

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: KORA YADAVARAO

Name of the College: Government Degree College (MEN)

Registration Number: Q122001052030

Period of Internship: From 12/02/2023 To 30/04/2023

Name & Address of the Intern Organization

DR. BR 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. Ravishankar.

(Name of the Faculty Guide)

Department of

Government Degree college for (MEN)

(Name of the College)

Submitted by:

Government Degree college (MEN)

KODA. YADAVARAO

(Name of the Student)

Reg.No: 2122001052030

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.

Student's Declaration

I, KODA YADAVARAO a student of B.Sc (M.p.c)
Program, Reg. No. 2122001052030 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 ward sachivalayam (Name of
the intern organization) under the Faculty Guideship of
ward sachivalayam (Name of the Faculty Guide), Department of
Government Degree College for MEN
(Name of the College)

K. Yadav Rao
(Signature and Date)

Official Certification

This is to certify that KODA VADAVARAO (Name of the student) Reg. No. 21220D1052030 has completed his/her Internship in _____ (Name of the Intern Organization) on functioning of gramaward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M. P. C) in the Department of Govt Degree College for (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 KODA YADAVARAO (Name of the intern)
Reg. No 2122001052030 of Gout Degree College (MEN) (Name of the
College) underwent internship in ward 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

Acknowledgements

Page No:



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Contents

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 - 1999 says that local governance in Every Village for the growth and development in a sustainable manner.
2. Implementation of Grama Ward Sachivalayam to render door to door service 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. objectives of Grama Ward Sachivalayam.
 - (i) Sustainable development
 - (ii) Door to door service
 - (iii) Health and hygienic condition
5. outcome of Grama Ward Sachivalayam
 - (i) providing basic need to the household
 - (ii) All the services 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 Gramward Sachivalayam

1. providing various 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 for all living Organization.
5. Each functionary has a specific value to fulfill the required of the villagers.
6. planning GPPD (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 / contraction.
4. public distribution system (PDS)
5. Grama Sabha
6. working culture of each functionation
7. field visits
 - Resurvey of Agriculture land.
 - Aerial Survey.
 - House hold survey.
8. protection 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 staffs and volunteers	Organization structure	K. P. P.
Day-2	Various functions and their responsibility	Organization working hours	K. P. P.
Day-3	Various functions and their defined work and responsibility	— DO —	K. P. P.
Day-4	Field visit by ANM PM-Jay survey.	Implementation of PM-Jay scheme	K. P. P.
Day-5	Field visit by ANM An mental survey	How ANM's are visiting regularly to pregnant women	K. P. P.
Day-6	field visit by WPS school visit	Awareness Programme of District	K. P. P.

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 and Revenue Officer.
6. Agriculture assistant
7. Veterinary assistant
8. Village Surveyor
9. Mahila Police
10. ANM
11. Line man

Overall - in charge is Panchayat Secretary who is main - taining 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	Roles and responsibility of digital assistant and welfare Education assistant.	various services to citizen and type of welfare schemes	T. Sh
Day - 2	Roles and responsibility of VRO and village Surveyor.	Ration distribution system and house hold recognition & types of cards.	M
Day - 3	Responsibility of agriculture assistant	Type of crops & seeds & fertiliser	M
Day - 4	Responsibility of veterinary assistant	Role in animal disease control & preventive and care	M
Day - 5	Role of welfare and Education assistant & visits.	visit the schools & cleanliness of associated items & upload in IMHS app.	T. Sh
Day - 6	field visit by VRO-PDS distribution	Door to door delivery of public distribution of household.	M

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delivering of division (citizen) of a shorten possible time

1. Inverse Ob caste & Income
2. Notation (land)
3. family member certificate
4. Birth & Death confirms.

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

1. YSR premium
2. YSR chayutha
3. Rice card
4. YSR Amma Vadi
5. YSR vidyadevena

Field Activity :- Ration distribution to household at door step by MDS.

Field Activity :- Land resurvey using "GPS" the local technology reover 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 and responsibility of mahila police	Awareness program for safety of women and child.	
Day -2	Division and responsibility of Engineering assistant	Ongoing work requirements and measures.	
Day -3	field activity:- SPN survey PM - Jay Survey	Knowing well about -sustainable development and growth process	
Day -4	field activity:- Household Survey PDS distribution	knowing about type of household & their eligibility	
Day -5	online service by digital assistant	Know how to apply caste / Income Certificate.	
Day -6	De-brief on last- 5 days activation	overall i learned maintainance & implementation to do better for notices	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the unit by ANM we united several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed. The well being and kind new of the people with the ANM.

Also accompanied by Mahila police 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 women are demand of the government.

Acquired knowledge on digital literacy. how application are filled online. what are the demands are attached and concerned.

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	shortent possible time for service	
Day -2	Definition of Gppp and its objection overcome	Development processes.	
Day -3	funds allocated to grama panchayat	General fund, for 15th finance. full management	
Day -4	House hold Survey of system. 1, 2, 3, 4, 5	Most likely of income Survey.	
Day -5	House hold Survey of cloth's 6, 7, 8, 9, 10	categories of house hold	
Day -6	House hold Survey of 11, 12, 13, 14, 15	categories of house hold	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service Life Agreement

In Grama ward Sachivalayam. There are more than 546 Service, each Service is having their own SLA for Ex:-

1. Income Certificate - 7 Days
2. Caste Certificate - 30 Days
3. Motivation - 30 Days
4. Rice Card - 180 Days

GPDP - Grama panchayat development programme is a planning program for the development of the gram panchayat

- Sanitation planning
- Road repair planning
- Street light position / Repair.
- New overhead towers / tension types.

Funds for smooth running of development act in gram panchayat found are being held

General funds. House tax / property tax.

15% 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	T. Shk
Day - 2	Welfare calendar for the year 2022-2023	planned execution and implementation of welfare schemes	T. Shk
Day - 3	Field visit:- What is gram panchayat? What is agriculture land? What is dry land?	Basic Knowledge of a village staff and boundaries.	K. Pathi
Day - 4	E-kyc mandatory for all the welfare schemes How E-kyc is done	Digital literacy using mobile / smart phone	T. Shk
Day - 5	Six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired.	T. Shk
Day - 6	De. Brief of all the 5 days activation	very in form-active	T. Shk

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 programme

Eg:

YSR Pension

↓
OAP

↓
Widow

↓

Single Women

↓

Disability

↓

fisherman.

All these type of pension have different Eligibility Criteria.

Welfare Calendar shows the decision planning and implementation are known at right time in a project and procedural manner.

E-Kyc (Electronic Know your citizen) which given, then the live location of the citizen. It is mandatory for all the house holds for all welfare schemes.

Six step verification to make Eligible for a scheme

- 1) No govt Employee in house hold
- 2) No income tax pay in household
- 3) No more than 3 acres of agriculture land.
- 4) No four welfare holds.
- 5) Electricity consumption more than 300 units/month
- 6) No govt field 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 Projectional Knowledge & kind of people in this Organisation all the staff are very punctual in attending the office

they had shown 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

Disignation and Rules and Responsibilities

① Ward administrative Secretary $\Rightarrow$ (K. NEELADRI)

$\Rightarrow$ General management, Equality, Complaints resolving, People's opinion, Property Tax, Water Tax Etc.

② Ward welfare & Development Secretary $\Rightarrow$ (T. SRIVANITHA)

$\Rightarrow$ SC, ST, BC, Minority, unemployment employment unemployment, MUI Mission of Elimination of poverty in Urban areas, YSR asara, YSR-Bheema, welfare schemes, YSR cheyutha, YSR pension Karmika Etc.

③ Ward Health Secretary $\Rightarrow$ (G. ESWARAMMA)

Health, family planning, YSR-Arogya Sai, Vaccination, Covid vaccination Etc.

④ Ward Education & Data Processing Secretary (CH. SANTHUSRI)

Municipal Education, Ammavadi, Scholarship, Greencess Entry, Scheme Supply, Service Registration Etc.

⑤ Ward Woman weaker Section and Protection Secretary

$\Rightarrow$ (S. RENUKA)
Act and order, Women & weaker sections, Arrashment related, Services, Nantchoal, YSR Sampurna polana, Disha app etc.

⑥ Ward planning and regulation Secretary $\Rightarrow$ (K. PARVATHI)

Urban and Urban planning, land use, House planes, Removal of encroachments, Master plan, water protection Etc....

⑦ Ward Energy Secratry $\Rightarrow$ (P. ASHOK)
Street poles, power supply power subsidy, power connection,
Etc.

⑧ Ward Eminities Secratry $\Rightarrow$ (P. BINDHU)
Water Supply, public Eminities, Roads, Drines, Kalvaris,
Barrel grounds, Street lights & Parks maintance. Etc.

⑨ Ward Revenue Secratry $\Rightarrow$ (T. MOUNIKA)
Land administration, Revenue works, ^{civil} public supplies,
Digitalization, Revenue Certificates, Disaster management.
Etc.

⑩ Ward Sanitation & Environmental Secratry $\Rightarrow$ (K. PRABHAKAR RAO)
waste collection, Trade lisen, Birth and
Death Certificates, Solid & liquid waste management,
Environmental protection, Animal protection Etc.

* village Secratry $\Rightarrow$ panchayatiraj act 1994

* Ward Secratry $\Rightarrow$ Munciple Administration act 1994.

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 - MPDO/MRO

Everyone is using the technology bound 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 pre-define 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 of 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 if by writing evaluation script / 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 technologies.

My Speech ability is moderate and it will be improved by Communication skills.

I always greet everyone when i see them and those 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 urban division, 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 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 program

Which given the retulistic procedure

Secondly :-

using E-pos machain in POS.

Thirdly :-

- (i) Using 'Cops' & 'Reven' in land Re-namely program
- (ii) using Dropes in identification of marks in land allingment program.

Student Self Evaluation of the Short-Term Internship

Student Name: KODA YADAVARAO

Registration No: 2122001052030

Term of Internship: From: 12/02/2022

To: 30/09/2022

Date of Evaluation:

Organization Name & Address: Ward Sachivalayam, Balaga.

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:

K. Yadav Rao
Signature of the Student



Evaluation by the Supervisor of the Intern Organization

Student Name: KODA. YADAVARAO	Registration No: 21220010 S2030
Term of Internship: From: 18/08/2023 To: 30/09/2023	
Date of Evaluation: 13/10/2023	
Organization Name & Address: Ward Sachivalayam, Balaga, Bondipuram road.	
Name & Address of the Supervisor with Mobile Number: Kessari Neeladhai 8466092917	

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

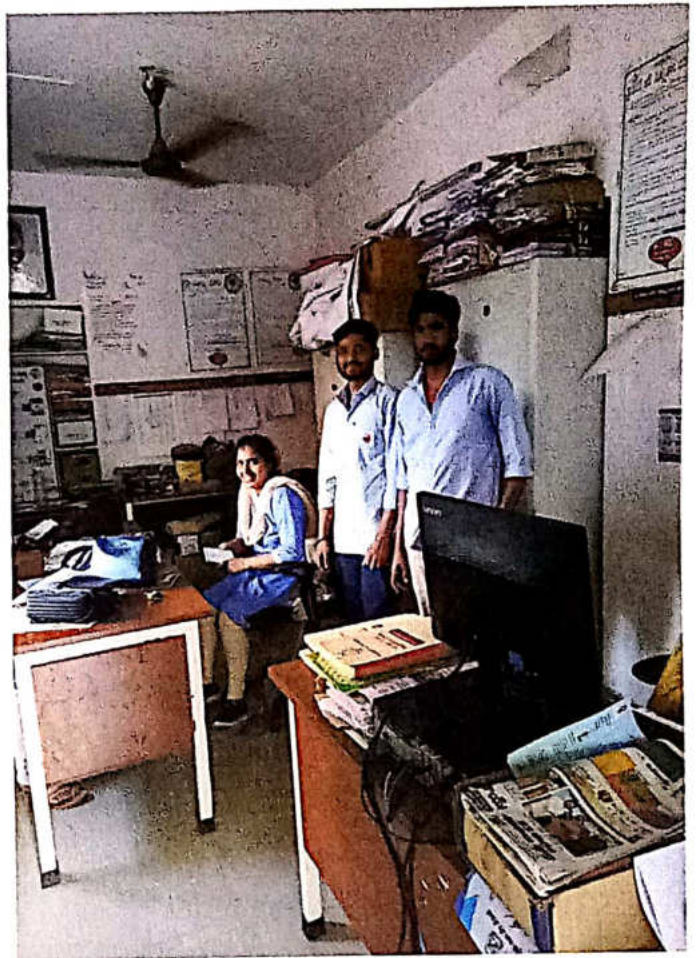
Please note that your evaluation shall be done independent of the Student's self-evaluation

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



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:
 - o Activity Log 25 marks
 - o Internship Evaluation 50marks
 - o 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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: KODA YADAVARAO
Programme of Study: functioning of ward sachivalayam
Year of Study: 2023
Group: B.S. (M.p.c.)
Register No/H.T. No: 2122001052030
Name of the College: Government Degree College (MEN)
University: Dr. 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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