

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: BHURGE. MUKUNDHARAO

Name of the College: Govt. Degree collage (men) Solikale

Registration Number: 212200 105200 6

Period of Internship: From: 18/08/2023 To: 30/9/2023

Name & Address of the Intern Organization: Rama, Sachivalayan
Talumnuru (Mandalemi), Solikale

DR BR AMBEDKAR **University**
YEAR

An Internship Report on
functioning of Guruma Word archivalayam
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
BSc (MPC)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

chemistry

(Name of the College)

Govt. Degree collage (mem) Soikakulam.

Submitted by:

BAYRE. MUKUNDHARAO

(Name of the Student)

Reg.No: 2122001052006

Department of

chemistry

Govt. Degree collage (mem), Soikakulam.

(Name of the College)

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 for 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 people 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 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:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. 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.

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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 the 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.

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I, BHARAT MUKUNDHARRA student of BSc (MPC)
Program, Reg. No. 2122001052006 of the Department of chemistry
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Panna Grama Sachivaya (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

(Name of the College)

B. Mukundhara Rao

(Signature and Date)

R. R. S.

Lecturer in charge
Dept. of Mathematics
Panna Degree College (Men)
SRIKAKULAM

R. R. S.

Certificate from Intern Organization

This is to certify that BHVRG: MUKUNDHARAO (Name of the intern)
Reg. No 2122001052006 of Govt. Degree College (Men) (Name of the
College) underwent internship in Rama Ganesha Sachivalayam (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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


30/09/23
Authorized Signatory with Date and Seal

Panchayat Secretary
Grama Panchayat
RANA
Jalumuru Mandal

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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. Says that local government every village for the growth & development in a mutual manner.

Implementation of grama ward sachivalayam. to door to door service to the house holder, and also developing the village in a better manner. function of Grama ward sachivalayam. It has 3 types of function.

objection of Grama ward sachivalayam.

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

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 to 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 Sachivalayam " " "

- * providing various citizen services at a shorter possible type.
- * single window service system.
- * Door to door service & welfare of home.
- * providing an hient environment for all living organization.
- * planning GRDP (GRAMA PANCHAYAT DEVELOPMENT PROGRAM)
- * citizen satisfaction in the optimum aim of an organization.

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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).
- * Grama Sabha.
- * working of each functionalization.
- * field visit.
- * Remembrance of agriculture land.
- * Amentol survey.
- * House hold survey.
- * production of natural calamities.

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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> P. Ravi
Day - 2	version functional & their defined work & responsibility	organization working hand	S. Kishor
Day - 3	version functional & their defined work & responsibility	— do —	S. Kishor
Day - 4	field visit by ANM Am mental survey.	How ANM's are visiting regularly to pregnant women	P. Mohi
Day - 5	field visit by ANM PM day survey.	implement of PM day scheme	P. Mohi
Day - 6	be brief of whole the last 5 days activation	same knowledge has achieved regular Gisul	P. Mohi

Detailed Report:

Grama sachivalayam Rama has 10 functionaries & 16 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.

over all in charges in panchayat secretary. who is maintaining all the activation in and around.

field visits by ANM give an opportunity well the organization staff is behaving with villages.

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Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & responsib- -lity of digital Appitand welfare education Assitam	Imp. of Variach Service to citizen & type of welfare scheme.	H
Day - 2	Devision & responsib- -lity of VRO & villages Surveyor	Ration distribution system & Honourble recognition & types of Card	K.Aw
Day - 3	Devision & responsib- -lity of Veterinary Appst. & Agricultural Assistant	live stollen & type various immogin- -ation type of crops & seeds	V. unale
Day - 4	field visit by VRO - PDS distribution	door to door delive of public distri- -bution to the house hold.	K.Aw
Day - 5	field visit by VRO Resurvey.	Re. caption of land in village using latest technology.	K.Aw
Day - 6	Re. brief of last 5 days activities.	know that type of devision are being delivered.	S. Kish

Detailed Report: Delivering of deprivation (citizen) of a shortest possible time.

1. Immigrant of caste & income.
2. family members certificate.
3. birth & death certificate.

Applying for schemes to the eligible

candidate part field verification.

1. YSR Pension.
2. YSR chetutha.
3. Rice card.
4. YSR AmmaVadi.
5. YSR Vidya Deema.

Field activity :- Ration distribution to households at door step by MDs.

field activity :- hand Re-Survey using 'Cops' the local technology & Rover for accuracy in a main point.

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Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Division & responsibility ANM & Mahila police.	Hygienic measures implementation safety of women & child.	T. Bharathi
Day-2	Division & responsibility of Emergency Asst. & Panchayat secretary	online work Requirement & precautions of malaria	B. Vandana
Day-3	field activity. SDG Survey PM day Survey.	knowing about type of house hold PM growth process.	H
Day-4	field activity House hold Survey PDs distribution.	knowing about type house hold & their eligibility.	B. Vandana
Day-5	online service Digital literacy	known how to apply for caste income certificate & more service.	S. Sathya
Day-6	De-brief on last 5 days activation.	overview: learned name maintenance when implement to be better worker	S. Sathya

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing visit by ANM. we visited service have for any health IMU & recommended few medium. Also spoke to pregnant women for any difficulties 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. My commitment happened should be initiated after contact.

No. of online survey are going on & participial and acquired knowledge about how a system women on demand on the government.

knowing eligibility criteria of all the welfare schemes, of state government.

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Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Definition of JCA - open beyond JCA - closed beyond JCA	shortest possible time for service	S. Ishan
Day - 2	Definition of Gpdp & if objections overcome.	development process.	Dr. Ashu As Ran
Day - 3	finds Associates to Grama panchayat	General test for 15 th finance full named.	S. Ishan
Day - 4	Household survey of Aesulem 1, 2, 3, 4, 5	most likely a come survey	S. Ishan
Day - 5	Household survey of clath. 6, 7, 8, 9, 10	Categorization of house hold.	S. Ishan
Day - 6	Home field survey of clothing 11, 12, 13, 14, 15, 16	-	S. Ishan

SLA - service life agreement.

In grama ward sachivalayam, there are more than 546 service. each service is having its own SLA.

- for eg:-
1. Income certificate - 7 days
 2. caste certificate - 30 days
 3. Motivation - 3 days
 4. Rice card - 100 days

GPD:- Grama panchayat development program

It is a planning programme for the development of grama panchayat.

- * Sanitation planning
- * Road repair planning
- * street light position/repair.
- * new overhead town.

General fund - House tax payment/

Properties tax.

15th finance. Gramic from state government.

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	X
Day - 2	welfare calendar for the year 2022-2023	planned execution in implementation of welfare scheme.	X
Day - 3	field visit - what is Gram chetani what is Agricultural land what is dry land?	Basic knowledge of a village & city, boundary.	Handwritten signature
Day - 4	'E-kyc' mandatory for all the welfare scheme. How E-kyc is done.	Digital literacy using mobile/ smart phone.	X
Day - 5	Size - skip validation of eligibility all welfare & non-welfare scheme.	Digital literacy Training achieved.	X
Day - 6	De-brief of all the land survey, activities	very informative & (enable seeble)	Handwritten signature

Detailed Report:

state-government welfare scheme and eligibility criteria, application program, field verification E-kyc program.

Eg :-

YSR pension conver

- grand mothers
- grand fathers
- single women

the types of person have difference eligibility criteria

E-kyc - electronic - know your citizen which give them live status of the citizen. It's monitor for all the house hold, for any types of welfare scheme.

Six - step validation

1. No Govt employees in the house hold.
2. No Income tax pay in house hold.
3. Not more the 3 Acres of Agricultural land.
4. No other welfare hold.
5. electricity consumption not more than 300 units.
6. 1000 sq Feet commercial land in urban or

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... (time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working environment with professionally, 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 work, and administration activities are handled in a productive 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 at this moment for transparency & accountability, which keeps the system work.

So I myself improved of this organization's working culture.

Application program - 1 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 discrepancy and ensure transparency in activities the eligibility of any scheme.

1. Bio metric division.
2. Android smart phone.
3. IRT Scammers.
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 competency & amalgamating skills.

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

For doing any task, procedural knowledge is must & should, secondary planning and thirdly the procedure for implementation.

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conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

My communication skill are modife an
im improve myself with communication differer
people in different plases.

My writtem communication in per,
of improve it by writing say evolution
scription / thoughts.

My confidence lovely are very high
and i well continue with the name.

My Ameciety level are very low, if a
very patient and listern to music when even
of fell anything & of learn more ameciety
managment technology.

I always greet every one one when
i see them & thope them 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 others to participate in the discussion to share their ideas.

I always conclude the group discussion in a friend & family manner.

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firstly thing :-

- * Handling of smart phone.
- * Bio metric division.
- * IRIS scanner.
- * face Authentication programme

which given the creative procedure of the liver.

secondly :- using E-pos machine in PDS

thirdly :- * using 'Copp' & 'REVEN' is land Revenue
programme programme.

⇒ using 'DRONE' in identification of
mark in land Alignment programmes.

Student Name: Bhyani. MUKUNDHARAO

Registration No: 2122001052001

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

Date of Evaluation:

Organization Name & Address: Rama Garama 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	Proactiveness	1	2	3	4✓	5
4	Interaction ability with community	1	2	3	4	5✓
5	Positive Attitude	1	2	3	4	5✓
6	Self-confidence	1	2	3	4✓	5
7	Ability to learn	1	2	3	4✓	5
8	Work Plan 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 done	1	2	3	4✓	5
12	Time Management	1	2	3✓	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4✓	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

B. Mukundha Rao
Signature of the Student

Student Self Evaluation of the Short-Term Internship

Student Name: Bhyani. MUKUNDHARAO Registration No: 2122001052006
 Term of Internship: From: 18/08/2023 To: 30/09/2023
 Date of Evaluation:
 Organization Name & Address: Rama Guriama 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	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4 ✓	5
5	Positive Attitude	1	2	3	4	5 ✓
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4	5 ✓
8	Work Plan 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 done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4 ✓	5
13	Understanding the Community	1	2	3	4	5 ✓
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4 ✓	5

Date:

B. Mukundha Rao
 Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Bhaji. MUKUNDHARAO</u>	Registration No: <u>2122001052006</u>
Term of Internship: From: _____ To: _____	
Date of Evaluation: _____	
Organization Name & Address: <u>Rama Gurama Sachivalayam</u>	
Name & Address of the Supervisor with Mobile Number	

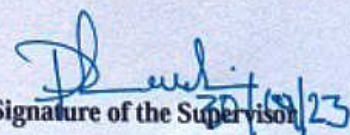
Please rate the student's performance in the following areas:

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	Proactiveness	1	2	3	4	5 ✓
4	Interaction ability with community	1	2	3	4	5 ✓
5	Positive Attitude	1	2	3	4 ✓	5
6	Self-confidence	1	2	3	4	5 ✓
7	Ability to learn	1	2	3	4 ✓	5
8	Work Plan 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 done	1	2	3	4	5 ✓
12	Time Management	1	2	3	4	5 ✓
13	Understanding the Community	1	2	3	4 ✓	5
14	Achievement of Desired Outcomes	1	2	3	4	5 ✓
15	OVERALL PERFORMANCE	1	2	3	4	5 ✓

Date: _____


 Signature of the Supervisor

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Panchayat Secretary
 Grama Panchayat
 RANA
 Jalumuru Mandal

Year of Study: 2023

Group: BSc(MPC)

Register No/H.T. No: 2122001052006

Name of the College: Govt. Degree collage (MEN) saikakulam

University: Dr. B.R. Ambedkar University

SLNo	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:

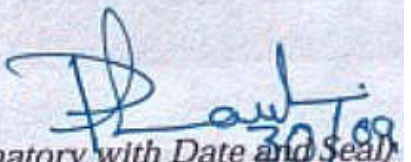
Signature of the Head of the Department/Principal

Seal:

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This is to certify that BHIRE. MUKUNDHARAO (Name of the student) Reg. No. 2192001052006 has completed his/her Internship in Grama Sachivalayam (Name of the Intern Organization) or functioning of Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (MPC) in the Department of Science (Name of the Department) College (MEN) Sakalesham (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

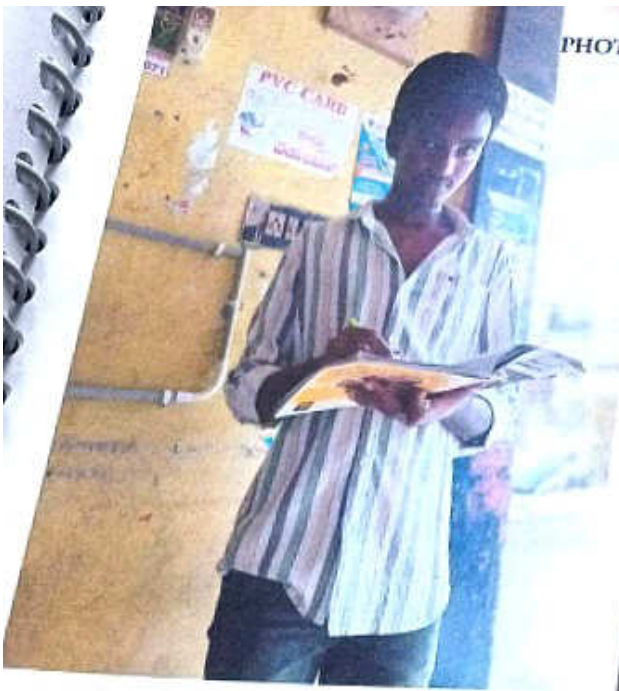
Panchayat Secretary
Grama Panchayat
RANA
Jalumuru Mandal

Endorsements

Faculty Guide

Head of the Department

Principal



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(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.

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

EVALUATION

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EVALUATION

MARKS STATEMENT
(To be used by the Examiners)



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