

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: Pedda. Sanjay Kumar

Name of the College: Govt. Degree College (MEN) Sirikakulam

Registration Number:

Period of Internship: From: To:

Name & Address of the Intern Organization Ampaw Grama Sachivakam
Ampaw, Sirikakulam (Rural).

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.

Certificate from Intern Organization

This is to certify that P. D. S. K. Kuman (Name of the intern) Reg. No. 2020120301 of G. M. Degree College (Name of the College) underwent internship in Amolu Grama Panchayat (Name of the Intern Organization) from 18.08.2023 to 20.09.2023

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

Shree
Authorized Signatory with Date and Seal
Grama Panchayat 30.09.2023
AMPOLU
Gara Mandal
Tiruvallur Dist.

Student's Declaration

I, Pooja Sarin Kumar, a student of B.Sc (MCC) Program, Reg. No. 2122001051028 of the Department of Electronics College do hereby declare that I have completed the mandatory internship from 18/08/22 to 20/9/22 in Am. P. W. G. Ram (Name of the intern organization) under the Faculty Guideship of Y. Hanikumar (Name of the Faculty Guide), Department of B.Sc. MCC G.P.C. Men (Name of the College)

P. Sarin

(Signature and Date)

Endorsements

Faculty Guide, Y. Hanikumar

Head of the Department

G. Roy & Sheen

Principal

[Signature]

An Internship Report

On

(Title of the Internship)

functioning of Grama Ward Sachivalayam
Submitted in accordance with the requirement for the degree of.....B.Sc (mecs)

Name of the College: Govt. Degree College (men) Sotkakulam

Department: B.Sc. (mecs)

Name of the Faculty Guide: y. manikumar

Duration of the Internship: From.....^{18/08/23} To.....^{30/9/23}

Name of the Student: P. Sanjay Kumar

Programme of Study functioning of Grama Ward Sachivalayam

Year of Study: 2023

Register Number: 2122001051033

Date of Submission:

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.

Panchayat Raj Act - 1994. Day 1 that local Government once in every village for the growth & development in a sustainable manner.

Implementation of Grama was Sachivalayam to under door door service to the house holder

Function of Grama was Sachivalayam. It has mainly to type of function.

Objective of Grama was Sachivalayam

1. Sustainable development
2. Door to door service
3. Health and hygiene condition.

Outcome of Grama was Sachivalayam

- * Providing basic needs to the health head.
- * All service by Panchayat.
- * Easy 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 Wad Sachivalayam:-

* Providing various citizen service at shortest possible type.

* Single window service system.

* Door to door service of welfare of home.

* providing ambience - Environment for all living organization.

* planning Group (Grama panchayat development degree

* citizen satisfaction on the ultimate aim of 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.

A version service of Grama Sachiv/Clayam.

* various welfare schemes.

* on going project / construction.

* public distribution system (PDS)

* Grama Sabha.

* working of each functionalization.

* feed weights.

* renaissance of agricultural land.

* Anecd survey.

* House hold survey.

* pre production of natural celebration.

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	organisation structure	
Day - 2	Various functions of were defined were of responsibility	organisation working hands.	
Day - 3	Various functions of their defined were of responsibilities.	- CB -	
Day - 4	field visit by ANM An mental survey	How ANM's are visiting regularly to pregnancy women.	
Day - 5	field visit by ANM - PM . Jay survey	complement of PM Jay survey.	
Day - 6	OC. Brief about the last 5 days activation.	Some knowledge has achieved regular GWS.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivdlayam Ampow has
4 functionalities by 16 volunteers

main functioning are as follows

* Panchayat - Secretary

* Digital Assistant

* Welfare & Education Assistant

* Engineering Assistant

* Agricultural Assistant

* Veterinary Assistant

* Village Surveyor

* Mobile police

* ANM

* Line man

Overall in charge to Panchayat - Secretary - who
is maintaining the activities as and when it

Each visit of ANM give an opportunity
how well the organization staff is behaving with
the village.

ACTIVITY LOG FOR THE SECOND WEEK

DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition & responsibility of Digital Assistant & welfare education Assistant	Imp. of various service to citizen & type of welfare schemes	Sharma
Day - 2	Definition & responsibility of VRO & village surveyor	Ration distribution system & honorable recommendation of type of cards.	Sharma
Day - 3	Definition and responsibility of VRO & volunteer Asst. of Agriculture Asst.	Use storage & type various implementation type of crops & seeds.	Sharma
Day - 4	Field visit by VRO - PDS distribution	door to door delivery of public distribution - then to the house hold.	Sharma
Day - 5	Field visit by VJ Reddury	Reception of land on village & using latest technology.	Sharma
Day - 6	De. brief of last 5 days activities	know what type of distribution are being	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Devering of Division (L151011)
of a student-profile time.

1. reverse of Case & Income.
2. Family member Certificate.
3. both & Death Confirms.

Applying for schemes to the eligible
candidate post field verification.

1. YSR premium
2. YSR Chayutva
3. Rice Card
4. YSR Amma Vaidi
5. YSR vidyadana.

Field Activity:- Ration distribution to
household at above step by mms.

Field Activity:- hand Re - survey using 'GPS'
the local technology & Rorer for accuracy
in main point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devotion & Responsibility Ann & manila police	Hygienic measures implementation safety of women & child	Shree
Day - 2	Devotion & Responsibility of Engineering Asst. & Panchayat Secretary	organizing work Requirement & Precautions & measures.	Shree
Day - 3	Field Activity Soil Survey Pm. Job Survey	Knowing well about sustainable develop- ment growth process	Shree
Day - 4	Field Activity house hold survey pos of contribution.	Knowing about type of house hold & their eligibilities	Shree
Day - 5	online service digital literat	Knowing how to apply for .cast- income certificate & more eligibilities.	Shree
Day - 6	be brief on last 5 days activation	orals learned some maintenance when implement- ed better works.	Shree

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

DDOG unit by ANM. we visited several
house for any health issue. Ge. Reel was asked few questions
and took to pregnant women for any dissection
observed the well being health of the people with the ANM

no. accompanied by mobile police visited
to house to educate the children for food good
touch of bad touch. Answered for the girl child
for not being any. Any harassment happened
should be notified after contact.

NO. of online survey are going on by
participant and acquired knowledge and
acquired knowledge about how a system
works and demand of the government.

knowing eligibility criteria of 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	shortcut possible time for possible	Shree
Day - 2	definition of Group & of objection & overcome.	Development of process	Shree
Day - 3	funds Allocated to Gram Panchayat.	General test for 15th for name ful manner	Shree
Day - 4	house hold survey of system 1, 2, 3, 4, 5	most likely a come survey	Shree
Day - 5	house hold survey of clothes to 2, 3, 4, 5, 6	Categories of Households.	Shree
Day - 6	Home field survey of clothing 11, 12, 13, 14, 15, 16.	- do -	Shree

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - service life Government

In Gram Ward Sachivalayam there are more than 14 services. Each service is having their SLA

For eg:- 1. Income Certificate - 7 Days

2. Caste Certificate - 30 Days

3. Motivation - 3 Days

4. Rice card - 150 Days

Group Grama Panchayat Development Program

is in a planning program

for the development of Gram Panchayat

* Sanitation planning

* Road Repair planning

* Street light position / repair

General fund - house tax payment /

Properties tax

15th Milestone

Grama Panchayat

State Government.

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 on the primary concern for all the existing Government	Shree
Day - 2	welfare celebrated for the year 2023-2024	planned education on complementation of welfare schemes	Shree
Day - 3	field visit what is Gram Chaitam? what is Agricultural land what is Dry land?	basic knowledge of village and cities boundary	Shree
Day - 4	e-Kyc mandatory for all the welfare schemes How e-Kyc is done.	digital literacy using mobile / smart phones.	Shree
Day - 5	six-step validation of eligibility and welfare - non welfare schemes.	digital literacy training acquired.	Shree
Day - 6	one - brief of all land 5 days activation	very informative & (enable)	Shree

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

Ex:- YSR pension / Convent

OAP widow single women disability handu fishermen

All these types of persons have different eligibility criteria

welfare calendar shown to demand planning for implementation of known all the right time in a proper procedural manner.

E-KYC Electronic - Know your citizen which given an true live status of citizen. It's an medium for all households for any type of welfare schemes

Six - step validation

1. No Govt employee in the household.
2. No income tax pay in household.
3. no more than 3 Acres of agricultural land
4. no floor welfare holds
5. electricity of consumption not more than 30 units
6. no 50 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 of kind people. In this organization all staff are very practical in attending office.

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

The time they spent for us on being working schedule are appreciable, and we those all for their extended operation of our internship program.

The digital aids used for helping us on learning are very advanced & needs are the moment four from responsibility & Accountability which keeps the worthy.

and my self improved of their 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 - RDO

Final - applied - MPDO / MRD

Everyone is using the technology

hand work to avoid duplicacy and errors

transparency in assessing eligibilities of any scheme

1. Biometric division

2. Android smart-phones

3. IRT 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 procedure practice which every reflects and given the management acceptance of analog skills.

Every work is time bounded and doesn't be neglected, while would on observing the face activities of division making very important.

For doing any task, perfect knowledge in merit of sound secondary planning and literacy 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 mobile. and I improve myself with communication different people on different places.

my written Communication on paper, I improve by writing my own description / thoughts.

my confidence levels are very low and I will continue with her name.

my anxiety level are very low, I am very patient and watch music even I feel anything I learn more anxiety management technology.

I always give Grey one when I see them. by those when 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 group discussion I always spare with point to point and don't lag to compare. I will be clear of 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 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)

Primary things :-

- * Handling of smart-phones
- * Biometric devices
- * face authentication programme

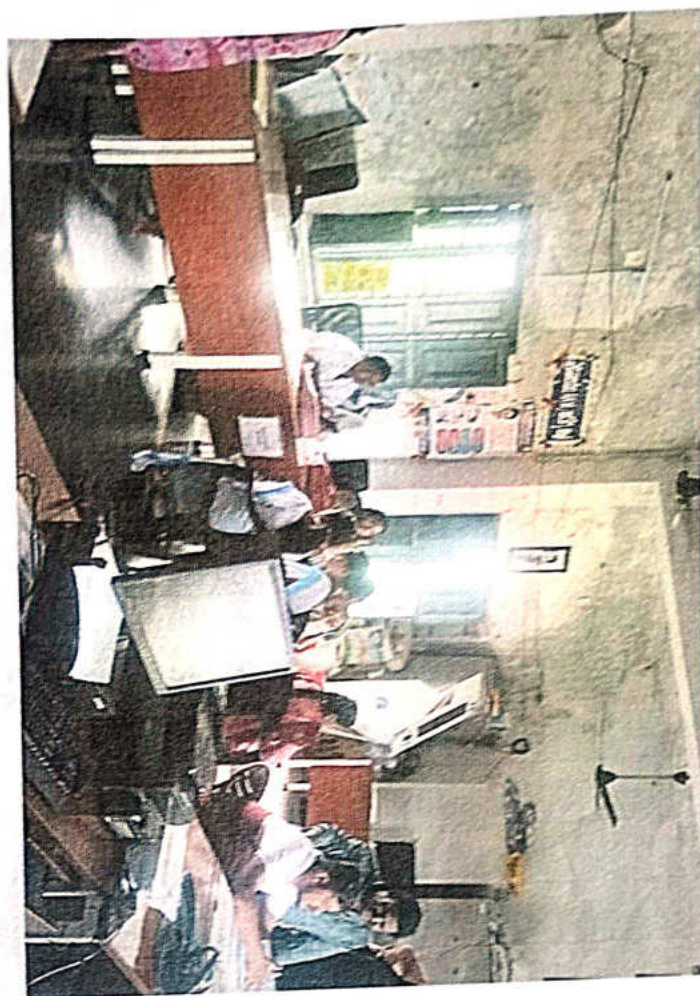
which given the relative procedure of the given.

Secondary using e-port machine in pos

Thirdly:-

- * using "COP" & "even" ES land Re namely program.

=> using "DRONES" in identification of mark on land Allignment programme.



Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Pedda Sanjay Kumar 2122001051033

Term of Internship: From 11/11/23 To 24/1/23

Date of Evaluation:

Organization Name & Address: Am POW Grama Sakshivalayam

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

P. Sanjay Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Pedda Sanjay Kumar

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

Date of Evaluation:

Organization Name & Address: Amolu Grama 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
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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, 30.09.2023
Grama Panchayat
AMPOLU
Gara Mandal
Srikakulam Dist.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Sanjay Kumar

Programme of Study: Department of Saachivabojan

Year of Study: 2nd Year

Group: BSLMECS

Register No/H.T. No: 2122001051033

Name of the College: GROUND MENJESKIM

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: