

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)



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PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: GTAVARA NAGIA BHUSHANARAO

Name of the College: GOVERNMENT DEGREE COLLEGE FOR (MEN)

Registration Number: 2122001052020

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

Name & Address of the Intern Organization: Grama Ward Sachivalaya
T. P. P. M.

DR. B. R. AMBEDKAR **University**

YEAR

An Internship Report on
Functioning of Grama Ward Sachivalayam
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc (M.P.C)

Under the Faculty Guideship of
DR. R. Ravisankar

(Name of the Faculty Guide)

Department of
Government Degree College for Men (B.Sc (Chemistry))
(Name of the College)

Submitted by:

GAVARA NAGABHUSHANA RAO

(Name of the Student)

Reg.No: 2122001052020

Department of
Government Degree College for Men

(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.

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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Student's Declaration

I, GAVARA NAGABHUSHAN RAO a student of Internship
Program, Reg. No. 2122001052020 of the Department of Science
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Grama Sachivalayan ^{IPPIIT} (Name of
the intern organization) under the Faculty Guideship of
Dr. R. Ravisankar (Name of the Faculty Guide), Department of
BSC, Government Degree College for Women
(Name of the College)

G. Nagabhu Jan Rao
(Signature and Date)

Official Certification

This is to certify that GAVARA . NAGABHUSANA PAO (Name of the student) Reg. No. 2122001052020 has completed his/her Internship in Ippili (Name of the Intern Organization) on grama ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc(Mpc) in the Department of Government Degree college^(men) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



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

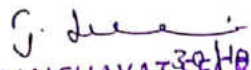
Principal



Certificate from Intern Organization

This is to certify that CHANDRA NAGH BHOSANARAO (Name of the intern)
Reg. No 2122001052020 of Government Degree College (Name of the
College) underwent internship in Ippili 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 (Satisfactory / Not Satisfactory).


Authorized Signatory with Date and Seal
30-09-2023
PANCHAYAT SECRETARY
IPPILI (G.P.)
Srikakulam(Rural)Manda

Acknowledgements

The work presented in this Internship project is all possible by the virtue of the support extended by many people. I take this opportunity to extend my sincere and attitude to on for their support.

I express my sincere thanks to VRO Sir for permitting me to do the project work successfully.

I express my special thanks to VRO Sir for permitting me to do the project work successfully for giving valuable guidance to complete the project successfully.

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-1949 says that local governance in every village for the growth and development in a sustainable manner.
2. Implementation of Grama ward Sachivalayam. It has vendor door to door delivery to the household and also developing the village in a sustainable manner.
3. functioning of grama ward Sachivalayam. it has mainly 10 types of function which does with all the activities required in a village.
4. objection of grama ward Sachivalayam
 - (i) Sustainable development
 - (ii) Door to door service
 - (iii) Health and Hygiene Condition
5. outcome of ~~the~~ grama ward Sachivalayam
 - (i) providing basic need to the household
 - (ii) all the service of to non-stop
 - (iii) 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

- (1) providing version citizen services of a short possible type
- (2) single window service system
- (3) Door to door service and welfare to home
- (4) Providing ambient environment on all living organizations
- (5) each functionary has a specific value to fulfil the required of the villagers.
- (6) planning APPP Grama panchayat Development programme).
- (7) Citizen satisfaction is 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.

1. version Service of Grama Sachivalayam
2. various welfare schemes
3. on going projects / Construction
4. public distribution system (PDS)
5. Grama Sabha
6. working culture of each functionarian
7. field visits
 - Re Survey of Agriculture land.
 - Aerial Survey
 - Household Survey
8. preparation of natural calamities.

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	J. Jee 30/10/2023
Day -2	various functions and their respective responsibility.	organization working hands	J. Jee 30/10/2023
Day -3	various functions and their defined work and responsibility	- Do -	J. Jee 30/10/2023
Day -4	Field visit by ANM PM-Jay Survey	Implementation of PM-Jay Scheme	Kesh MPHAF
Day -5	field visit by ANM Anmental Survey	How Annis are visiting regularly to pregnant women	Kesh MPHAF
Day -6	Field visit by ups School visit.	Awarneff programme of DISHA	K. Sandhya (GMS)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

main functions are in follows.

- 1) panchayat secretary
- 2) digital assistant
- 3) welfare and education assistant
- 4) engineering assistant
- 5) village revenue officer
- 6) agriculture assistant
- 7) veterinary assistant
- 8) mahila police
- 9) ANM
- 10) Line man
- 11) village surgeon

Overall - in charge is panchayat secretary who is maintaining all the activities in and around.

field visit by ANM give an opportunity how well the organization staff is behaving with the villagers

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Role and responsibility of digital assistant and welfare education assistant	Various services to citizens and type of welfare schemes.	K. Lakshman Rao WEA 30-10-2023
Day -2	Role and responsibility of URO and village surveyor.	Ration distribution system and house hold recognition & types of cards	Nirakshar V.S 30-10-2023
Day -3	Responsibility of digital welfare assistant	Services types of crops & seeds & fertilizers	M. Bhairav Rao
Day -4	Responsibility of entering veterinary assistant	Role in animal disease control & preventive and curative road construction	R. Anitha ENS
Day -5	Role of welfare and education assistant & visits	visit the school and cleanliness of associated items upload FMH app	K. Lakshman Rao WEA 30-10-2023
Day -6	Field visit by URO - PDS distribution	poor-poor delivery of public distribution of house hold	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of division (Citizen) of a shorter possible time.

- 1) Invoice of caste & Income
- 2) Mutation (Land)
- 3) Family member Certificate
- 4) Birth & Death Certificate.

Applying for the schemes to the eligible candidate part of field verification.

- 1) YSR Premium
- 2) YSR Cheyetha
- 3) Rice card
- 4) YSR amravodi
- 5) YSR vidya deevana

Field activity :- Ration distribution to household at door step by MP

Field activity :- Land surveying using 'GPS' the local technology present for accuracy in a main point

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ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division and responsibility of mahila police	awareness program - me for safety of women and child	K. Sankaralingam (GMSK)
Day -2	Division and responsibility of engineering assistant	on going work requirements and measures	Prasanna GMA
Day -3	field activity :- sps survey pm-day survey	knowing well about sustainable Development and live with process	J. Jeyaraj 30/10/2023
Day -4	field activity :- household survey pds distribution	knowing about type of household & their eligibility	J. Jeyaraj 30/10/2023
Day -5	online service by digital assistant	know how to apply caste/income certificate.	M. Bhuvaneshwari
Day -6	De-brief on last 5 days activities pm-day survey	overall I learned maintenance & implementation to better notices.	J. Jeyaraj 30/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the visit by ANM we visited several for any health issues and recommended few medications. also spoke to pregnant women for any difficulties observed that well being and kindness of the people with the ANM.

Also accompanied by Mahila panch visited house to educate the children for good touch and bad touch, awareness for the girl for not being shy. Any harassment happened should be insisted.

No. of online service & survey are going on and participation and acquired knowledge about how a system woman on demand of the government.

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

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SLA - open beyond SLA closed beyond SLA	Shortest possible time for service	M. B. [Signature]
Day -2	Definition of GPPP and its objection overcome	Development processes.	J. [Signature] 30/10/2023
Day -3	Funds allocated to Gram panchayat	General for 15th finance, tell management	J. [Signature] 30/10/2023
Day -4	household survey of system 1,2,3,4,5	most likely of income survey.	J. [Signature] 30/10/2023
Day -5	household survey of clusters 6,7,8,9,10	categories of household	J. [Signature] 30/10/2023
Day -6	household survey of 11,12,13,14,15,.	categories of household	J. [Signature] 30/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service Life Agreement

In Grama ward Jachivalayan, there are more than 546 service, each service is having their own SLA.

- for eg:-
- 1) Income Certificate - 7 days
 - 2) caste Certificate - 30 days
 - 3) Motivation - 30 days
 - 4) Ration Card - 180 days

GpDP - Grama panchayat Development programme is a planning programme for the development of the Grama panchayat

- Sanitation planning
- Road repair planning
- Street light position/repair
- New over need toward / pension types.

General funds . house tax / property tax

15th finance - Gramin from 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	K. Lakshmana Rao WGA 20/10/2023
Day -2	welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	K. Lakshmana Rao WGA 30/10/2023
Day -3	field visit : what is Gramapanchayat? what is a gramawarland? what is panchayat?	Basic knowledge of a village staff and boundaries	J. S. 30/10/2023
Day -4	E-kyc mandatory for all the welfare schemes how e-kyc is done.	Digital literacy using mobile/ smart phone.	K. Lakshmana Rao WGA 30/10/2023
Day -5	Six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired	K. Lakshmana Rao WGA 30/10/2023
Day -6	Re. Brief of all the 5 days activation.	very informative.	K. Lakshmana Rao WGA 30/10/2023

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare schemes and its eligibility criteria application programs field verification E-kyc program.

ex:- YSR pension

↓ ↓ ↓ ↓ ↓
OAP widow Single woman Disability Fisherman

All these types of pension have different eligibility criteria.

welfare calendar shows the decision planning and implementation are known at right time in a precise and procedural manner.

E-kyc (Electronic Know your citizen) which gives, then the live location of the citizen. It is mandatory for all the households for all welfare schemes.

- (1) no self employee in household
- (2) no income tax pay in household
- (3) no more than 3 Acres of agricultural land
- (4) no four welfare hold
- (5) no more than 200 units

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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 of people in this organisation all the staff are very punctual in attending the office.

They hold shows an interest in technology and how the system working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are appreciable. The staff co-operation & extended their operation in the Internship programme.

The digital assistants are used for helping in learning advanced and needs at this moment for accountability, which keeps the system trust and worthy.

I am satisfied myself at this organisation protocols and 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 programme - Digital assistant.

field verification — welfare assistant.

Third party verification — Administrative Staff.

pre - applied - VRO

final - Applied - MPPD/MRO

everyone is using the technology based work to avoid duplicity and ensure transparency in the eligibility of any scheme.

- (1) Bio-metric division
- (2) Android smart phones
- (3) IRIS Scanners
- (4) face authentication.

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 predefined which is very realistic and given management, competence and analog skills.

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

for doing anything firstly practical knowledge and 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 modified and improved myself in communication of different people in different places.

my written communication as per improved it by writing evolution scripton / thoughts.

my Confidence level is very high and i will continue with the same.

my anxiety level are low. I am very much patient and listen to music when I feel anything and I learn more anxiety management techniques.

my speech ability is moderate and it will be improved by communication skills.

I always greet everyone when I see them and thank 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 division, I always start with point to point and don't lag to improve I will be clear of what I am saying.

I also enhance encourage others to participate in the discussions to share their views.

I always conclude the group discussions in a friendly and 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)

first thing :-

- 1) Handling of smart phones
- 2) Bio-metric division
- 3) Iris Scanner
- 4) Face authentication programme.

Secondly :-

using E-pos machine in pos.

Thirdly :-

(i) using 'Cops' system in land Re-namely

programme.

(ii) using Drones in Identification of marks in
land alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: GAVASA NARADHUSANA RAJ Registration No: 212200105
 Term of Internship: From: 18-08-2023 To: 30-09-2023
 Date of Evaluation: 20/09/2023
 Organization Name & Address: IPPFI Sachivalayam of IPPFI GP

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:

G. naga bharadwaj
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>GAVATA NAGARAJMOHAN RAO</u>	Registration No: <u>21220010520</u> <u>20.</u>
Term of Internship:	From: <u>18-08-2023</u> To: <u>30-09-2023</u>
Date of Evaluation:	<u>21/09/2023</u>
Organization Name & Address:	<u>IPPILI Sachivalayam of IPPILI GP</u>
Name & Address of the Supervisor with Mobile Number	<u>J. Lakshmi PS</u> <u>8639858667</u>

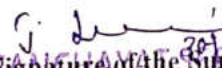
Please rate the student's performance in the following areas:

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
 IPPILI (G.P.)
 Srikakulam (Rural) Manda

PHOTOS & VIDEO LINKS



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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 Identified

MARKS STATEMENT
(To be used by the Examiners)



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GAVARA NAGARAJAN RAO
Programme of Study: Functioning of Grama Panchayat
Year of Study: 2023
Group: B.J.C(M.P.C)
Register No/H.T. No: 2122001052020
Name of the College: Government Degree College for Men
University: Dr. B.R. 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:

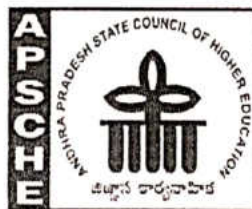
Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



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
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