

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: CH. Anil Kumar

Name of the College: GOVT. Degree College

Registration Number: 212200103009

Period of Internship: From: 18/09/2023 To: 30/10/2023

Name & Address of the Intern Organization

Dr. B. R. Ambedkar
2nd

University

YEAR

An Internship Report on

Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Degree B.Sc

Under the Faculty Guideship of

V.V. Ravi Kumar

(Name of the Faculty Guide)

Department of

Govt. Degree college

(Name of the College)

Submitted by:

CH. Anil Kumar

(Name of the Student)

Reg.No: 2122001053009

Department of

Govt Degree college (men) sklm

(Name of the College)

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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, CH. Anil Kumar a student of _____
Program, Reg. No. 2122001053009 of the Department of Third BSC
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Grama Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
V.V. Ravi Kumar (Name of the Faculty Guide), Department of
Third BSC, Govt. Degree College (men) Silem
(Name of the College)

CH. Anil Kumar
(Signature and Date)

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Official Certification

This is to certify that CH Anil kumar (Name of the student) Reg. No. 2122001053009 has completed his/her Internship in _____ (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 _____ in the Department of Govt Degree clg (Men) (Name of the College).

This is accepted for evaluation.



Ward Administrative Secretary
Bakersahebpete Secretariat-21085015
Srikakulam
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

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

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Certificate from Intern Organization

This is to certify that CH. Anil kumar (Name of the intern)
Reg. No. 2122001053009 of G.D.C (Men) (Name of the
College) underwent internship in 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).



Ward Administrative Secretary
Bakersahebpetta Secretariat-21085015
Srikakulam M.
Authorized Signatory with Date and Seal

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.

Learning objective

- * To give an understanding of the functioning and structure of the Grama Sachivalayam organization.
- * To develop skill in administration and electrical tasks related to day-to-day operation of the organization.
- * To learn about the various govt schemes and program implementation by the Grama Sachivalayam for the benefit of rural population.
- * To prove communication and interpersonal skill through interaction with village and other stake holders.
- * To acquire knowledge and other regulatory framework giving the activities of Grama Sachivalayam.

Outcomes achieved

- * Improved knowledge of organization student function and responsibility of Grama Sachivalayam.

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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

Grama Sachivalayam (also known as village secretariats) are secretariate setup in the India state of AP to decentralize the administration by making Reddys and wallahs Receiver of all govt. department Available at one place AP was the first state in India to launch village secretariat Govt of AP Appointed village volunteers to deliver. It was launched on Oct 2, 2019, on the Eve of Gandhi Jayanthi. There are found a total of 15,005 No of Sachivalayam in AP 1165 in Rural.

Vision Mission or values

→ vision is to Bring in a corruption free transparent and accountable administration at village level.

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→ It is also over at strengthening and smooth functioning of Panchayat Raj Institution.

→ The main mission is Decentralize the administration by making service and welfare service available at one place.

Rules and Responsibilities

Panchayat Secretary Grama Sachivalayam convenor able to collect taxes and other welfare.

VRD Monitoring the Land Reclamation food supply in village
Survey Assistant Surveyor of village land.

ANM Responsible for village health monitoring, conducting health camps.

Woman Police counselling security and other important matters.

E.A - water supply Grama Sachivalayam, village works.

Electrical Assistant - Electrical supply and street light.

Agriculture M.A.O.S - Monitoring agriculture work. suggestion
marking

Digital Assistant - Monitoring the village in single window system.







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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.

- Panchayat Raj act - 1994 says that devel. govt in every village. at the growth & development in a Motivable manner.
- cm of Ap. state vs Jagam mohan Reddy started the secretariat at vijayawada. the statement 150th anniv sary of mahatma Gandhi
- Function of Grama work. sachivalayam in has mainly 11 types of officers in secretariat. the village. - volunteer system. over to bring govt service to people. doorsteps.
- Generally wing of technological skills and instrument mainly we just like. bio-metric computer system
- outcomes of world sachivalayam to
 - * Early solution of all problems
 - * All services at no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 Monday	I submitted the issue letter of internship in each sachivalayam	-	
Day - 2	Digital assistant introduced about all the staff members	I learned about how many sectors are organized in sachivalayam	
Day - 3	Introduction with village volunteers	I know about some problem of the Kanggulari village	
Day - 4	Panchayat secretary told about grama dandini	I know about some problem of the Kanggulari village	
Day - 5	Welfare assistant told about the details of sachivalayam.	I understand about the established of sachivalayam.	
Day - 6	Digital assistant told about the vision and mission of sachivalayam.	The main mission in delivering service to the then send stop.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam is also known as village secretariate AP in the first state in India to launch village secretariate govt of AP appointment village volunteer to deliver services it was launched on 2/10/2019. on the eve of Gandhi Jayanthi

- * There were found a total of 15005 no. of sachivalayam
- * Nearly 2 lakhs candidates were qualified.

Urban area + 95







Rural area + 855.

Departments

- * panchayat secretary
- * village Revenue officer
- * Digital assistant
- * welfare & education
- * malika education
- * village. surgeon.
- * Animal husbandary assist
- * ATM
- * village agriculture assisted.
- * Energy assistant

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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	panchayat secretary explained about his job chart	I learned about the responsibility of panchayat.	
Day - 2	panchayat secretary about collection of meeting in function computer	I have learned about the way how meeting is conducted.	
Day - 3	He explained about the collection of meeting function computer.	I have learned about the way how meeting is conducted.	
Day - 4	He explained about the collection of taxer and maintenance of computer	I have learned about different type of taxer	
Day - 5	He told that how to deposit the money in tax in Banker	I have learned how much money is paid on different taxer	
Day - 6	collecting of taxer in survey day in the village	I have learned about how to collect taxer	

WEEKLY REPORT

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

Objective of the Activity Done:







Detailed Report:

Panchayat secretary

- He is the executive authority of Grama Panchayat
- He/she shall collect Taxes & non-Taxes of Grama Panchayat promptly and deposit there in the treasury Registry.
- He/she shall maintain and act as a custodian of the Entire Recorder/ Register of the Grama Panchayat including cheque books
- He/she shall implement the Reducting of Grama Panchayat functional committee thorm with the consent of the sarpanch.
- He/she shall convene the meeting of the Grama Panchayat functional committee thorm with the consent of the sarpanch.
- Have power to initial Discipline action against the the the employees of the village Secretarial.

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ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO sir Explained about his job chart	I learnt about the role of VRO in grama sachivalaya.	
Day - 2	VRO sir explained about his job chart	I understand about his duties in grama sachivalaya.	
Day - 3	He told about the issue of certificate like Income, OBC. -- etc	I learnt about the Requirement for applying for certificate.	
Day - 4	He explained about how he protect the govt properties	I understood that he is responsible for protect in village	
Day - 5	He is responsible for maintaining record and the Register	I knew that the maintenance of record was under him	
Day - 6	He told that he work under administration supervision of Deputation	I understand that he is the Play key role. is Reson Department.	

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WEEKLY REPORT

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

Objective of the Activity Done:






village Revenue of officers.

Detailed Report:

- village Revenue officers work under the administration supervision of Revenue Department.
- They are answerable to village secretariat
- They have to attend the meeting conducted by the village secretariat with recorder and all village Revenue account promptly and accurately
- collection of water-tax and other and sum pertaining to Revenue Department.
- Issue of certification - The VRD shall issue the solvency certificate and solvency certificate their respective jurisdiction only.
- Protection to govt. tender Govt. tankers, trees and other govt. properties and take effective steps to save Govt. the interests of govt.

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Digital Assistant told about his job chart	I. understood about his Role in leangulavlaya.	
Day - 2	Digital Assistant told about his job chart	I know all the Responsibilities of him in sachivalaya	
Day - 3	He told about he will co-ordinate and work convergen with all village	He divides the work to remain stable members.	
Day - 4	He told that he act as Incharge of front office. CSC / mce -- seva counter		
Day - 5	He said that he will manage of front offices.		
Day - 6			

WEEKLY REPORT

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

Objective of the Activity Done: digital assistant

Detailed Report:

- He/she shall co-ordinate and work in convergence with all village secretariat functionaries.
- He/she shall computerise the household data collected by all the village volunteers the village secretariat area about sand out needs / bone structure / probability sector work and enter the same to. panchayat secretariat.
- He/she shall act as incharge of the front office & SSe / Mee - seva. center
- The function of front office includes
 - delivery of services
 - Reception and information counter to the public.
 - management of data related to the local govt in all panchayat inter-prive sector applications.

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ACTIVITY LOG FOR THE FIFTH 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	che
Day - 2	welfare sir told about his job about	I understand his responsibility in Sachivalaya.	che
Day - 3	He told about the distribution of pension every month	I understand about the way of distribution in pension	che
Day - 4	He told about Tergam amravadi scheme	I understand about the eligibility the scheme	che
Day - 5	He told about Tergam vidhavan scheme	I understand about the eligibility	che
Day - 6	Pongal Citizens	-	che

WEEKLY REPORT

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

Objective of the Activity Done:

welfare & education / assistance

Detailed Report:

General duties

- To sure: Identification of eligible person for the below said welfare scheme.
- To generate awareness among the public in the weaker section of the society being implemented by all welfare department social welfare family welfare minority welfare.

Pensions






- shall monitor the distribution of persons every month in the village.
- shall draw cash issue the village volunteers every month.
- shall collect the death vacancy of pensions and data is website through digital assistant.

Improving livelihood of SHG

- ⇒ YSR Bhima
- ⇒ YSR VCR scheme
- ⇒ YSR Aasava scheme.
- ⇒ YSR. dahi scheme.

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ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Pongal Holiday	—	—
Day - 2	Mahila police mandam told about her job. chart	I learnt about her job role.	
Day - 3	Mahila police told about her role responsibilities in sachivalayam.	I learnt about her role and responsibilities.	
Day - 4	Madam told that she is responsible for women child care duties	I learnt about women child, welfare duties	
Day - 5	She will visit the school and verify functions and school	I visited school and understand about the meal system.	
Day - 6	She said that she have to create awareness on the prevention of Alcohol and drugs	I understand about selling alcohol in village in illegal.	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done: Mahila Police & woman child welfare.

Detailed Report:

- woman & child welfare duties
- Integrated child development service scheme.
- Helpline should do supportive supervision and monitoring of day to day activities & facilitate the same.
- Enrolment of denotified.
- Identification of high risk pregnant woman.
- Care & protection of children
- Differently abled, transgender & senior citizen.
- Education.
- Mahila police duties.

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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.)

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

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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).

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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.,)

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

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Describe the technological developments you have observed and relevant to the subject area of training *(focus on digital technologies relevant to your job role)*

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Student Self Evaluation of the Short-Term Internship

Student Name: CH Anil Kumar

Registration No:

Term of Internship: From: 18/08/23

To: 30/09/2023.

Date of Evaluation:

Organization Name & Address:

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:

CH Anil Kumar
Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: CH Anil Kumar

Registration No:

Term of Internship:

From: 18/08/2023

To: 30/09/2023

Date of Evaluation:

Organization Name & Address:

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

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PHOTOS & VIDEO LINKS

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EVALUATION

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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.

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

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MARKS STATEMENT
(To be used by the Examiners)

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: CH Anil Kumar

Programme of Study:

Year of Study: 3rd year

Group:

Register No/H.T. No:

Name of the College: Govt Degree College (MEN) Srikakulam

University: Ambedkar University Srikakulam

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:

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**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