

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

Program Book for Short-Term Internship

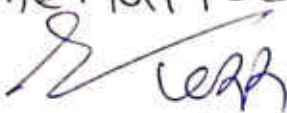
Name of the Student: Ganta Madhu
Name of the College: Govt-degree college (men) Srikakulam
Registration Number: 2122001053012
Period of Internship: From: 18-08-23 To: 30-09-2023
Name & Address of the Intern Organization Livini Ganaa waly sachi -
Walayam.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of..... **B.S.C (M.P.E)**

Name of the College: **Government degree college (men) Srihukulam**

Department: **Mathematics**

Name of the Faculty Guide:  **(V.V. RAVI KUMAR)**

Duration of the Internship: From **18-08-23** To **30-9-23**

Name of the Student: **Ganta Madhu**

Programme of Study

Year of Study: **3rd year**

Register Number: **2122001053012**

Date of Submission:

Instructions to Students

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

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

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

Student's Declaration

I, Ganika Madhu, a student of B.Sc. Program, Reg. No. 2122001053012 of the Department of mathematics. College do hereby declare that I have completed the mandatory internship from 18-08-23 to 30-09-23 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of Ravi Kumar (Name of the Faculty Guide), Department of Mathematics Govt degree college (Men) Srihukulam (Name of the College)

G. madhu
(Signature and Date)

Endorsements

Faculty Guide



Head of the Department

Principal

Official Certification

This is to certify that Ganta. Madhu (Name of the student) Reg. No. 2122001053012 has completed his/her Internship in Liviri Grama Sachivalayam (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.S.C (M.P. E) Mathematics the Department of Govt Degree College (Men) Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
Grama Panchayat
BODDAGUDA
I/c Liviri

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 Ganta Madhu (Name of the intern) Reg. No. 2122001053012 of Govt. Degree College (man) Srikakulam (Name of the College) underwent internship in Livini 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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
BODDAGUDA
I/c Livini

ACKNOWLEDGEMENTS

I am deeply grateful to all staff members to the ~~Kiviri~~ Kiviri Gama Sachivalayan and also my advisors during this Internship for their valuable advice and guidance their industry knowledge and helped me to better understand the company and the industry and allowed me to make the most of my internship.

Through the Internship the Kiviri Gama Sachivalayan provide me with valuable insights and guidance that helped me to handle my tasks and responsibility.

They were always available to answer my questions and provide support and their wisdom and helped me to grow as a professional. I am thankful for their and support and for sharing this valuable insights with me.

I am grateful thanks for Kiviri Gama Sachivalayan support and then enabled me to complete this Internship without their assistance.

I would not have been able to gain this valuable experience.

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.) Panchati Raj Act 1994 says that local governance in every village for the growth & development in a notable manner.
- 2.) Implementation of Grama Ward Sachivalayam to render door to door service to the house holder and also developing the village in a notable manner.
- 3.) Function of Grama Ward Sachivalayam It has mainly 10 types of functions.
- 4.) Objectives of Grama Ward Sachivalayam.
 - (i) Sustainable development.
 - (ii) Door to door service.
 - (iii) Health and hygienic condition.
- 5.) But come on Grama Ward Sachivalayam
 - * Providing basic needs to the health
 - * All service of to on stop
 - * Only 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 with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

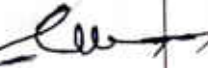
=||= Introduction of Grama work sachivalayan =||=

- * providing version citizen services at a shelter possible type
- * single window service system
- * door to door service as welfare of home
- * providing an pleasant environment for all living organization.
- * planning GAPP (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 Sachivalayan
- * rural welfare schemes
- * on going projects - construction
- * public distribution system (PDS)
- * Grama Sabha.
- * working of each functional section.
- * field visits
- * necessity of agriculture land
- * Ashutal survey
- * House - hold survey.
- * the production of natural conservation.

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteer	organization structure.	
Day - 2	Version functionation & their defined work responsibility.	organization working	
Day - 3	Version functionation & their defined work responsibilities	cb-	
Day - 4	Field visit by ANM An mental survey	How ANM are visiting Reg- larity. reach an women.	 VRO
Day - 5	Field visit by ANM -PM say survey	Im plement of prjay scheme.	 VRO
Day - 6	Re. brief of whole the host stays activation.	same know stage has achieved regul- ar.	 VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayan ~~Ka~~ Kiviri

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
- * Kite man

overall in charge in Panchayat Secretary who is maintaining all the activation in and around

field visit by ANM give an opportunity how well the villages

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision & responsibility digital Assistant & welfare education Assistant	IMP of various service & location & type of welfare scheme	
Day - 2	Devition & responsibility of VRO & village sarv	Ration distribution system & household recognition & type of card.	
Day - 3	Devision & responsibility of veterinary Asst & Horticultural Asst.	live stored type various image notation type of colors seeds	Gantosh... Engg Assistant
Day - 4	field visit by VRO - PDS - distribution.	door to door direct of public distribution to the household	
Day - 5	field visit by (1) Resurvey	Recaption of hand in village using latest technology.	
Day - 6	Re brief of last 5 days activities	know what type of devision are being delivered.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of devisaon (Citizen) of a shastent possible time

1) Inverage - of case - Income

2) Family member certificate

3) birth & death conditions

Applying for schemes to the Eligible candidate post field verification.

* YSA - Pension

* YSR cheyutha

* Rice - card

* YSA Ammaodi

* YSR - vijaya - Jeeva

Field activity: Ration distribution to house hold at door step by mhs

Field activity: hand Re-survey - using a Report - for accuracy in a main point.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division of responsibility ANM & Mahila Police.	Hygienic menstruation improvement safety of women & child.	
Day - 2	Division of responsibility of Anganwadi Asst & Panchayat Secretary.	on going work Recruitment & Peregance of man coral	
Day - 3	Field activity SDae survey PM & Jay survey	knowing well about sustainable development growth process.	
Day - 4	Field activity, House hold survey PDS distribution	know how to apply for card Income certificate move service.	
Day - 5	once service Digital literate	know how to apply for card for rural Income certificate & move service.	
Day - 6	De-brief on last 5 days activation	overall learned home maintenance with implement to do both work	

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. We visited several have for any health issues recommended few. medium Also spoke to pregnant women for any complication observed. the people with the ANM. Also accompanied by Mahila Police visited to house to educate the children for good touch as Bad Touch never his. For the good child for not being shy any harassment happens should be initiated after contact

* No of online survey are going one participant and acquired knowledge about how a system women on demand of the Government.

knowing eligibility criterion of all the work for schemes of State Government.

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	definition of sea open no yonal sea closed Beyond sea	shortest possible time for service.	
Day - 2	definition of GDP as if objection is overcome.	Development Process	
Day - 3	find Allocation to Gorum Panchayat	General test for is + 4 line me. Full money	P. Sathin (incharge)
Day - 4	House hold survey of cloth 1, 2, 3, 4, 5	most likely a home survey	
Day - 5	House hold survey of cloths 6, 7, 8, 9, 10.	Categorizations of House holds	
Day - 6	Home field survey of clothing 11, 12, 13 14, 15, 16.	- 11 -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA → service life agreement In gram
ward Sachivalayam there are more than
500 service each service is having
their own SLA

for eg:-

- 1) Income certificate → 7 days
- 2) cast certificate → 30 days
- 3) motivation → 3 days
- 4) Rice card → 180 days

GPPP → Grama Panchayat development
programme in a planning programme

for the development of gram panchayati

* Sanitation planning

* Roof repair planning

* Street light positional Repair

* New overhead tower

General fund - House tax payment /
properties tax

1st finance Gramin form
State Government.

ACTIVITY LOG FOR THE FOURTH 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 existing government	
Day - 2	welfare calendar for the year 2023-2024	planned execution in implementation of welfare scheme.	
Day - 3	field visit. what is sarva chatan what is agriculture what is dry land	Basic knowledge of a village & till boundary.	
Day - 4	E-kyc mandatory for all the welfare schemes. How e-kyc done	Digital literacy using mobile/ smart phone	P. Prasanthi AA
Day - 5	six-step validation eligibility allow for. Genon welfare scheme.	Digital literacy through queries.	P. Prasanthi AA
Day - 6	DC - brief of all the 7 days activation.	very informative & (chuckle).	P. Prasanthi AA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare scheme and its eligibility - certain application program field verification - e-kyc program.

Eg: BSR Pension - 1. covered

NAP - widow - single women disability holder persons. All these types of person have difference eligibility criteria.

Another calendar show the demerit planning the influence of knows at the right then in a project the procedure manner.

E-KYC electronic - know your citizen when session on their live station of the citizen ID's modification. For all the have holds for any type of welfare schemes.

Self - step validation.

- ① No Govt Employee in the have hold
- ② No income tax payin have hold
- ③ Not more the 3 acres of agricultural
- ④ No four welfare hold.
- ⑤ Electricity consumption not more than
- ⑥ 100sq feet commercial lands in urban area

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
ANM Day - 1	ANM says that she has to visit at least 30 households in her allocated area per day	She checks that what kind of problems face by people.	G. Sujata (ANM)
Day - 2	ANM uploading of daily report like TMS & HIR, IP, SP etc	She fill the daily health report in given format & records	G. Sujata (ANM)
Day - 3	Registered pregnant women in 12 weeks & some come of women's health	She come in pregnancy and childbirth.	G. Sujata (ANM)
WP Day - 4	Grama Mahila Samahita karyakari janshi to visit anganwadi centre.	She visit anganwadi center and check the quality of food.	P. Santhi (WPS)
Day - 5	She prohibits the awareness of child marriages.	awareness of intercaste complaints communities.	P. Santhi (WPS)
Day - 6	Gmgt. Produced copies on domestic violence act.	awareness of people about the issues etc	P. Santhi (WPS)

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 production knowledge & kind people. In this organization all staff are very professional in attending office.

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

The time they spent for us in being working schedule are appreciable and are those that are for their extended operation & cooperation in our internship program.

The digital aids used for helping us in learning are very advanced needs at this moment for team presence & accountability when we use the system correctly.

Some of my self improved of the organization worthy culture.

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

each cook in systematically managed
Application program - 1 Digital Assistant
field verification - 1 welfare Assistant
Thermal Army verification Administrate.
staff - fore - applies - VRO
finger's - applies - MPPDO/MRO

Every one is using the technology
home work to avoid display and anna
temporarily in checks the eligibility
of any scheme

- 1) Bio molecular division
- 2) Android smart phone
- 3) IRTS scanners.
- 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 great-time governance
for central position which is very
statistic and given the management
competence & understanding skill

Every work there handled and
can't be neglected whole world in
observing the activities decision
making is very important.

For doing any thing for tender knowl-
edge in ment should secondary planning
and finally the procedure for imple-
ment question.

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 not so good and I improve myself with communication different people in different places.

My written communication is poor I improve it by writing communication say evaluation description thoughts. My confidence level is very high and I will continue with the same name.

My Amicity level is very low I am very patient and taken to work whenever I feel any thing & I learn more anxiety management techniques.

I always greet every one when I see them & those then when ever 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 done log to improve I will be clear of what I am saying.

I also encourage of them to participate in the discussion to share their ideas I always come guide the group discussion in a friendly & family 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)

first thing

* Holding of smart phones.

* Bio metric dicission

* IRIS Scanner.

* face authentication programme

which given the reactive procedure of the lives.

Secondly: using a pos machine is pos

Thirdly :-

* using aor & REVEN is hand & namely
Programment programme.

→ using Drones in identification of
mark inland Alignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: NAME: G. Madhu Reg- No : 2122001053012
Term of Internship: From To from: 18/08/2023 To: 30/09/2023
Date of Evaluation: 30/09/2023
Organization Name & Address: ziviri sachivayam.
Name & Address of the Supervisor
with Mobile Number:

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

G. Madhu
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Ganta. Madhu A.No:- 2122001053012
Term of Internship: From 18/08/2023 to 30/09/2023
Date of Evaluation: 30/09/2023
Organization Name & Address: Livivi Grama Sachivalayam
Name & Address of the Supervisor
with Mobile Number:

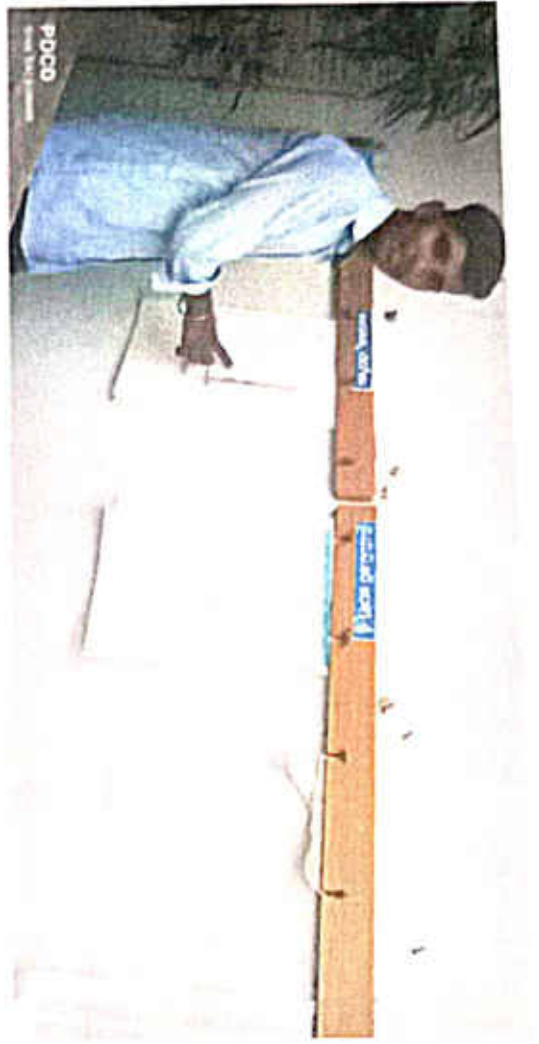
Please rate the student's performance in the following areas:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
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9) Professionalism	1	2	3	4	5
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12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


Signature of the Supervisor
Panchayat Secretary
Grama Panchayat



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **Granta . Madhu**
Programme of Study: **functioning of Livini Garama way sachi**
Year of Study: **2023**
Group: **B.S.C (M.P.C)**
Register No/H.T. No: **2122001053012**
Name of the College: **Govt . Degree collage (men) Sriakolar**
University: **Dr. B.K. 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: