikakulam*

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,

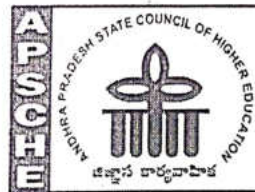
Certified by

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)

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