

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *dolei sir*
Programme of Study: *functioning of govt. world saahvalyan*
Year of Study: *2023*
Group: *BSc CNPC*
Register No/H.T. No: *2122043052023*
Name of the College: *govt. Degree college srirakulam men*
University: *Dr. B. V. 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:

Seal:



PRINCIPAL
Govt. Degree College (Men)
Srirakulam

Program Book for Short-Term Internship

Name of the Student: DOLAI SILVA

Name of the College: WOUT DEGREE COLLEGE (NEN) SRIKAKULAM

Registration Number: 2122043052023

Period of Internship: From: 18-8-23 To: 30-9-2023

Name & Address of the Intern Organization

Seehvalyan Department
(Talatampara)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apache.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: **WOT Degree College SPIKAKULANI**

Department: **SACHVALAYAM DEPARTMENT**

Name of the Faculty Guide: **RAVI SHANKAR .**

Duration of the Internship: From **18-8-23** To **30-9-2023**

Name of the Student: **DOLAI SIWA**

Programme of Study **SACHVALAYAM DEPARTMENT / BSc (Npc)**

Year of Study: **Final year**

Register Number: **2122043052023**

Date of Submission:

Student's Declaration

I, D. S. P. V. A., a student of InterShip Program, Reg. No. 2122043052023 of the Department of B.Sc. C.M.P.C. College do hereby declare that I have completed the mandatory internship from 11-4-23 to 30-9-23 in Sachvalam depul (Name of the intern organization) under the Faculty Guideship of Dr. S. Kantam (Name of the Faculty Guide), Department of Maths Department (Name of the College)

Lina Salaria
(Signature and Date)

Endorsements

Faculty Guide

[Signature]

Head of the Department

[Signature]

Principal

[Signature]

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that DOLAI SILVA (Name of the intern) Reg. No. 2122043092023 of N.D.C. Calicut (Name of the College) underwent internship in Sachchidanand depository (Name of the Intern Organization) from 18-8-2023 to 30-9-2023

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


Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
TALATAMPARA
Kanchili (M) Sklm. Dt.

ACKNOWLEDGEMENTS

ગાના વાંદ સચવાળ્યાં તેલતંપ્રદા
Hi to the Acknowledgements page,

my communication skill are not
and in improve myself with com-
munication different people in different.

my written communication in
per I improve it by writing say eva-
tion section I thought

may confidence slowly are
very high and I will continue
with the world. ગાના વાંદ સચ-
વાળ્યાં તેલતંપ્રદા ~~આવેલો~~ Acknow-
ledgements page,

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 Panchayathi Raj Act - 1947 says that local governance in every village for the growth and development in a natural manner
- ② Disorientation of gram ward Sachivalyan to voter due to door delivery to the House hold, need also developing the village in a desirable manner.
- ③ Function of gram ward Sachivalyan, it now mainly to types of function
- ④ objection of gram ward Sachivalyan
 - ① Sustainable of gram ward development
 - ② door to door service
 - ③ Health and Hygiene condition
- ⑤ out come of gram ward Sachivalyan
 - * providing basic needs to the health and

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 gorama word sachvalyagat

* providing various citizen services at a shorted possible types.

* single window service system

* door to door service at welfare home

* providing ambient environment for all every organization

* planning up to 1 urama pachayat

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 urana saehvalyoni
- * various welfare schemes
- * on going project
- * public distribution system (PDS)
- * urana phoba.
- * working of each functionalization
- * Field visit
- * Panchayat of agriculture land
- * Annual survey
- * House hold survey
- * pre production of Natural culture
ation

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers,	organization structure	
Day - 2	various functions & defined work & responsibility	organization working hand	
Day - 3	various functions & defined work & responsibility	Do -	
Day - 4	Field visit by ANM AN mental survey	How ANMs are visiting regularly to pregnancy	
Day - 5	Field visit by ANM AN mental survey - PM - day	to Important of PM day scheme	
Day - 6	Re-brief of whole the last 5 day activities	same knowledge has achieved regular work	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayan Tatacempaka
Has 11 functional & 16 volunteer
main functional are as follow

- * panchayat secretary
- * Digital Assistant
- * welfare & educational Assistant
- * Engineering Assistant
- * village Revenue Officer
- * Agricultural Assistant
- * veterinary Assistant
- * village surveyor
- * महिला पोलीस
- * ANM
- * Line man

over all - in charge in panch
yat secretary who is maintaining all
its activation in and a round
field visit by ANM give an
opportunity how well the organized
staff is working with the village

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & Responsibility of deputed Assistant welfare education	Imp. of various service to citizen & types water schemes	
Day - 2	Devision & Responsibility of VRO & Village Surve yor.	Ration distribution system & Housin ble types of card.	
Day - 3	Devision & Responsibility of veterinary Asst. & Agricultural Asst.	use stalen & types various inmagnations	
Day - 4	Field visit by VRO - PDS distribution	door to door to uses of public distribution to the house	
Day - 5	Field visit by V Peruvey	Re-caption of land in village using latest technology	
Day - 6	De-brief of last days activities	Know what types of devision are belong devision	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of diversion (citizen)
at a shorter possible time

- ① Inverse of case of Income
- ② Family member constituents
- ③ birth & death concerned

Applying for scheme to the
eligible candidate part field verification

- ① YSR Pension
- ② YSR Chiruthu
- ③ YSR and PUE
- ④ YSR AMMAVADI
- ⑤ YSR Vidya Devena.

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

Field activity:- Hand Re-survey
using (GPS) the local tools
tools of Pover for connectivity
in a mass point.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division of Responsibility ANN & Mohita police	Hygiene measures Implementation Safety of women & child	
Day - 2	division of Responsibility of engineering Airt. & Panchayat Secretary	engineering work Participation & Measure manpower	
Day - 3	Field activity SDN survey DR. day survey	Knowing well about sustainable development growth process	
Day - 4	Field activity House hold survey per distribution	Knowing about the pos of House hold id & their eligi- bility.	
Day - 5	online service	know how to apply for car, Income certificate & more service	
Day - 6	de-brief on last 5 days activation	Overall: learned name main work while implement do better work	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM we visited
surveys have for any health issue.
recommended few medicine also spoke.
to pregnant women for any diffcultation
observed the being of kind now
at the people with the ANM

also accompanied by mohila
police visited to houses to educate
the childrens for good touch & bad
touch. A verbal for the girl child
for not being shy. harassment happend.
should be intimated after consult.

No. of online survey are going
on & participant and awarded.
knowledge about how a system
women on demand of the govt.

knowing eligibility certain
of all the welfare scheme, 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 sea - open beyond sea - closed beyond sea	shortest possible time for service	K. Raju
Day - 2	definition of UPD & it objection & overcome	Development process	K. Raju
Day - 3	finds allocated to man patchayat	general test form with final full name	K. Raju
Day - 4	House hold survey of Fulbert 1, 2, 3, 4, 5.	Most likely a come survey	K. Raju
Day - 5	House hold survey of cloth 6, 7, 8, 9, 10	Categorization of House holds	K. Raju
Day - 6	Home Field survey of clothing 11, 12, 13, 14, 15, 16.	- do -	K. Raju

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SBA - service life agreement
In govt world suchvalyan, there
are more than 500 service in
having their own PLA

For eg:- ① Income certificate = 7 days
② cast certificate = 30 days
③ Motivation = 3 days
④ Rice card = 1 to 2 days

Supp UPANA panchayat development- P.O.
governor of in a planning process
NMR

For the development of govt
panchayat.

- * sanitation planning
- * Road repair planning
- * street light position
- * New overhead tank

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 govt welfare scheme & Kien eligibility	welfare in the primary concern for the emerging government	Ramesh
Day - 2	welfare calendar for the year 2023-2024	planned execution in implementation of welfare schemes	Ramesh
Day - 3	field visit what is UPAH Chalan what is Agriculture land what is dry land.	Basic knowledge of a village city boundary	Ramesh
Day - 4	"e-Kye" mandatory for all the welfare scheme how e-Kye is done	digital literacy using mobile smart phone	Ramesh
Day - 5	sis - exp validation of eligibility all welfare & welfare schemes	Digital literacy training records	Ramesh
Day - 6	de-brief of all the and 5 days activities	very in formation & capable people	Ramesh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government - welfare scheme
and also, eligibility criteria application
program field verification e-key program

eg:-
↓ ↓ ↓
yep pension, conver window singlewomen Disability holder

All the types of person have
different eligibility criteria
welfare calendar shown
the dated planning of implementation
is known at the right time,
in a proper & precise manner.
e-key scheme - know your
citizen which given on the section
of the citizen, its condition for
all the house hold for any types
of welfare scheme six-step validation

- ① No govt employee in house hold
- ② No Income tax pay in house hold
- ③ Not more the 3 acres of Agriculture
- ④ No poor welfare hold.
- ⑤ 100% self commercial land.

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 professionally knowledgeable & kind people. In this organization all staff are very professional in attending office.

They had shown an interest in technology on how the system works and administration activities are handled in a professional manner.

The time they spent from being working schedule are appreciable, and we have them all their extended operation & co-operation in our internship programme.

The digital aids used for helping in learning are very advanced needs all this moment for some professional working.

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 programming - 1 digital Assistant
field verification - 1 welfare Assistant
trial party verification - 1 Administrative Clerk.
pre-applied - VRO
final applied - MPDO (MRO)

Everyone is using the technology
hand waste to avoid dozeally and
annoyance transparency on account
the eligibility of any scheme.

- ① Biometric division
- ② Android smart phone
- ③ FRR, Scanning
- 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 observed the start - time governance procedural practice which is very scientific and given the management competences, skills,

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

For doing any strategy, proposed knowledge is must & should, secondary planning and initially the producers 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 moderate and I improve myself with conversations with different people in different places.

my written communication places in part I improve it by writing self evolution description thought

my confidence levels are very high I would continue with the same

my anxiety levels are very low, am very patient and do not mind when serving anything, & I learn more on anxiety management technology.

I always greet every one when I see them, & 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.

Finally thing :-

- * Handling of smart phone
- * Bio metric device
- * IRIS scanner
- * Face Authentication

which gives the reactive procedure
of the lives

Secondly:-

using e-for machine
is not

Thirdly

* using a copy of a person
in land as normally program-

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **DOLAI SIVA (2122043052023)**

Term of Internship: From **08/11/22** To **30/01/23**

Date of Evaluation:

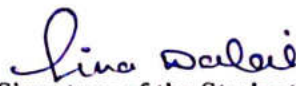
Organization Name & Address: **TALATANAPARA SACHIVALAYAM**

Name & Address of the Supervisor
with Mobile Number:

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


Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: DOLAE SEVA (2122043052023)

Term of Internship: From 18/8/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: TALATAMPARA GRAMA SACHIVALAYANI

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) 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 Panchayat
TALATAMPARA
Kanchili (M) Sklm. Dt.

09/11/2023

