

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: V. Ganesh

Name of the College: Govt Degree College (Mem)

Registration Number: 2122001051047

Period of Internship: From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization: Sachivalayam (Tirupuram) Department

Dr. B. R. Ambedkar. **University**
YEAR

Program Book for Short-Term Internship

Name of the Student: Velagada Ganesh

Name of the College: Govt Degree College (Men) Srikakulam

Registration Number: 2122001051047

Period of Internship: From: 24/10/22 To: 26/11/2022

Name & Address of the Intern Organization Thottapalem Grama Sachivalayam,
Thottapalem, Srikakulam (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.

An Internship Report

On

(Title of the Internship)

Functioning of Grama Ward Sachivalayam.

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

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

Department: B.S.C (MECS)

Name of the Faculty Guide:

Duration of the Internship: From 24/10/22 To 26/11/22

Name of the Student: Velagada Ganesh

Programme of Study: functioning of Grama ward sachivalayam

Year of Study: Third year 4th sem.

Register Number: 212200051047

Date of Submission:

Student's Declaration

I, V. Ganesh, a student of Internship Program, Reg. No. 2122001051047 of the Department of Sachinvalagam PSC (HCO) College do hereby declare that I have completed the mandatory internship from 18/08/23 to 31/09/23 in Sachinvalagam.
(Name of the intern organization) under the Faculty Guideship of Nani Kumar, (Name of the Faculty Guide), Department of English.
Government Degree College (HCO) (Name of the College)

V. Ganesh

(Signature and Date)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that Velagada Ganesh (Name of the intern) Reg. No. 2122001051047 of Govt Degree College (Men) (Name of the College) underwent internship in Thotapalem Sachivalayam (Name of the Intern Organization) from 19-08-2023 to 29-09-2023

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

K. Sushant / 19/10/2023
Authorized Signatory with Date and Seal

Panchayat Secretary
Gram Panchayat
THOTAPALEM
Etcherla Mandal

ACKNOWLEDGEMENTS

First I wish to express my sincere gratitude for
Providing me an opportunity to do my Internship at Grama
Sachivalayam. This internship period was a great chance of the
learning and professional development.

Next, I express my deepest sense of gratitude
to.

Government Degree College for Men Srirangapatnam.

I also express my deepest thanks to Sir.

for giving necessary advice and guidances.

I sincerely thank all the staff to Sachivalayam.
for their precious guidance.

Finally, I would like to extend my deep
gratitude towards my family and my friends
for their supports in this internship. I would like to
extend my deep gratitude to my college staff because
these are explain to how we do the internship.

CHAPTER 1: EXECUTIVE SUMMARY

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

1. Panchayati Raj Act - 1994 Day That government in every village for the growth & development in a nutivable manner.
2. Implementation of grama ward Sachivalayam. to vender door to door devicen to the house holder, and also developing the village in a Tonible manner.
3. function of grama ward sachivalayam. It has mainly 10 types of functions.
4. objection of grama ward sachivalayam.
 1. Sustainable development
 2. Door to door service.
 3. Health and hygienic condition.
5. out come of garama ward sachivalayam.
 - * Providing benic needs to the health had.
 - * 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 sahilalayam ✨

- * 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 GRDP / GRAMA 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 Grama Sachivalayam.
 - * various welfare scheme.
 - * on going project / contraction
 - * Public distribution system (PDS)
 - * working of each functionalization
 - * field weights.
 - * Renecellary of agriculture land.
 - * Anental servey.
 - * House hold servey.
- Pre Production of natural calametion.

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.	<i>[Signature]</i>
Day - 2	version functionalisation & Their defined work & responsibility	Organization working hand,	<i>[Signature]</i>
Day - 3	various functions & Their defined work & responsibilities.	—do—	<i>[Signature]</i>
Day - 4	field visit by ANM AN mental survey.	How ANM's are visiting Regularly to pregnancy women	<i>[Signature]</i>
Day - 5	field visit by ANM —PM Tay survey.	Implement of PM Tay scheme	<i>[Signature]</i>
Day - 6	DC brief of whole the last 5 days activation.	some knowledge has achieved regular bilms	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 23/08/23 to Dt. 29/08/23)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam Thottapalem
has 11 function are & 16 volunteers,

main functionation are in followy:-

- * Pachayit 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 Pachayit Secretary
who is maintaining all the activation in and around
field visits by ANM give an opportunity how well
the Organisation staff is behaving with
the villages.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & responsibility of digital Asistant & welfare Education Assistant	Imp. of various service to citizen & type of welfare schemes.	P. Hemu
Day - 2	Devision & responsibility of VRO & village surveyor.	Ration distribution system & honourble recognition & type of cards	P. Hemu
Day - 3	Devision & responsibility of Veterinary Asst. & Agricultural Asst.	live stolen & Type various immagination Types of crops & seeds.	P. Hemu
Day - 4	field visit by VRO - PPI distribution.	door to door delivery of Public distribution to the house hold.	P. Hemu
Day - 5	field visit by Resurvey.	Recaption of land in village using latest technology.	P. Hemu
Day - 6	be brief of last 5 days activites.	Know what type of devision are being delivered.	P. Hemu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delevering of deviation (citizen)
of a shortent possible time.

1. Inverage of case & Income.
2. family members certificate.
3. birth & death confirms.

applying for schemes to The Eligible
candidate part field verification.

1. ysr Peremium
2. ysr cheyutha
3. Rice card.
4. ysr Ammavadi
5. ysr Vidya devena.

field activity:- Ration distribution to household
at door step by mns.

field activity:- hand Re-survey using 'cops'
The local technology & proven 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 & mabila police	Hygenic - mancoren imblementation saftey OF women & child.	P. Deyun
Day - 2	Division & responsibility of Engeneering Asst. & Panchayal- secretary.	onging work Requvment & Premeasures of mancoreas	P. Deyun
Day - 3	field activity SDG Survey Pm. Tay survey	knowing well about santeriable develo- pment- growth Procell.	P. Deyun
Day - 4	field activity house hold survey PPS distribution.	known how to apply for call/Income certificate & move service	P. Deyun
Day - 5	Online service digital literal	knowing about for call/income & move service	P. Deyun
Day - 6	Debrief on last 5 days activation	overall: learned name mainbance which implemento do better worky	P. Deyun

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:


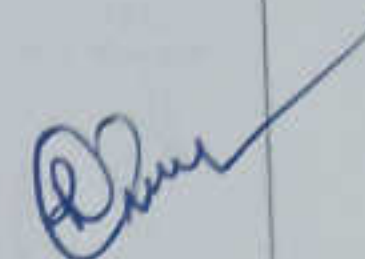




Doing unit by ANM we visited several
house for any health issue & recommended few medicines
also spoke to pregnant women for any difficulty
observed the well being & kind new of the
people with the ANM.

Also accompanied by Mahila Police visited to house
to educate the children for good touch & bad touch
awareness for the girl child for not being shy.
Any harassment happened should be initiated
after calling.

No. of online survey are going on & participation
and acquired knowledge about how a system
works on demand of 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	shorten-possible time for service.	
Day - 2	definition of GPDP & if objection & overcome.	development Process.	
Day - 3	finds allocated to gram Panchayat-	general test for 15th frame full MANERI.	
Day - 4	Household survey of Aukem 1,2,3,4,5	most likely a come survey.	
Day - 5	House hold survey of clothes 6,7,8,9,10	categories of Household.	
Day - 6	Home field survey of clothing 11,12,13,14,15,16	-do-	

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 in
having their own SCA.

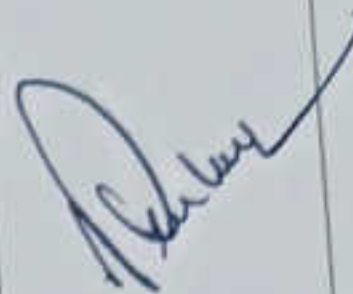





- for eg:-
1. Income certificate 7 days.
 2. caste certificate - 30 days
 3. motivation - 3 days
 4. Rice card. 180 days

G.P.P.P. Grama Panchayat development Programme
in a Planning Programme for the
development of gram panchayat.

- * Sanitation Planning.
- * Road repair Planning.
- * Street light Position / repair
- * New over need town.

general fund - House tax Payment / Property tax
15th finance Gramin film
stat 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	
Day - 2	welfare calendar for the year 2022 - 2023	Planned execution in implementation of welfare scheme.	
Day - 3	field visit what is gram chatam? what is agricultural land? what is dry land?	Basic knowledge of a village & city boundary.	
Day - 4	'E-kyc' mandatory for all the welfare schemes. How E-Kyc is done.	Digital literacy using mobile/Smart phones	
Day - 5	six-step validation of eligibility all welfare & non-welfare schemes.	Digital literacy training acquired	
Day - 6	De-brief of all the last 5 days, activation.	very informative & (enable scheme)	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State - government welfare scheme and its Eligibility criteria, application Program field verification e-kyc Program.

Eg:- YSR Pension / convey
↓ ↓ ↓ ↓ ↓
DAD widow single women Disability Holder Female

All These types of person have difference eligibility criteria.

welfare calendar shown the demand Planning & implementation of knowing at the right-time in a project & procedural manner.

e-kyc electronic - know your citizen which given then live status of the citizen. It's modular for all the 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. Not more than 3 Acre, of Agriculture land.
4. No other welfare hold.
5. Electricity consumption not more than 300 unit / month.
6. 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 time they spent for 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. This moment for from & accountability, which keeps the system worthy.

my 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 work in systematically managed
application Program - 1 digital library-
field verification → welfare Assistant-
Third Party verification → Administrative Staff
Pre-applied - VRO
final-applied - MRO / mro

Everyone is using the technology hand work
to avoid discrepancy and ensure transparency
in ensuring the credibility of any scheme.

1. Biometric division
2. Android smart Phone
3. IIR Scanners.
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, practices which is very realistic and given the management competence, & analytical skills.

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

for doing any task, professional knowledge in mind & 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 skill are modite and in impor-
-ves myself with communication dibterent peoples
in diffrent place.

my written communication in per. I improve
if by waitting say evolution scription I thought

My confidences lovely are very high and
i will continue with the name.

my amciety level are very low, I am very
patient and listen to music
when ever I feel anything, & I learn mole
anxiety management technology.

I always great every one when
I see them. & Thore 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 discussion, I always space with point to point and don't log to improve I will be clear of what I am saying.

I also encourage often to participate in the discussion to share their idea.

I also 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 creative Procedure of The lives.

Secondly:-

using E-Pos machine in pos

Thirdly:- * using 'COP' & "Reven" is land Rc namely ~~the~~ Programme-Programme

=> using 'DRONES' in identification of mark in land Alignment-Programmes.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: velogada GANESH RegNo:- 2122001051047

Term of Internship: From 24/10/22 To 26/11/22

Date of Evaluation:

Organization Name & Address: Thota Pallem Grama Sachivalayam.

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

v. Ganesh

Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: VELAGADA GANESH RegNo:- 2122001051047

Term of Internship: From 24/10/22 To 26/11/22

Date of Evaluation:

Organization Name & Address: Thottapalem 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
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Signature of the Supervisor



EVALUATION

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.

MARKS STATEMENT
(To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Ganesh
Programme of Study: Sachinlougen
Year of Study: 2021-23
Group: BSC MELS
Register No/H.T. No: 2122 06105 1047
Name of the College: Govt Degree College for men
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)

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

www.apsche.ap.gov.in