

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: *Y. Govinda Raju*

Name of the College: *Government College (MEN), Srikakulam*

Registration Number: *212200/05/050*

Period of Internship: From: *18/08/23* To: *30/09/2023*

Name & Address of the Intern Organization *Amadavalasa,*
monangivari veed, Ward Sacchivalgam (urban)

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: Yenni. Govinda Raju

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

Registration Number: 2122 001051050

Period of Internship: From: 18/08/23 To: 30/09/2023

Name & Address of the Intern Organization Amadalavalasa, manangivadi
Nedi, Ward Sacchivalayam (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)

functioning of ward Sachivalayam,
Submitted in accordance with the requirement for the degree of *B.Sc (MECS)*

Name of the College: *Government Degree college (MCN), Srikakulam*

Department: *B.Sc (MECS)*

Name of the Faculty Guide: *Y. Mani Kumar Sir,*

Duration of the Internship: From *18/08/23* To *30/09/23*

Name of the Student: *Yenni. Govinda Raju*

Programme of Study *functioning of ward Sachivalayam*

Year of Study: *2021-2023*

Register Number: *2122001051250*

Date of Submission:

Student's Declaration

I, Yenni. Govinda Raju B.Sc (MEGS)
a student ofProgram, Reg. No. 212200/05/050 of the
Department of Electronics College do hereby declare that I have
completed the mandatory internship from 18/08/23 to 30/09/23 in Amadavakasa, Saccchi-
Vallabha
(Name of the intern organization) under the Faculty Guideship
of Y. Mani Kumar sir (Name of the Faculty Guide), Department of English
Government College (men), sklm. (Name of the College)

Y. Buckley

(Signature and Date)

Endorsements

Faculty Guide : 

Head of the Department

G. Lyden

Principal

Beck

Certificate from Intern Organization

This is to certify that Yenni Govinda Raju (Name of the intern) Reg. No. 212200/05/050 of GDC (Men) (Name of the College) underwent internship in Monangivari Veedi, Amadalavalasa, Sreechaitanyam (Name of the Intern Organization) from 18/08/23 to 30/09/23.

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


30/9/23
Authorized Signatory with Date and Seal



ACKNOWLEDGEMENTS

I am Incredibly grateful to my Internship Supervisor, Prasanthi madam, for their Invaluable guidance and support through my Internship. From the moment I started, From the took the time to get the to know me and understand my goals for the Internship. They Provide me with clear direction and expectations, and were always available to answer my questions and Provide valuable feedback.

through the Internship, Provide me with Invaluable Insights and advice that helped me to grow as a Professional.

In this Internship, They go teaches very well and gives a valuable Information About Sachivalayam.

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. Panchayat Raj Act - 1994. Says that local governance in every village for the growth and development in a manner.
2. Implementation of Grama ward Sachivalayam to render door to door service to the house holder, and also developing the village in a noble manner.
3. Function of Grama ward Sachivalayam. It has mainly 10 types of function.
4. Objective of Grama ward Sachivalayam
 1. Sustainable development
 2. Door to Door service
 3. Health and Hygienic Condition.
5. Outcome of Grama ward Sachivalayam.
 - * Providing basic needs to the health.
 - * 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 Ward Sachivalayam :

- * Providing various citizen services at a Shortern Possible type.
- * Single window service system
- * Door to Door service & welfare of home
- * Providing ambient environment for all living organization.
- * Planning GRAP (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 Ward Sachivalayam
- * Various Welfare Schemes
- * on going Projects / contraction
- * Public distribution system (pds)
- * Grama sabha
- * Working of each functionalization
- * field weight
- * Renecessary of agricultural land
- * Amental survey.
- * House hold survey
- * Pore Production of Natural calamention.

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	Version functionation & their defined were & responsibility.	Organization working hands	
Day - 3	Various functionations & their defined were & responsibilities	- do -	
Day - 4	field visit by ANM An mental survey	How ANM's are visiting regularly to Parganacy women's	
Day - 5	field visit by ANM PM. Jay - survey.	Implement of PM Jay scheme	
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 Sachivalayam in Monangivari
veedi has functionaries and volunteers

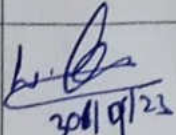
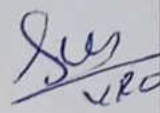
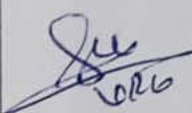
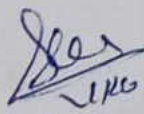
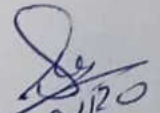
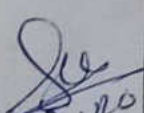
Main functionaries are in follows:

- * 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 around

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.	 30/09/23
Day - 2	Devision & responsibility of VRO & village Surveyor	Ration distribution System & household recognition & type of cards.	 VRO
Day - 3	Division & responsibility of Veterinary Asst. & Agricultural Asst.	Live stocken & Type 1 various Imagination type of crops & seeds	 VRO
Day - 4	field visit by VRO - PDI distribution	door to door deliver of Public distribution to the house hold	 VRO
Day - 5	field visit by Resurvey	Re-caphion of land in village using latest technology	 VRO
Day - 6	Brief of last 5 days activities	know what type of division are believes delivered.	 VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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

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

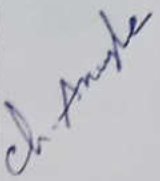
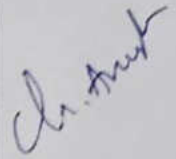
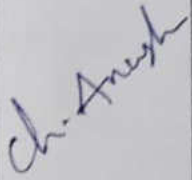
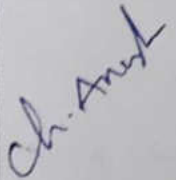
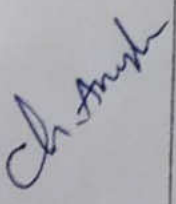
Applying for schemes to the eligible candidate part field verification

1. YSR Potemium
2. YSR cheyutha
3. Rice card
4. YSR Ammaradi
5. YSR vidya devana

field activity : Ration distribution to household at door step by mps

field activity : Hand Pre-survey using 'caps' & the local technology, Rover for accuracy in a main Point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division & Responsibility Arm & Mahila Police.	Hygienic mean Implementation Safety of women & child	
Day - 2	Division & Responsibility of Engineering Asst. & Panchayat Secretary	on going work Rejuvenment & Pre measures of man array	
Day - 3	field activity SDG 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 Lokral	known how to apply for caste Income Certificate & more Service	
Day - 6	De brief on last 5 days activation	over all: learned name maintainance 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 united
several have for any health. & recommended
few medicine. 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 for not being
shy. Any harassment happened. Should
be initiated after contact.

No. of online survey are going on
& participant and acquired knowledge-
ment above how a system women on
demand of the government.

knowing eligibility certain 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.	Shortest Possible time for Service	K. Rao
Day - 2	Definition of GDP & if objection & overcome	Development Process	K. Rao
Day - 3	funds Allocates to Guram Panchayat	General test for 1st finance has Maners	K. Rao
Day - 4	Household Survey of Aulsem 1, 2, 3, 4, 5	Most likely a come survey	K. Rao
Day - 5	Household Survey of cloths 6, 7, 8, 9, 10	Categories of Household	K. Rao
Day - 6	Home field Survey of clothing 11, 12, 13, 14, 15, 16	- do -	K. Rao

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life agreement

In gram / Ward Sachivalyam. There are more than 546 Service. Each Service in having their own SLA.

- for eg;
1. Income certificate - 7 days
 2. Caste certificate - 30 days
 3. Motivation - 3 days
 4. Rice Card - 180 days.

GPOP - 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 Gramin Sam 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 Gram chattram? what is Agricultural land? what is Dry land?	Basic knowledge of a village & civil boundary	L. B.
Day - 4	'E-Kyc' mandatory for all the welfare Schemes flow E-kyc done	Digital literacy using mobiles	L. B.
Day - 5	Six-step validation of eligibility all welfare & non-welfare Schemes	Digital literacy Training commenced	L. B.
Day - 6	Brief of all the land 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 Conver

DAP widow single women Disability holder
All these types of Person have difference
Eligibility Criteria.

E-Kyc electronic - know your citizen
which given an then live station of the citizen
4's 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 300 unit/
month
5. 1000 sq. ft. 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 this moment far from Peregony & accountability, which keeps the system worthy.

Since 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 Assistant
Field Verification - 1 Welfare Assistant
Third Party Verification - 1 Administrative Staff
Pre - applied - VRO
Final - applied - MPO/MRO

Everyone is using the technology hand
Wrote to avoid duplicacy and announ
transparency in amcerts the eligibility of
any Scheme

1. Biometric division
2. Android Smart Phones
3. DRTI 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 procedural process which is very efficient and given the management competence, & analogy skills.

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

For doing any task, Procedural knowledge in mind & 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 Skills are modite and
in Improve myself with Communication
different People in different places

My written Communication in per
Improve it by writing Say Evaluation
Scoripion / thoughts.

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

My Anxiety level are very low, I am
very Patient and listen to music whenever
I fell anything, & of learn more anxiety
management technology.

I always greet every one when i
see them & thase 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 spare with point to point and don't lag to improve. 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 friend & formal manner.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Firstly thing:

- * Handling of smart phones
- * Bio metric division
- * IRLS Scanner
- * Face Authentication Programme

which given the relative Procedure of the liver.

Secondly :

using E-pos machine in PDI

Thirdly :

* using 'Copi' & "Reven" i's land
Re namely Programme.

=> using 'DRONES' in Identification &
mark in land Allignment Programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Yenni. Govinda Raju & 212200105/050

Term of Internship: From 18/08/20 To 30/09/23

Date of Evaluation:

Organization Name & Address: Ward Sachivalayam, Manangivari Veedi, Amadala Valasa

Name & Address of the Supervisor with Mobile Number:

Prasanthi Mam, Mananjikurum,
9154564523

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

Y. Cheluvu
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: *Yenn. Govinda Raju & 2122001051050*

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

Date of Evaluation:

Organization Name & Address: *Ward Sachivalayam, Mananjivari Veedi, Amadala - valasa*

Name & Address of the Supervisor with Mobile Number: *Perasanthi mam, Srikrakulam. 9154564523*

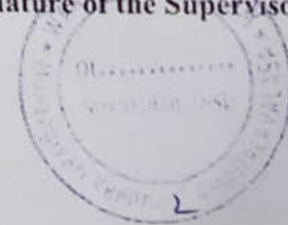
Please rate the student's performance in the following areas:

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

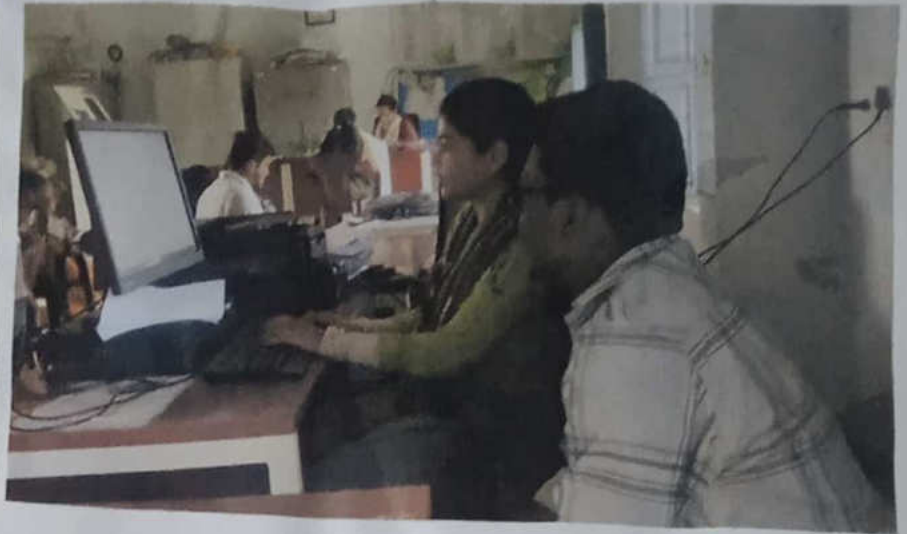
Rating Scale: 1 is lowest and 5 is highest rank

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. R. *30/9/23*
Signature of the Supervisor



PHOTOS & VIDEO LINKS



EVALUATION

⑤

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)

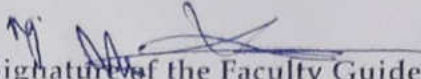
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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. Govinda Raju
Programme of Study: Sachivalayam
Year of Study: 2021-2023
Group: B Sc (MECS)
Register No/H.T. No: 2122001051050
Name of the College: Government degree college (Men), SKM
University: Dr. B.R. Ambedkar

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:


Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



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