

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: SINGIPURAPU. GOVINDA.

Name of the College: GOVERNMENT DEGREE COLLEGE (M), SKLM.

Registration Number: 2122001052047.

Period of Internship: From: 18/08/23 To: 05/10/23

Name & Address of the Intern Organization Grama ward Sachivalayam,
Buridi Kancharam village.

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)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Govt. DEGREE COLLEGE (MEN).

Department: Grama ward Sachivalayam.

Name of the Faculty Guide:

Duration of the Internship: From 18/8/23 To 05/10/23

Name of the Student: SINGIPURAPU. GOVINDA.

Programme of Study Functioning of Grama ward Sachivalayam.

Year of Study: 2021 - 2024

Register Number: 2122001052047.

Date of Submission:

Student's Declaration

I, S. Govinda, a student of Program, Reg. No 2122001053047 of the
Department of B.Sc, Govt. Degree College (M) College do hereby declare that I have
completed the mandatory internship from 18/1/23 to 5/10/23 in Grama Sachivalayan,
(Name of the intern organization) under the Faculty Guideship
of....., (Name of the Faculty Guide), Department of..... B.Sc.....
Govt. Degree College (M.C.M.N) (Name of the College)

S. Govinda
(Signature and Date)

Endorsements

Faculty Guide

R. R. R.

Head of the Department

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

Principal

R. R. R.

Certificate from Intern Organization

This is to certify that S...Gowinda... (Name of the intern) Reg. No. 122041052047 of G.D.C...C.M.E.N) (Name of the College) underwent internship in Buridikancharam. (Name of the Intern Organization) from 18/08/23.. to 05/10/23.....

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



Ch. M. W. Reddy
Authorized Signatory with Date and Seal
PANCHAYAT SECRETARY
GRAMA PANCHAYATI
Buridikancharam, Ponduru Mandal

ACKNOWLEDGEMENTS

the work presented in this internship project is all possible by the virtue of the support extended by many people I'm take this opportunity to extend my sincere gro 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 Sincere thanks to vRO sir for permitting me into do the project work successfully for giving valuable guidance to Complete the project successfully.

Thank you Sir.

CHAPTER 1: EXECUTIVE SUMMARY

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

- 1) Panchayati Raj Act: 1994 says that local government 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 house holder, and also developing the village in a sustainable manner.
- 3) Functioning of Grama Ward Sachivalayam. It has mainly 10 types of functions which deal with all the activities required in a village.
- 4) Objectives of Grama Ward Sachivalayam.
 - * Sustainable Development
 - * Door to Door Service.
 - * Health and Hygienic Condition.
- 5) Outcome of Grama Ward Sachivalayam.
 - * Providing Basic need to the household.
 - * All the Service of to non-stop.
 - * Easy solution of all problem.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Introduction of Grama Ward Sachivalayan.

- *) providing various Citizen Services of short visible type.
- *) Single window service system.
- *) Door to Door Service and welfare to home.
- *) providing ambience environment for all living organization.
- *) Each functionary has a specific value to fulfill the required of the village.
- *) planning GPDP (Grama panchayat Development program)
- *) citizen satisfaction in the ultimate aim of an organization.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- *) version service of grama sachivalayam.
- *) various welfare schemes.
- *) on going project construction.
- *) public Distribution system (PDS)
- *) Grama Sabha
- *) working culture of each functionalization.
- *) Field visits.

⇒ Resurvey of Agriculture land.

⇒ Aerial survey

⇒ House hold survey.

*) preparation of rural. celebration...

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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 in volunteers	organization structure	m. Anil
Day - 2	various functions and their responsibility	organization working methods.	m. Anil
Day - 3	various functions and their defined work and responsibility	- Do -	Ak naidu
Day - 4	Field visit by ANM PM-Jay survey	Implementation of PM-Jay Scheme	Ak naidu
Day - 5	Field visit by ANM Amnental survey	How ANM's are visiting regular to pregnant women's	Ak naidu
Day - 6	Field visit bmps School visit.	Awareness programme of Disha.	S. S. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam has of functions and volunteers (27).

Main functions are in follows

- * panchayathi secretary
- * Digital Assistant
- * Welfare & education Assistant.
- * Engineering Assistant.
- * Village and Revenue officer.
- * Agriculture Assistant.
- * Veterinary Assistant.
- * village surveyor.
- * Mahila police.
- * ANM.
- * Line man.

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 having 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 & Responsibility of digital assistant and welfare education Assistant.	various service of citizen and types of welfare schemes	Ak. Vaidya
Day - 2	Roles and Responsibility of VRO Sir and village surveyor.	Ration distribution system and house hold recognition and type of cards	Ak. Vaidya
Day - 3	Responsibility of Agriculture Assistant.	Type of govt and seed and citizen	Ak. Vaidya
Day - 4	Responsibility of Veterinary Assistant.	Role in Animals diseases Control and preventive and curative care.	Ak. Vaidya
Day - 5	Role of welfare and education Assistant and visit.	visit the schools and cleanliness of associated rooms and update in Apps.	Ak. Vaidya
Day - 6	field visits by VRO-PD Distribution	Door to Door delivery of public distribution of household.	Ak. Vaidya BKM

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) Inverse of Caste & Income.

2) Mutation (Land)

3) Family Member Certificate.

4) Birth and Death Conform.

Applying for the schemes of the eligible Candidate post to field verification.

1) YSR premium

2) Rice Card

3) YSR Amravadi

4) YSR Cheyutha.

5) YSR Vidya Deevena

6) Vashathi Deevena. etc..

Field Activity: Ration Distribution to house hold. of door step by MDs.

Field Activity :- Land Resurvey using 'cops' the C the Local technology and Remot. 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 of Mahila Police.	Awareness program for safety of women and child.	S. B. Singh
Day - 2	Division and Responsibility of Engineering Assistant.	ongoing ware. requirements. and Measurement	Ak. Vaidya
Day - 3	Field Activity SP 9 Survey PM-Jay Survey	Knowing well about sustainable Development and growth process	Ak. Vaidya
Day - 4	Field Activity House hold survey PDS Distribution	knowing about type of household and their eligibility	Ak. Vaidya
Day - 5	online Service by Digital Assistance.	How how to apply Castel Income Certificate	M. Anil
Day - 6	De-brief on last 5 days Activation	Overall I learned maintained & propagation for better of notice	M. Anil

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 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 happen should be insited.

No offline service & survey are going on and participation and acquired knowledge about how a system women on demand of the Government.

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

Knowing the eligibility criteria of all 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 school - SLA closed beyond SLA possible time for service.		Ak. vaidy
Day - 2	Definition of Gppp and its objection over come	Development processes.	Ak. vaidy
Day - 3	Funds Allocated to Gram panchayat	General test for 1st full management.	Ak. vaidy
Day - 4	House hold survey of the system 1, 2, 3, 4, 5.	Most likely of Income sumy	Ak. vaidy
Day - 5	House held survey of Qoths 6, 7, 8, 9, 10	Categories of house hold.	Ak. vaidy
Day - 6	House held survey of 11, 12, 13, 14, 15.	- Do -	Ak. vaidy

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA:- Service life Agreement.

In Grama word Sachivalayam there are more than 546 services. 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. It is a planning program for the development of the grama panchayat.

→ Sanitation planning.

→ Road Repair planning.

→ Street light position / Repair.

→ New everneed - low cost / Pension types.

Funds for smooth running of development works in grama panchayat fund are being held.

General fund houses are properly - sare 13th finance Gramin - fund of 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 and their eligibility	welfare in the primary Concern for the existing government	Ak naidy
Day - 2	welfare Calendar for the year 2023-2024	planned execution and implementation of welfare Schemes	Ak naidy
Day - 3	field visit:- what is grama panchayat? All the welfare Schemes what is dry land.	Basic Knowledge of a village. visit and boundaries	Ak naidy
Day - 4	E-kyc Mandatory for all welfare Schemes how E-kyc is done.	Digital. Literately using Mobile. smart phone.	Ak naidy
Day - 5	Six step validation of eligibility for all welfare and non-welfare Schemes.	Digital. Literately training acquired.	M. Anil
Day - 6	D1 - Brief of all the 5 days activation.	very inform active	M. Anil

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 Ekye programme.

Ex:= ysr Pension.

DAP widow single women - disability fisher man All these type of pension have different eligibility Criteria.

welfare calendar shown 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 hold for all welfare schemes.

Six- steps validation to make eligible for a scheme

- 1) No Good employee in household.
- 2) No income tax pay in household.
- 3) No more than 3 Acres of agriculture land.
- 4) No four a welfare hold.
- 5) Electricity Consumption More than 300 units
- 6) 100% 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 professional knowledge and kind of people in this organization 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 professional manner.

The time they spent for us in being working schedule are applicable the staff co-operation and extended their operation in the internship program.

The Digital Assistants are used for helping.

It was a great experience to me.

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 program. Digital assistant - field.
Verification Welfare Assistant.

- third party verification Administrative staff.
pre - Applied - VRO.

Final - Applied - MPPo/MRO.

Every one is using the technology bound work to avoid duplicity and ignore transparency in the eligibility of any scheme.

- 1) Bio. metric Division
- 2) Android smart phones.
- 3) IRIS Scanner
- 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 practical predefine which is very realistic and -governance to management competence and along skills.

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

for doing any thing ^{firstly} practical knowledge and ^{secondly} planning and ^{thirdly} the procedure for implementing.

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 the different people in different places.

My written Communication is per improved it by writing say evolution description 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 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 discussion I'm always space with point to point and don't log to improve I will be clear to what I am saying.

I'm also encourage others to participate in the discussion to their views.

I'm 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)

1st thing :=

- 1) Handling of smart phones.
- 2) Bio Metric Division.
- 3) IRIS Scanners.
- 4) Face-Authentication program.

which given the veritic procedure.

Secondly :=

Using E-pass machine in pds.

Thirdly :=

Using 'copis' & Reven in land.

Re-namely program.

Using -dropes in identification of the marks in land allingment program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: SINGJPURAPU. GOVINDA, 2122001052047

Term of Internship: From 18/8/23 To 05/10/23.

Date of Evaluation: 20/10/23

Organization Name & Address: Sachivalayam department, B. Kancharam.

Name & Address of the Supervisor CH. MURALIDHARAN
with Mobile Number:

DN: 9491810041, PS, B. Kancharam.

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

S. Govind.
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: SINGIPURAPU. GOVINDA, 212200105204-7.

Term of Internship: From 18/08/23 To 05/10/23

Date of Evaluation: 30/10/23.

Organization Name & Address: Grama ward sachivalayam, B. kambaram.

Name & Address of the Supervisor CH. MURAYIDHAR REDDY

with Mobile Number: PN: - 9491810041 PS, B. kambaram

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5 ✓
2) Written communication	1	2	3	4	5 ✓
3) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4 ✓	5 ✓
5) Attitude	1	2	3	4	5 ✓
6) Dependability	1	2	3	4 ✓	5 ✓
7) Ability to learn	1	2	3	4	5 ✓
8) Planning and organization	1	2	3	4	5 ✓
9) Professionalism	1	2	3	4	5 ✓
10) Creativity	1	2	3	4	5 ✓
11) Quality of work	1	2	3	4	5 ✓
12) Productivity	1	2	3	4 ✓	5 ✓
13) Progress of learning	1	2	3	4	5 ✓
14) Adaptability to organization's culture/policies	1	2	3	4	5 ✓
15) OVERALL PERFORMANCE	1	2	3	4	5 ✓


 Signature of the Supervisor
PANCHAYAT SECRETARY
GRAMA PANCHAYATI
 Buridikancharam, Ponduru Mandal