

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

Name of the College

Registration Number

Name of Internship

From

Name & Address of the Intern Organization

University

YEAR

An Internship Report on

Functioning of Grama Mnd sachiulayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.SC (mpe)

Under the Faculty Guideship of

V. V Ravi Kumar

(Name of the Faculty Guide)

Department of

Govt. Degree College (men) Sri kakulam

(Name of the College)

Submitted by:

BEHARA. CHANDRA MOULI

(Name of the Student)

Reg.No: 2122001053004

Department of

Govt. Degree College (men) Sri kakulam

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

-----<<@>-----

Student's Declaration

I, Behara. Chandra mouli a student of B.sc (mpe)
Program, Reg. No. 2122001053004 of the Department of Electronics
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Thotavand Grama Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Government degree college, (men) Srikakulam (Name of the Faculty Guide), Department of
Government degree college, (men) Srikakulam
(Name of the College)

B. Chandra mouli
(Signature and Date)

Official Certification

This is to certify that Behara Chandramouli (Name of the student) Reg. No. 2122001053004 has completed his/her Internship in Thotavada Grama Sachivalayam (Name of the Intern Organization) on Functioning of Grama Ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MPE) in the Department of Govt. Degree College (men) Srikantkulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
Grama Sachivalayam, THOTAVADA
Burja Mandalam

Endorsements

Faculty Guide



Head of the Department


Lecturer in charge
Dept. of Mathematics
Govt. Degree College (men)
Srikantkulam

Principal



Certificate from Intern Organization

This is to certify that Beharra . Chandra mouli (Name of the intern)
Reg. No 2122001053004 of Govt. Degree college (men) ^{skm} (Name of the
College) underwent internship in Thotavada Grama 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 / Not Satisfactory).


Authorized Signatory with Date and Seal
Panchayath Secretary
Grama Sachivalayam, THOTAVADA
Burja Mandalam

Acknowledgements

Contents

Page No:

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 governance in every village for the growth & development in a notifiable manner
2. Implementation of Grama ward sachivalayam to render door to door services to the house holder, and also developing the village in a notifiable manner
3. Function of Grama ward sachivalayam. It has mainly 10 types of functions
4. Objective of Grama ward sachivalayam
 1. Sustainable development
 2. Door to door service
 3. Health and hygienic condition
5. Outcome of Grama ward sachivalayam
 - * providing basic needs to the health and
 - * All service of to on stop
 - * Early solution to all problems

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

"Introduction of Grama ward Sachivalayam."

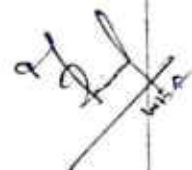
- * providing various citizen services at a shorten possible type
- * single window service system
- * Door to door service & welfare of home
- * providing ambient environment for all living organization
- * planning GRDP / Grama panchayat development program
- * Citizen satisfaction in the ultimate 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 / Contraction
- * public Distribution system
- * Grama Sabha
- * working of each functionalization
- * ~~fe~~ field weight
 - * Renecellary of agriculture land
 - * Amentol Servey
 - * House hold Servey
- * pre production of Natural Colemation

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	Version functionation & their defined were & responsibility	Organization working hands	
Day - 3	Various functionations & their defined were & responsibilities	- do -	
Day - 4	field visit by ANM An mental survey	How ANM's are visiting regularly to pregnancy women	
Day - 5	field visit by ANM pm Jay survey	Implement of pm Jay survey	
Day - 6	Dc-brief of whole the last 5 days activation	Same knowledge has achieved regular GSWs	

WEEKLY REPORT

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

Objective of the Activity Done:

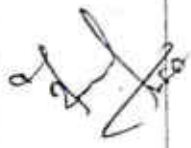
Detailed Report: Grama Sachivalayam Thotavada has 11
functionaries & 16 volunteers

main functions are in follows :

- * panchayat secretary
- * Digital Assistant
- * welfare & educational Assistant
- * Engineering Assistant
- * Village Revenue officer
- * Agricultural Assistant
- * Veterinary Assistant
- * Village surveyor
- * mahila police
- * ANM
- * line man (JLM)

Over all - in-charge in panchayat secretary. who
is maintaining all the activation in and around
- field visit by ANM give an opportunity how well
the organization staff is behaving with the villages

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division & responsibility of digital Assistant & welfare education Assistant	Imp of various service citizens & type of welfare scheme	
Day - 2	Division & responsibility of URO & village surveyor	Ration distribution system & thumbnail recognition & type of cards	
Day - 3	Division & responsibility of veterinary Asst. & Agricultural Asst.	Live stock & type various immediate type of crops & seeds	
Day - 4	field visit by URO - PDS distribution	door to door deliver of public distribution to the household	
Day - 5	field visit by Resurvey.	Re-capture of land in village using latest technology	
Day - 6	de-brief of last 5 days activities	know what type of division are being delivered	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delevering of division (Citizen) of a shortest possible time

1. Unniverse of Case & Income
2. family members certificate
3. Birth & Death Confirms

Applying for schemes to the eligible candidate

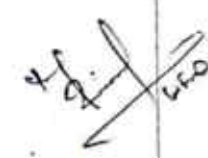
part field Verification

1. YSR peremium
2. YSR Cheyutha
3. Rice Card
4. YSR Ammanadi
5. YSR Vidya devena

* field Activity :- Ration distribution to household at door to step by mms

* field Activity :- Hand Re - survey using 'G Rover' 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 ANM & mahila police	Hygienic manure implementation Safety of women & child	
Day - 2	Division & Responsibility of Engineering Asst. & panchayat secretary	Ongoing work Resolute -ment & prement -urge of manure	
Day - 3	field activity SOG survey pm July survey	knowing well about Sustainable develop -ment growth process	
Day - 4	field activity House hold survey POS distribution	knowing about type of household & their eligibility	
Day - 5	Online service Digital literat	known how to apply for caste / Incom certificate & more service	
Day - 6	De-brief on last 5 days activation	overall: learned name maintenance while implement to do better words	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Doing Unit by ANM. we visited service house for any health & recommended few medicines. Also spoke to pregnant women for any difficulty observed the well being & kind new of the people with the ANM.

Also accompanied by mahila police visited to house to educate the children for good touch & bad touch. Awareness Awareness for the girl child for not being shy. Any harassment happened should be initiated after complaint.

NO. of online survey are going on & participant and increased knowledge about how the system works on demand of the government.

Knowing eligibility certain of all the 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 stand beyond SCA - closed beyond SCA	shortest possible time for service	<i>Subayudh</i>
Day - 2	Definition of GDP & if objection & overcome	Development process	<i>Subayudh</i>
Day - 3	finds Allocated to Grama panchayat	General test for 1st financial month	<i>Subayudh</i>
Day - 4	Household Survey of Aitem 1, 2, 3, 4, 5	most likely a come survey	<i>Subayudh</i>
Day - 5	Household survey of cloth 6, 7, 8, 9, 10	Categories of household	<i>Subayudh</i>
Day - 6	Home field survey of clothing 11, 12, 13, 14, 15, 16	- do -	<i>Vijay</i>

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 get :-
1. Income certificate - 7 days
 2. caste Certificate - 30 days
 3. Motivation - 3 days
 4. Rice card - 180 days

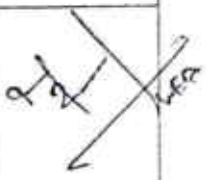
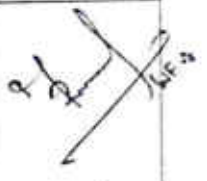
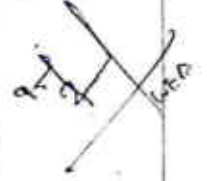
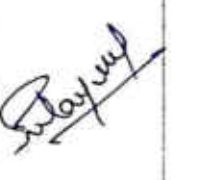
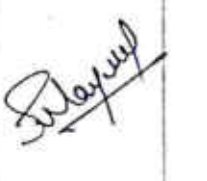
GPD - Grama panchayat development programme, if in a planning programme for the development of gram panchayat

- * Sanitation planning
- * Road repair planning
- * Street light position/Repair
- * New overneed town

General fund - House tax payment/
properties tax

15th Finance Gramin form state government

ACTIVITY LOG FOR THE FIFTH WEEK

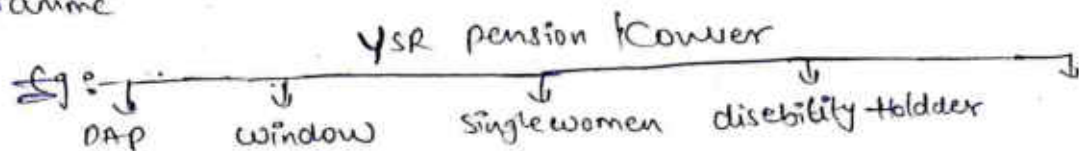
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of State government welfare schemes & their eligibility	welfare in the primary concern for the existing Government	
Day - 2	Welfare Calendar for the year 2022 - 2023	planned execution in implementation of welfare schemes	
Day - 3	field visit - what is gram. chauram? what is agricultural land? what is dry land?	Basic knowledge of a village & city boundary	
Day - 4	'E-kyc' mandatory for all the welfare schemes How E-kyc done	Digital literacy training activities using mobile / smart phones	
Day - 5	Six-step validation of eligibility all welfare & non-welfare schemes	Digital literacy training activities	
Day - 6	De-brief of all the land 5 day's activation	Very informative & (enable recall)	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: State government welfare schemes and its eligibility
at certain, application programme field verification e-kyc
programme



All these type of person have difference eligibility

Criteria:

welfare calendar shown the deemed planning &
implementation of known at the right time in a proper &
procedural manner

e-kyc electronic - know your citizen which given
then live status of the citizen. It's monitor for all the households
for any type of welfare schemes

Six-step validation:

1. No Govt Employee in the house hold
2. No income tax pay in house hold
3. Not more than 3 Acres of Agricultural
4. No four welfare hold
5. Electricity connection not more than 300 mt
6. 1000 sq ft field commercial land in whose 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, knowledgeable & kind people. In this organization all staff are very punctual in attending office.

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

The time they spent for us in being working schedule are appreciable, and we thank them all for their external operation & Co-operation in our internship programme.

The digital aids used for helping us in learning are very advanced & needs at this moment for from progress & accountability, which keeps the system worthy.

Said my self improved of this organisation working culture.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

* Each work is systematically managed

- Application program - 1 digital Assistant

- field verification - 1 welfare Assistant

Third party verification - 1 Administrative staff

PSE - applied - VRO

final applied - MPO/MRO

Everyone is using the technology hand wave to avoid duplicacy and ensure transparency in all steps the eligibility of any scheme

1. Biometric division
2. Android smart phone
3. IRT Scanner
4. face Automation

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 practice which is very realistic and given the management competence, & analogizing skills

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

For doing any task, procedural, knowledge in management & should, secondary planning and thirdly the procedure for implementation.

My communication skills are modeste and in improve myself with communication different people in different places.

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 written communication in per, to improve my

if by writing say evolution scripton thoughts

my confidence levels are very high and

I will continue with the name

my Anxiety level are very low, I am very patient and
listen to music whenever I feel anything & I learn
more anxiety management technology

I always greet everyone when I see them,
& those 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 always speak with point to point and don't try to improve. I will be clear of what I am saying.

I also encourage others to participate in the discussion to share their ideas.

I always conclude the group discussion in a friendly & 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)

Firstly Thing :-

- * Handling of smart phones
- * Bio metric division
- * LRI's scanner
- * Face Authentication programme

which given the reactive procedure of the lives

Secondly :- Using E-pas machine in POS

Thirdly :-

- * Using "Cop & Reven" is land Re-namely
pogramment programme

→ Using "DRONES" in identification of mark in land

Alignment programme

Student Self Evaluation of the Short-Term Internship

Student Name: BEHARA CHANDRA MOULI Registration No: 2122001053004
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: Thotavada Grama Sachivalayam

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

B. Chandra mouli
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: BEHARA CHANDRA MOULI Registration No: 2122001053004

Term of Internship: From: 18/08/23 To: 30/09/23

Date of Evaluation:

Organization Name & Address: Thovada Grama Sachivalayam

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	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
Panchayath Secretary
Grama Sachivalayam, THOTAVADA
Burja Mandalam



EVALUATION

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:
 - Activity Log 25 marks
 - Internship Evaluation 50marks
 - Oral Presentation 25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: ~~BH~~ BEHARA. CHANDRAMOULI
Programme of Study: functioning of Grama ward sachivalayam
Year of Study:
Group: B.Sc (MPE)
Register No/H.T. No: 2122001053004
Name of the College: Govt. degree college (men) srirakulam
University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in