

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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

Name of the Student: A. Satyanarayana

Name of the College: Govt. Degree College (Men), SKLM.

Registration Number: 2122001053001

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

Name & Address of the Intern Organization

(Agriculture) Sachivalayam, Kanajada.

DR. B. R. AMBEDKAR

University

YEAR

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

Sachivalayam (Agriculture)

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

U.G. Degree B.Sc (MPE)

Under the Faculty Guideship of

V. V. Ravikumar

(Name of the Faculty Guide)

Department of

Mathematics, Govt. Degree clg (Men)

(Name of the College)

Submitted by:

A. Satyanarayana

(Name of the Student)

Reg.No: 2122001053001

Department of

Mathematics, Govt. Degree clg (Men)

(Name of the College)

Student's Declaration

I, A. Satyanarayana a student of 2 months Internship
Program, Reg. No. 2122001053001 of the Department of Mathematics
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Sachivalayam (Agricult^{ure}) (Name of
the intern organization) under the Faculty Guideship of
V.V. Ravikumar Sir (Name of the Faculty Guide), Department of
Mathematics, Govt. Degree clg (Men), SKLM.
(Name of the College)

A. Satyanarayana
30/09/23
(Signature and Date)

Official Certification

This is to certify that Arun Arivelli Satyanarayana (Name of the student) Reg. No. 2122001053001 has completed his/her Internship in Agriculture (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPE) in the Department of Govt. 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 A. Satyanarayana (Name of the intern) Reg. No. 2122001053001 of GIDC (Men), SKLM (Name of the College) underwent internship in Sachivalayam (Agriculture) (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.

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

N. Ashok Kumar
Authorized Signatory with Date and Seal

Village Agriculture Assistant
KARAJADA
SRIKAKULAM

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.

Brief description of Grama Sachivalayam Organization.

The Grama Sachivalayam is a govt organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of govt schemes and programmes for the welfare of the Rural population.

Learning objective

To give an understanding of functioning and structure of the Grama Sachivalayam. To develop skill in administration and electrical tasks related day-to-day operation.

To learn about the various govt scheme and program implementation by the Sachivalayam for benefit of the rural population. To Acquire knowledge of legal and regulatory frame work governing the activities of Sachivalayam.

Outcomes Achieved

Improved knowledge of organisation structure functions and responsibility of Sachivalayam. Enhanced administration and maintaining recording data entry and handling paper work. Improved communication and Interpersonal skill through with interaction village officer and other stakeholder. Understanding of the legal and Regulatory frame work govt activities of Grama Sachivalayam.

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:- Grama Sachivalayam are grassroots setup in the Indian state of AP to decentralize the administration by making redress and welfare receiver of all govt department available of one place AP was the first state in India to launch village secretariat. Govt of AP appointed village volunteer to deliver receiver. It was launched on Oct 2nd, 2019 on the eve of Gandhi Jayanti. There are total of 15,005 no. of Sachivalayam in AP, 165 in rural.

Roles and Responsibilities:

Panchayat Secretary: Grama Sachivalayam Convenor, able to collect taxes and other welfare.

VRO: Monitoring the land and Ration in Village.

Survey Asst: Surveyor of village land

ANM: Responsible for village health monitoring and conducting health campaigns.

Women police: Counselling, security and other.

EA: Water supply, village works

Electrical Asst: Electricity supply and street light.

Agriculture mmo's: Maintaining Agriculture work, suggestion and marketing.

Digital Asst: Monitoring the village in single window system.

Welfare Asst: pncor distribution, dwakra mohila, house construction.

Policy of Grama Sachivalayam

- providing basic services like water, sanitation, educated and social security to rural population.
- promoting transparency and accountability in functioning of organisation through various measures like social audit.
- Facilitating the delivery of govt scheme and programmes to the eligible.

Grama Sachivalayam Organisation structure

The Grama Sachivalayam is an organisation structure that is setup to that governance reaches the gram root level the Grama Sachivalayam competition various administration post that are responsible for the smooth functioning of Panchayati Raj Institution.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organisation 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.

- Panchayat Raj Act - 1994, that level govt in every village of the growth & development in a manner.
- CM of AP state Ys Jagan Mohan Reddy started their secretariat at Vijayawada the statement was made on oct 2nd, 2019 150th Birth Anniversary of Gandhi.
- Function of grama work. It has mainly 11 types of officers in secretariat the village volunteer system over to bring govt schemes to people.
- The Internship part the kind of stiller and very imp listening and speaking, confidence, leadership qualities and time management.
- Outcomes of world Sachivalayam to
Early solution of all problems.
All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I submitted the issue letter of Internship in each sachivalayam.	—	N.A
Day - 2	Digit Asst introduced about all the staff members	I learned about how many sectors are organized in sachivalayam.	N.A
Day - 3	Introduction with village volunteers.	I learned about how many houses are given to one volunteer.	N.A
Day - 4	Panchayat Secretary told about grama sachivalayam.	I know about some problems of the Kanajada village	N.A
Day - 5	Welfare asst told about the details of Sachivalayam	I understand about the establishment of sachivalayam	N.A
Day - 6	Digital Asst told about the vision and mission of sachivalayam	The main mission in delivering services to their door step.	N.A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Nearly 2 lakhs candidates qualified. There were found a total of 15,005 no. of Sachivalayams in Andhra Pradesh, 3842 in areas of urban, 11163 in rural areas.

There are total 930 in srirakulam district.

Urban Areas : 95

Rural Areas : 855

Departments

- * Panchayat Secretary
- * Village Revenue officer
- * Digital Asst
- * Welfare & Education
- * Mahila police
- * Engineering Asst
- * Village Surveyor
- * Animal husbandary Asst
- * ANM
- * Village agriculture Asst
- * Energy Asst.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	URO sir explained about his job chart	I learned about the role of URO in govt sachivalayam	N. A
Day - 2	URO sir explained about his job chart.	I understand about his duties in sachivalayam	N. A
Day - 3	He told about the issue of certificates of caste, income, OBC... etc	I learned about the requirement of applying for certificates.	N. A
Day - 4	He explained about how he protect the govt properties	I understand that he is responsible for govt property	N. A
Day - 5	He is responsible for maintaining the recorder and register.	I know that maintainance of record was under him.	N. A
Day - 6	He told that he work under the administration Supervision of Revenue department.	I understand that he is the play key role in Revenue dept.	N. A

WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue Officer

Detailed Report:

- Village Revenue Officer works under the supervision of Revenue dept.
- They are answerable to village secretariat.
- They have to attend the meetings conducted by the village secretary with relevant information.
- Maintaining the village Revenue Record and all Revenue accounts promptly and accurately.
- collection of water taxes, and other sums pertaining to Revenue department.

Issue of Certification The VRO shall issue the nativity certificate and solvency certificate in their respective jurisdiction only.

protection of govt lands, Govt tanks / trees and other govt properties and take steps to safe guard the interest of govt.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Welfare sir told about his job chart	I understand about his job chart	N.A
Day - 2	Welfare sir told about his job chart.	I understand his responsibilities in Sachivalayam	N.A
Day - 3	He told about the distribution of pensions every month.	I understand about the ways of distribution in pensions	N.A
Day - 4	He told about Jagaranna ammaravadi scheme	I understand about the eligibility rules.	N.A
Day - 5	He told about the Vidyadevendra scheme.	I understand about the eligibility rules.	N.A
Day - 6	He told about the other schemes under the govt of AP.	I understand and know the other schemes as well.	N.A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General duties: To generate awareness among the public in the village secretariat jurisdiction about the scheme. meant for the weaker section of the society being implemented by the all Welfare department.

Pensions:

shall monitor the distribution of pension every month in village, shall draw cash and issue the village volunteer every month. And shall collect the death vacancy of pensions and update in website through digital Asst.

And other schemes like

* YSR Bhima

* YSR VLR scheme

* YSR Aasara

* YSR didhi.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Agriculture Asst told about his job chart	I learnt I learnt about his job chart	N.A
Day - 2	Second Saturday (Holiday)	—	N.A
Day - 3	Sunday	—	N.A
Day - 4	Agriculture asst told about his duties and role.	I learnt about his role & duties.	N.A
Day - 5	He told that he survey's on soil & water activities.	I understand the way he conducted the soil survey	N.A
Day - 6	He collect the soil and distribute to soil health laboratory.	I learned about the how he observes the soil health	N.A

WEEKLY REPORT

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

Objective of the Activity Done: Agriculture Asst.

Detailed Report:

The village agriculture asst should reside in the respective head quarter of village secretary. Every agriculture asst shall work for under the supervision of ADO. He/she conduct the survey on soil and water conservation activities. And shall monitor the demands and availability of seeds fertilisers and pesticides.

He/she collect soil samples and distribute the soil health cards to the farmers. And shall motivate the farmers to apply manures and fertilizers based on the soil health care report.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Animal Husbandary seen told about his job chart.	I learned about his job chart.	N. A
Day - 2	He told about his roles and Responsibility.	I understand about his role and duties.	N. A
Day - 3	He told about the primary veterinary services.	I have known primary veterinary services.	N. A
Day - 4	Sunday	—	N. A
Day - 5	He told about some preventive measures on the request of farmers	I have known about some preventive measures	N. A
Day - 6	He told about first aid, deworming, Vaccination panchanama report etc.	I understand about some services available at there.	N. A

WEEKLY REPORT

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

Objective of the Activity Done:

Animal Husbandry

Detailed Report:

- * providing primary veterinary services.
- * Follow up of repeat breeding animals.
- * Focus on animal husbandry extensive activities.
- * Helping the eligible farmers through live stock insurance compensation scheme.
- * Any other as per the instruction of higher authorities.
- * Services should be delivered within 72 hours

are

- ⇒ first aid
- ⇒ Vaccination
- ⇒ Deworming
- ⇒ Reporting of diseases
- ⇒ pancharama report
- ⇒ pregnancy diagnosis.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	A. Satyanarayana [2122001053001]		
Term of Internship: From	18/8/2022	To	30/09/2022
Date of Evaluation:			
Organization Name & Address:	Kasabada, Singupuram		
Name & Address of the Supervisor with Mobile Number:	N. Ashok Kumar, Kasabada, Singupuram		

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

A. Satyanarayana
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: A. Sathyannarayana [2122001053001]

Term of Internship: 18/8/23 From 17/7/23 To

Date of Evaluation:

Organization Name & Address: Karazada, Singupuram

Name & Address of the Supervisor with Mobile Number: N. Ashok Kumar, Karazada,
Singupuram

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

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 recorded.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *A. Satyanarayana*
Programme of Study: *B.Sc*
Year of Study: *2023*
Group: *BSE MPE*
Register No/H.T. No: *2122001053001*
Name of the College: *G.D.C (Men), Srikatulam*
University: *D.R.B.R. Ambedkar*

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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