

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: DOLA. SUDHAKAR

Name of the College: GOVT. DEGREE COLLEGE (MEN) SRIKAKULAM

Registration Number: 212200 1053011

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

Name & Address of the Intern Organization: PEDDA DHUGAM GRAMA
SACHIVALAYAM, PEDDA DHUGAM,
JALUMURU (RURAL)

D. S. B. S. Ambalakarj **University**
YEAR

An Internship Report on

GIRAMA WARD SACHIVALAYAM

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

U.G DEGREE B.S.C

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of B.SC (MPE)

GOVT. DEGREE COLLEGE (MGN) SRIKAKULAM

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2122001053011

Department of

B.S.C (MPE)

(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.

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Student's Declaration

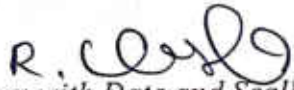
I, D. SUDHAKAR a student of 2 MONTHS short-internship
Program, Reg. No. 2122001053011 of the Department of ELECTRONICS
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in _____ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, GOVT. DEGREE COLLEGE (MEN) SKLM
(Name of the College)

D. Sudhakar
(Signature and Date)

Official Certification

This is to certify that DOLA SUDHAKAR (Name of the student) Reg. No. 2122001053011 has completed his/her Internship in SACHIVALAYAM (Name of the Intern Organization) on GRAMA WARD 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 _____ of GOVT. DEGREE COLLEGE (MEN) (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)
Panchayat Secretary
Grama Panhayat,
PEDDADUGAM
Jalumuru Mandal

Endorsements

Faculty Guide



Head of the Department


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

Principal

Certificate from Intern Organization

This is to certify that DOLA SUDHAKAR (Name of the intern)
Reg. No 2122001053011 of GOVT. DEGREE COLLEGE (MA) (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 (Satisfactory/~~Not Satisfactory~~).


Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panhayat,
PEDDADUGAM
Jalumuru Mandal

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- ① Panchayathi Raj Act - 1994 says that local government once in every village for the growth & development in a sustainable manner.
- ② implementation of grama ward panchayatam to village level to level given to the house holder and also developing the village in a sustainable manner.
- ③ function of grama ward panchayatam it has many to type of function.
- ④ Objective of grama ward panchayatam.
 - * sustainable development
 - * door to door service
 - * health and hygienic 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 and wood panchayat.

* providing various citizen services at a shortened possible time.

* single window services system.

* door to door services & welfare of home.

* providing an hient environment for all living organization.

* planning group (grama panchayat development program)

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 services of grama panchayat
- * various welfare scheme.
- * on going project / construction.
- * public distribution system (PDS)
- * grama sabha.
- * working of each functionalization
- * fixed weights.
- * Rationary of agriculture land.
- * Animal survey.
- * house hold survey.
- * the protection of natural resources.

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.	R. C. Verma
Day - 2	various functions & their kind work & responsibility.	organization working hours.	R. C. Verma
Day - 3	various functions & their kind work & responsibility.	-	R. C. Verma
Day - 4	Had visit by ANM An member service.	how ANM's are visiting regularly to pregnancy women.	R. C. Verma
Day - 5	Had visit by ANM - PM Jay service	implement of PM Jay scheme	R. C. Verma
Day - 6	Do brief of whole the last 5 days activity	same knowledge has achieved regular gm	R. C. Verma

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

gorama sashivalayam ~~reddy dharam~~ has

" functional & 16 volunteers.

main functional are in town.

* panchayat secretary.

* Digital Assistant.

* culture & education Assistant

* engineering Assistant.

* Village Revenue officer.

* Agricultural Assistant

org an in charge in panchayat secretary who is
maintaining all the activation in and a round.

field visit by ANM give an opportunity
how was the organization staff.

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 Rural Assistant & welfare extension Assistant.	important various services given & type of welfare scheme.	
Day - 2	Devision & responsibility of VRO & village worker.	Ration distribution system & Houarable organization & type of work.	
Day - 3	Devision & Responsibility of Village Asst & Agricul Rural Asstent	live system & type various immigration in type of works Deep	
Day - 4	Field visit by VRO - PDS distribution.	door to door supply of public distribution to the house hold.	
Day - 5	Field visit by VI Resurvey.	Re turnien of lands in village using laces technology.	
Day - 6	Re brief of last 5 days activity.	know what type of devision working derived.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delevering of ration (citizen) at a shortest possible time.

* inventory of stock & income.

* family member certificate.

* birth & death certificate.

Applying for scheme to the higher income part has verification.

* YSR Pension.

* YSR cheyutha.

* Rile card.

* YSR Ammavathi.

* YSR vidya seva.

Next activity :- Ration distribution to house hold at door step by m.p.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division and responsibility ANM and Mahila Poole.	hygienic meanien implement safety women & child.	
Day -2	Division and responsibility of engineering Asst and Panchayat secretary.	on going work Reaivment & Preemptures maner	
Day -3	Field activity. SDG survey. PMI Jay service.	knowing well about sustainable develop ment growth process.	
Day -4	Field activity house hold survey PDS distribution.	knowing about type of house hold & their eligibility.	
Day -5	online service Digital Literacy.	know how to apply for last income test HHAte work service	
Day -6	De brief on last 5 days activation.	over all learned name maintenance whis implement.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM we united panchayat have
for any health issue & recommended few medium also spoke
to pregnant women for any violation observed the way
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 for the girl child for not being shy.
Any harassment happened should be intimated after reporting.

NO of online survey are going on & participat-
part and assured know judgment also how a system
women on demand of the 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 JCA open beyond SCA around beyond SCA.	shortest possible time for service.	
Day - 2	definition of GDP & its objective & outcome.	development pattern.	
Day - 3	finds allotted to gram pandayat.	general test for 15th time full manner.	
Day - 4	house hold survey of Astern 112131415	Most likely a home survey.	
Day - 5	house hold survey of cloths 6,7,8,9,10.	Integration of house hold	
Day - 6	home find survey of clothing 11,12,13,14,15	do —	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA = service like agreement. in gram
wood sathivalayam there are more than 546 service.
each service is having their own SLA.

for ex:-

- * income certificate - 7 days.
- * caste certificate - 30 days.
- * motivation - 3 days.
- * Rite card - 180 days.

UPPER gram panchayat development programme int in a
planning programme for the development of gram panchayat.

- * Sanitation planning.
- * Road network planning.
- * Street light position / network.
- * New water need town.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	type of state government welfare scheme & their eligibility.	welfare in the primary concern for the govt.	
Day - 2	welfare calendar for the year 2022- 2023.	planned execution in implementation of welfare scheme.	
Day - 3	field visit what is grama chetani? what is panchayat raj?	basic know ledge of a village & its basicity.	
Day - 4	take message for all the welfare scheme. how to take done.	digital literacy using mobile / smart phone.	
Day - 5	list - wise variation of eligible all welfare & non-welfare scheme.	digital literacy training allowed.	
Day - 6	re brief of all the ward 5 days activation.	very informative & (enable scheme)	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government welfare scheme and its
eligibility certain application programme has verification & - kye
programme.

YSR pension (lonvur)

* OAP

* widow.

* single women.

* disability houses.

All these types of persons have difference eligibility
criteria.

welfare welfare shown has seemed planning & implementa-
tion of knows as the right time in a project
& proper steps manner.

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 perfect knowledge & kind people in this organization. all staff are very friendly in working office.

They have shown an interest in technology on how the system work and automation activities are handled in a professional manner.

The time they spent for up in being working schedule are appreciable and we hope that all for their extended operation & to operation in our internship programme.

It may be improved at last organization working culture.

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

* each work in systematically managed

Application programme - 1 digital Assistant.

field verification - 1 culture Assistant.

third party verification - 1 Administrative staff.

not applied - VRO

trial - applied - MIPDB/MRO.

everyone is using the technology hands write to

avoid discrepancy and ensure transparency within the

eligibility of any scheme

* Bio meter division.

* Android smart phones.

* ARTI Planning.

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 government
proactive which in very reality and given
the management competence & analyzing skills.

every work " time bounded and can't be
neglected whole works in objective the activity
& revision making " very important.

by using any time resources knowledge
in mind & should around planning and thereby
the proactive by implementation.

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

my communication skills are more and in improve my self with communication different people in different place.

my written communication in my improve it by writing my evaluation particular things.

my confidence level are very high and i will continue with the same.

my anxiety level are very high and i whenever i feel any thing i have more anxiety management technology.

i always greet every one when i see team. & 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
start 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 views.

I always conclude the group discussion
in a brief & summary 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 phone
- * Bio metric system.
- * GPS mapping.
- * face authentication programme.

which gives the creative procedure of the living.

Secondly :-

using E - Pops machine in PDS

Thirdly :-

* using "GPS" & "RTK" in land re
namely programme.

* (using "DRONES" in identification of mark
in land alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>DOLA SUDHAKAR</u>	Registration No: <u>2122001053011</u>
Term of Internship: <u>2 MONTHS</u> From: <u>18/08/2023</u> To: <u>30/09/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>Pedda dhagam Grama sochibhavan</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:

D. Sudhakar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: DOLA SUDHAKAR	Registration No: 2122001053011
Term of Internship: From: 18/08/2023 To: 30/09/2023	
Date of Evaluation:	
Organization Name & Address: Pedda Peddadhugam Grama Sachivalayan	
Name & Address of the Supervisor with Mobile Number	

Please rate the student's performance in the following areas:

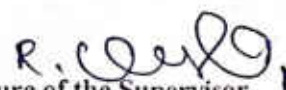
Please note that your evaluation shall be done independent of the Student's self-evaluation

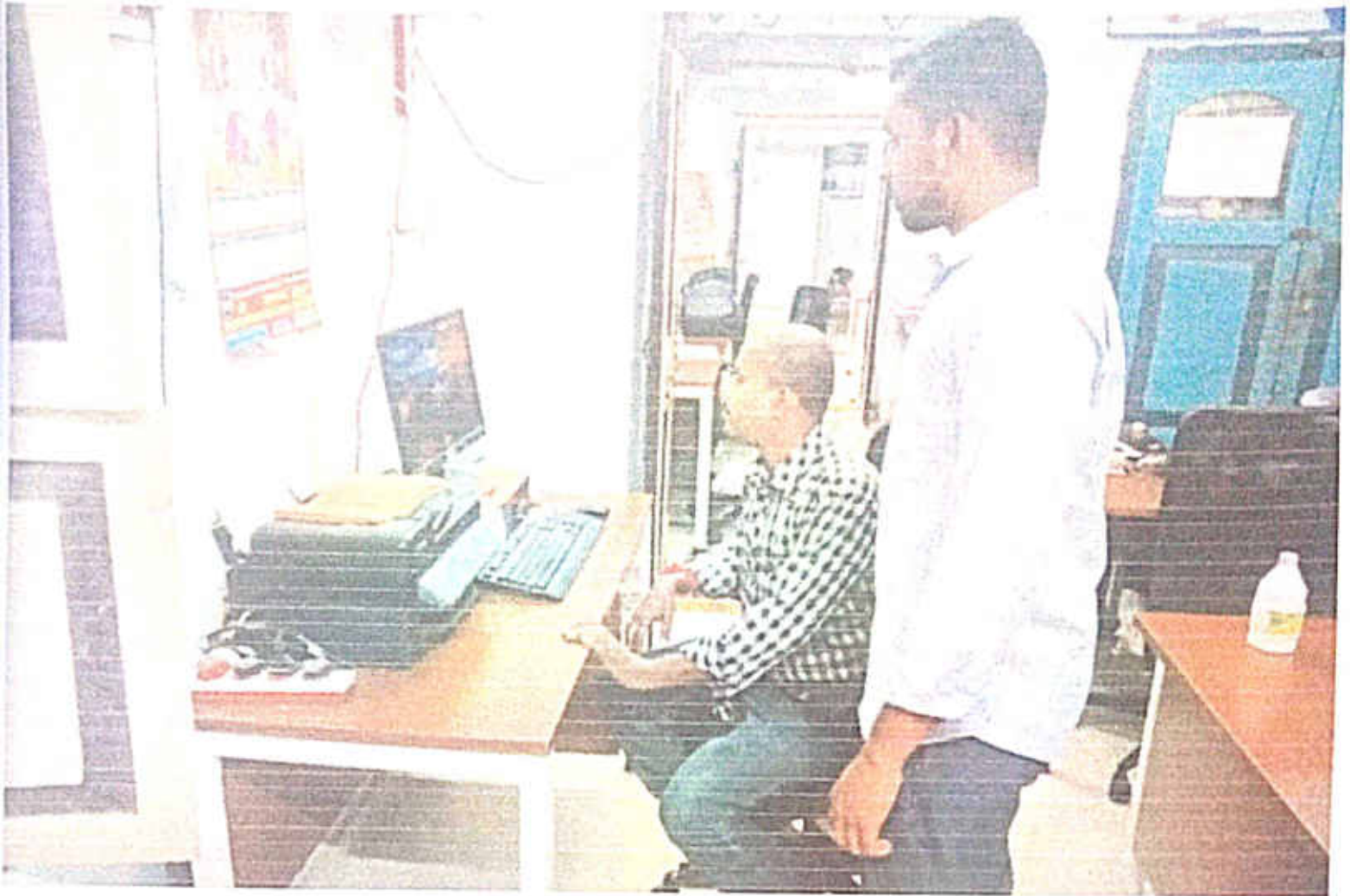
Rating Scale: 1 is lowest and 5 is highest rank

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:

Page No:


 Signature of the Supervisor
 Panchayat Secretary
 Grama Panhayat
 PEDDADUGAM
 Jalumuru Mandal



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)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DOLA. SUDHAKAR
Programme of Study: Fundiong & Grammar and Sachinlogam
Year of Study: 2023
Group: BSC (MPE)
Register No/H.T. No: 2122001053011
Name of the College: Govt. Degree College MGN (SKLM)
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)

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