

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: ANUSHEE ANJAY KUMAR

Name of the College: Opus Degree College

Registration Number: 2121501053006

Period of Internship: From: 18/04/23 To: 30/09/23

Name & Address of the Intern Organization

Chagaband Systems Sachivalayam

University
YEAR

An Internship Report on
Function of Grama Nasha Sathivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Ind B.Sc (M.P.E)

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2122001053006

Department of

Ind B.Sc (M.P.E)

(Name of the College)

Goverment Degree College (Men), Srikalambam.

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.

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Student's Declaration

I, B. Bijaya Kumar, a student of B.Sc (M.P.E)
Program, Reg. No. 21022001053006 of the Department of Electronics
College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 30/09/23 in Bhagwati. Krishna Sachivabhai (Name of
the intern organization) under the Faculty Guideship of
R. Ravi Kumar (Name of the Faculty Guide), Department of
Electronics, Govt Degree College (Men)
(Name of the College)

B. Bijaya Kumar
(Signature & Date)

Official Certification

This is to certify that B. Bijoy Kumar (Name of the student) Reg. No. 2122001053006 has completed his/her Internship in Bhogabeni Grama Sachivalaya (Name of the Intern Organization) on Bhogabeni Grama Sachivalaya (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.P.E) in the Department of Govt Degree College (Men) (Name of the College).

This is accepted for evaluation.

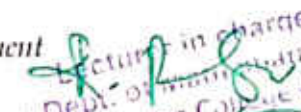

Secretary
(Signatory with Date and Seal)
Grama Panchayat
BHOGABENI
Kanchili (M), SKLM Dist.

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 B. Bijaya Kumar (Name of the intern)
Reg. No 2112001053006 of Govt Degree College (men) (Name of the
College) underwent internship in Bhogabeni Grama Sachivalaya (Name of the
Intern Organization) from 18/08/23 to 30/09/23

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


Secretary
Authorized Signatory with Date and Seal
Grama Panchayat
BHOGABENI
Kanchili (M), SKLM Dist.

Acknowledgements

I am deeply grateful to all Sabat members to the Kallipalem Grama Sachivalayam and also my advisors during this Internship for their valuable advice which helped me to better understand the enough and the industry allowed me to make the most of my Internship.

I am grateful thanks to signature of Kallipalem Grama Sachivalayam, support and the opportunity have provided me their financial assistance allowed me to focus.

Finally I would like to thank for providing the funding and support that me to complete this Internship on this instance.

I would not have been able gain these valuable experience.

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Contents

- 1) Instructions to student.
- 2) Student declaration.
- 3) official certification.
- 4) certification from intern organisation.
- 5) Acknowledgment.
- 6) contents.
- 7) chapter - 1: Executive Summary.
- 8) chapter - 2: overview of organisation.
- 9) chapter - 3: Internship Profile
- 10) Activity Log for 1) first week
 - 2) second week.
 - 3) third week.
 - 4) fourth week
 - 5) fifth week.
 - 6) sixth week.
- 11) chapter - 5 : outcomes Description.
- 12) Real time Technical Skills.
- 13) management skills.

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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. Panchayat Act - 1994. Gives the local governance in every village for the growth & development in a sustainable manner.
2. Implementation of gram ward Sachivalayas to render door to door services to the house holder, and also developing the village in a better manner.
3. Function of Gram ward Sachivalayas. It have mainly 10 types of functions.
4. Objectives of Gram ward Sachivalayas.
 1. Sustainable development
 2. Door to door service
 3. Health and hygiene condition

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 service of a short term possible type.
- * Single window service system.
- * Door to door service & welfare of home
- * providing ambile environment for all living organization.
- * planning GDPD (Grama parichayak Development Program).
- * Citizen satisfaction is the ultimate aim of an organization.

CHAPTER 3: INTERNSHIP PART

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

- * Various service of Grama Sachivalayan.
- * Various welfare schemes.
- * on going project / construction.
- * public distribution system (PDS).
- * Grama Sabha
- * working of each functionalization.
- * Field visit
 - i. Recessory of agriculture land.
 - ii. Aerial Survey
 - iii. House hold Survey
- * pre production of natural calamities.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteer.	Organization structure	P. Dube
Day - 2	Version Functionation & Their defined work & responsibility	organization working hand.	P. Dube
Day - 3	Various Function & their defined work & responsibility		P. Dube
Day - 4	Field visit by Htm An mental survey	How Htm are visiting regularly to pregnancy women	P. Dube
Day - 5	Field visit by Htm - PM day survey	Completeness of PM day scheme	P. Dube
Day - 6	as brief of whole the day 5 days activation	same knowledge has achieved regularly	P. Dube

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam Bhogabeni.
by 09 Functionaries & 08 Volunteers.

Main Function are in follow:

- * Panchayat Secretary
- * Digital Assistant.
- * Welfare & Education Assistant.
- * Village Revenue Officer.
- * Agriculture Assistant.
- * Veterinary Assistant.
- * Mobile police.
- * Atm.
- * Line man.

over all in charge in panchayat Secretary who is maintaining all the activation in and a ground.

Field visit by Atm give an opportunity how well the organization staff is behaving with the villagers.

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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 digital Assisting & welfare education Assisting	Imp of Various service to citizen & type of welfare schemes	(Signature)
Day - 2	Devision & responsibility of VRD & village Surveyor	Ration distribution system & Honourable recognition & type of Card	(Signature)
Day - 3	Devision & responsibility of Veterinary Ast. & Agriculture Ast.	Life chllen & Type various immigration type of Coops & society	(Signature)
Day - 4	Field visit by VRD - PDI distribution	door to door delivery of public distribution to the house hold.	(Signature)
Day - 5	Field visit by " Resurvey	Recaption of Land in village using latest technology	(Signature)
Day - 6	Re brief of last 5 days activities	know why type of devision are being delivered	(Signature)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivery of decision (citizen) of a shortening possible time.

1. Inverse of Case & Income.
2. Family member Certificate.
3. Birth & death Confirm.

Applying for schemes to the eligible Candidate
part field verification

1. YSR premium.
2. YSR Cheyutha
3. Rice Card
4. YSR Amma Vaidi
5. YSR ridge device

Field activity of Ration distribution to household of door step by mps.

Field activity of land re-survey using 'GPS' the level technology & 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 H/M & male police	Hygienic measure Implementation saf- ety of women & child	S. Aradhya
Day - 2	Division & responsibility of Engineering asst & panchayat Secretary	going work Requir- ment & premeasures of man areas	S. Aradhya
Day - 3	Field activity SDH Survey non. Jany Survey	knowing well about sustainable develop- ment growth process.	S. Aradhya
Day - 4	Field activity house hold survey PDS distri- bution	knowing well about Type of household & their eligibility	S. Abhinav
Day - 5	online Service digital literacy	known how to apply for Cast/Income Certificate & more service.	S. Abhinav
Day - 6	be brief on last 5- days activation	overall Learned name maintenance when implementing to do better work.	S. Abhinav

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Defination of sea open beyond sea closed beyond sea	shootay possible time for service.	S. Prabh
Day -2	Defination of GDP & if objection & overcome.	Development procell.	Rajesh
Day -3	Links Associated to Grama panchayat	General Test from 1st finance full Maner.	Rajesh
Day -4	Household Survey of Austeron 1,2,3,4,5	most likely a come survey.	Rajesh
Day -5	Household Survey of cloth 6,7,8,9,10	Categories of house hold.	Rajesh
Day -6	Home Field Survey of clothing 11,12,13,14,15,16.	- clo -	S. Prabh

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SCA - Service Life Agency

In gram Ward Sachivalayam, there are more than 546 service each service is having their own SLA.

- For eg:-
1. Income Certificate - 7 days.
 2. Caste Certificate - 30 days.
 3. Motivation - 3 days
 4. Rile Card - 180 days.

Grpp: Grama panchayat development programme. It is a planning programme for the development of gram panchayat.

- * Sanitation planning.
- * Road repair planning.
- * Street Light position / repair
- * New over need town.

General Fund - house tax payment / properties tax.

1st Finance Gramin from state government

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of state government welfare schemes & their eligibility	welfare is the primary concern for the existing government.	Rajesh
Day - 2	welfare calendar for the year 2022-23	planned execution in implementation of welfare schemes.	Rajesh
Day - 3	Field visit what is Gramachakras? what is agricultural land? what is dry land?	Basic knowledge of a village & city boundaries.	S. Prakash
Day - 4	E-kyc mandatory for all the welfare schemes How E-kyc done.	Digital literacy using mobile & smart phones.	S. Prakash
Day - 5	site-step validation of eligibility all welfare & non-welfare schemes.	Digital literacy training acquired.	Dilip
Day - 6	De-brief of all the land & day's activities	very formal & [enable reader]	Dilip

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government - welfare schemes and its eligibility criteria, application program field verification e-kyc program.

Eg: YSR Pension convey

DAF widow single women disability holder

All these types of persons have different eligibility criteria

Welfare Calendar showing the deemed planning & implementation of known as the right time in a projection & procedural manner.

e-kyc. electronic - know your citizen which given on their life station of the citizen. it's monitoring for all the house holds, For any type of welfare schemes.

5th step violation

1. no Govt Employee in the house hold
2. no income from any in house hold.
3. not more than 3 Acres of agricultural land.
4. no from welfare card.
5. electricity consumption not more than 300 unit/month

ACTIVITY LOG FOR THE SIXTH 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	Dilip
Day - 2	welfare calendar for the year 2022-23	planned execution in implementation of welfare schemes.	Dilip
Day - 3	Field visit. what is dry land?	Basic knowledge of a village & city boundary.	Dilip
Day - 4	'e-kyc' mandatory for all the welfare schemes. How 'e-kyc' done.	Digital literacy using mobile smart phones.	Dilip
Day - 5	Sim-step validation of eligibility all welfare & non-welfare schemes.	Digital literacy training achieved.	Dilip
Day - 6	De-brief of all the last 5 days activities.	Very in for multiple & [enable reable]	Dilip

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.)

Experiencing a very good working environment with professional, knowledge & kind people. In this organization all staff are very polite 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 spend for us in being working schedule are appreciable, and we thank them all for their extended operation & co-operation in our internship programme.

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

Soil 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 - Digital Assistant Field
Verification - Welfare Assistant Third party Ver-
ification - Administrative staff.

pre - applied - VRO

Local - applied - MPDO / MRO

Everyone is using the technology based work to avoid duplicacy and ensure transparency is centered the eligibility of any scheme.

1. Biometric Device.
2. Android Smart phones.
3. RTI 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 gives the management competence & analyzing skills.

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

For doing any task, practical knowledge is very & should, secondary planning and thinking the procedure for implementation.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

My Communication skill are modile and
in improve myself with Communication diff-
rent people in different places.

My written Communication is per, I
improve it by writing my evolution
scripition / thoughts.

My Confidence levels are very high and
I will continue with the same.

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 every one when I see
them. & those then whenever they do
good things.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In group discussion, I always
space with point to point and don't
log to improve. I will be clear of
what I am saying.

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

I always conclude the group
discussion in a friend & friendly 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 things:

- * Handling of smart phones
 - * Bio metric deviation
 - * LMS Scanner.
 - * Face Authentication programme.
- which gives the relative procedure of the lives.

Secondly: using G-pos machine in pos.

Thirdly :- * using 'Copi' & 'Reven' is land
re namely programing programme

or Using 'PROLOG' in identification of mark
in land Alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Bisoyee Bijoyo Kumar</u>	Registration No: <u>2122001053006</u>
Term of Internship: From: <u>18/08/23</u>	To: <u>30/09/23</u>
Date of Evaluation:	
Organization Name & Address: <u>Bhogaberi Grama Sachivalayam.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

B. Bijoyo Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Bisoyee Bijoyo Kumar Registration No: 2122001053006
 Term of Internship: From: 18/08/23 To: 30/09/23
 Date of Evaluation:
 Organization Name & Address: Bhogabeni 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	2	3	4	5
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



Secretary
 Grama Panchayat
 BHOGABENI

Manchali (M), SKLM Dist.

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: Bisoyee Bijoyo Kumar.
Programme of Study: function of Crime word Sakti Vaidyan.
Year of Study: 2023
Group: B. Sc (M.P.E)
Register No/H.T. No: 2122001053006
Name of the College: Govt Degree College (Men) Srikakulam.
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