

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: GIRADA VINOD KUMAR

Name of the College: Govt. Degree College (men) Srikakulam

Registration Number: 2122001053014

Period of Internship: From: 16/08/23 to 30/09/23

Name & Address of the Intern Organization: vijayrama-purama Grama
Sachivalayam, Sarubujilli, Srikakulam

University

YEAR

An Internship Report on
Functioning of Grama ward Sachivalayam
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bsc (mpc)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2122001053014

Department of

(Name of the College)

Government degree college (men) Srikakulam.

Page No:

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, Girada Vinodkumar a student of BSc (mpE)
Program, Reg. No. 2122001053014 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 30/09/23 in Visayarama puram
grama Sachivalayam (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of

Govt. degree college (men),
(Name of the College)

G. Vinodkumar
(Signature and Date) 30/9/23

Official Certification

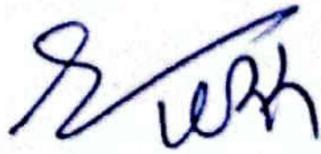
This is to certify that Sivada Vinod Kumar (Name of the student) Reg. No. 2122001053014 has completed his/her Internship in Visayarama puram Grama Sachivalayam (Name of the Intern Organization) on Functioning of Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BSc (M.P.E) in the Department of Gout degree college (Name of the College).

This is accepted for evaluation.

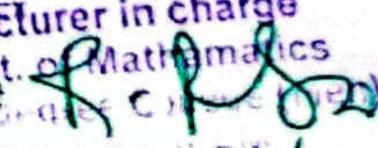

- Dr. Princy DA 20/9/23
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department

Lecturer in charge
Dept. of Mathematics
GOVT. DEGREE COLLEGE (M.P.E)
SIVANUR


Principal



CHAPTER 1: EXECUTIVE SUMMARY

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

- 1) Panchayati raj act - 1995 says that local governance in every village for the growth & development in a sustainable manner.
- 2) Implementation of Grama Ward Sachivalayam to under to devices to the house holder and also developing the village in a jointable manner.
- 3) Function of Grama Ward Sachivalayam it has mainly to type of functions.
- 4) Objectives of Grama Ward Sachivalayam
 - * Sustainable development
 - * Door to door services.
 - * Health & hygienic condition.

5) Out come of grama wood Sachivalayam

* providing basic needs to the health band.

* An Service of to on shop.

* Easy Solution to all problems.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

-: Introduction of Grama ward Sachivalayam: -

* providing various citizen services at a shortest possible time.

* Single window services system.

* Door to door service & welfare of home.

* providing ambient environment for all living organization.

* planning gap (GRAMA PANCHAYAT DEVELOPMENT PROGRAM)

* Citizen satisfaction in the ultimate aim of organization.

CHAPTER 3: INTERNSHIP PART

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

* Version Service of grama Sachivalayam.

* Various welfare Schemes.

* On going project / contraction.

* public distribution System (PDS)

* Grama Sabha

* working of each functionalization

* field weight

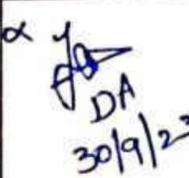
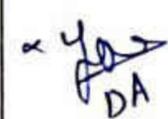
* Renecessary of agriculture land.

* Anental Survey

* House hold Survey

* pre-production of natural Calmetion.

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 |  DA 30/9/23 |
| Day - 2 | Version functioning & their defined were responsibility | Organization working hands. |  DA |
| Day - 3 | Various functioning & their defined were responsibility | — da — |  DA |
| Day - 4 | Field visit by ANM on mental survey | How ANM's are visiting regularly to pregnancy women |  MS WB |
| Day - 5 | Field visit by ANM Survey | Implement of PM Jay scheme |  MS WB |
| Day - 6 | DC brief of whole the last 5 days activation | Same knowledge has achieved regular GSWs |  DA |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Vijayaramapuram has 10 functionaries & 13 volunteers.

main functions are in follows:-

- * panchayat Secretary
- * Digital assistant.
- * welfare & educational assistant
- * Engineering assistant
- * Village revenue Officer.
- * Agriculture assistant
- * Veterinary assistant
- * Village Surveyor
- * Mahila police
- * ANM
- * Line man [Overall in charge in panchayat Secretary who is maintaining all the activation in and around]

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 assistant & welfare education assistant | Imp. of Various Services to citizen & type of welfare schun | Y DA |
| Day -2 | Devision & responsibility of VRO & Village Survey | Ration distribution System & honourable recognition & type of cards | Y DA |
| Day -3 | Devision & responsibility of veterenary assistant & agriculture assistant | Live stollen & type various immeigration type of crops & seeds | Serge PS |
| Day -4 | Field visit by VRO PDS distribution | DOB to dob Supplies of PDS System to household | Y DA |
| Day -5 | Field visit by vs Resurvey | Re. caption of land in village using latest technology | Y DA |
| Day -6 | De. brief of last 5 days activities | Know what type of devision are being delivered. | Y DA |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Developing of division (Citius) of a student

possible time.

1) Inverse of cast & income 2) Family member Certificate

3) Birth & Death Certificates.

Applying for Schemes to the eligible candidate post field

Verification.

1) YSR premium 2) YSR Cheyurna 3) Rite card 4) YSR Ammalodi

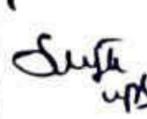
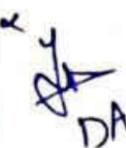
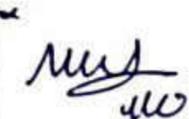
5) YSR Vidya Devena.

Field activity: Ration distribution to household at door step by
mnl.

Field activity: Hand Re-Survey using 'cons' the local technol

ogy & recover for accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|---|
| Day - 1 | Division & responsibility ANM & Mahila police | Hygienic mean implementation safety of women & child |  |
| Day - 2 | Division & responsibility of engineering Asst. & Panchayat Secretary | Ongoing work requirement & premeasure of measures. |  |
| Day - 3 | Field activity SDG Survey pm. Jay Survey | knowing well about Sustainable development - ment growth process |  |
| Day - 4 | Field activity household Survey pds distribution | knowing about type of household & their eligibility |  |
| Day - 5 | Online Service digital Liberal | know how to apply for caste income certificates & MAWE services |  |
| Day - 6 | De-brief on last 5 days activation | Overall learned name maintenance which implement to do better copies |  |

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Doing unit by ANM we united Service have for

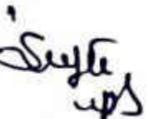
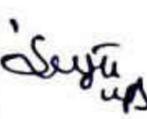
any health mu. & recommended few median also spoke to pregnant women for any diffication observed the well being & kind new of the people with the ANM.

Also accomponied by mahila police visited to house to educate the childrens for good touch & bad touch awarness for the girl child for not being shy any barmement happened should be initiated after carliant.

no. of online survey are going on & participante & accured knowledgment about how a system women on diamond of the government

knowing eligibility certain of all the welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|------------|--|--|--|
| Day - 1 | Definition of sea open beyond sea closed beyond sea | Shortest possible time for service |  DA |
| Day - 2 | Definition of GDP & if objection & overcome | Development process |  DA |
| Day - 3 | Funds allocated to Gram panchayat | General test for 15 th finance bill MANECS |  DA |
| Day - 4 | Household Survey of 1, 2, 3, 4, 5 | Most likely a come survey. |  DA |
| Day - 5 | Household Survey of cloms 6, 7, 8, 9, 10 | Categories of household |  DA |
| Day - 6 | Home field Survey of clothing 11, 12, 13, 14, 15, 16 | - da - |  DA |

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 sub service

In this service in having their own SLA.

- for eg:-
- 1) Income Certificate - 7 days
 - 2) Caste Certificate - 30 days
 - 3) motivation - 3 days
 - 4) Rice card - 180 days.

GIPDP - Grama panchayat development programme if in a planning programme

for the development of gram panchayat.

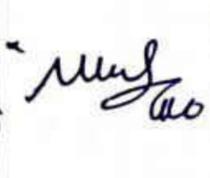
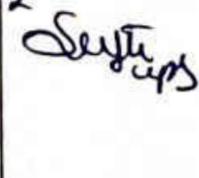
* Sanitation planning.

* Road repair planning.

* Street light repair

* New Overhead town.

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 govt. welfare schemes & their eligibility | welfare in the primary concern for the existing govt. |  |
| Day - 2 | welfare calendar for the year 2023-2024 | planned execution in implementation of welfare scheme |  |
| Day - 3 | field visit - what is Gram chatra? what is agriculture land? what is Dry land? | Basic knowledge of a village & cities boundary |  |
| Day - 4 | 'E-kyc' mandatory for all the welfare schemes how E-kyc is done | Digital literacy using mobile/ smart phones. |  |
| Day - 5 | Six-step validation of eligibility all welfare & non-welfare schemes | Digital literacy Training acquired |  |
| Day - 6 | De-brief of all the land 5 days activation | Very informative |  |

WEEKLY REPORT

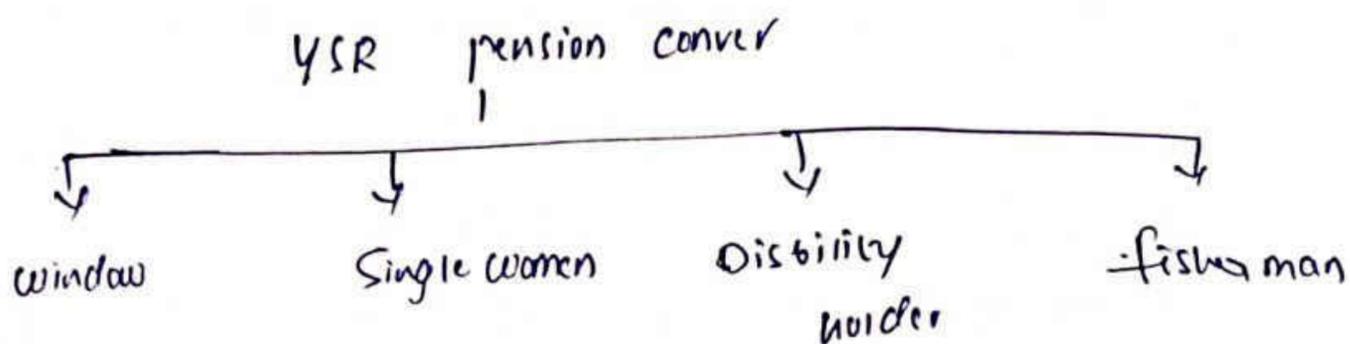
WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: State government welfare schemes and its eligibility

Certain, application programme field verification E-kyc program.

- Eg:



All these type of person have difference eligibility criteria.

welfare calendar shown the demand planning & implementation of knows as the right time in a project & procedure manner.

E-kyc electronic know your citizen which given on then live station

of the IC's modition for all the household's for any type of welfare schemes.

Six-step validation.

No. govt employer in the household.

No. income tax pay in household.

NIE have the 34000 3 area of agriculture.

No. four welfare holds.

Electricity Complimentation not more than 300 unit.

find commercial kind in urban area.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working environment with professional knowledge & kind people in this organization all staff are very punctual in attending office.

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

The time they spent for us in being working schedule are cooperative 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 & needs at this moment for from pregnancy & accountability which keeps the system working.

Myself improved of this 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 is systematically managed.

Application program → Digital assistant

field verification → welfare assistant.

Third party verification → Administrative staff.

pre applied → VRO

final applied → MPDO / MRO.

Everyone is using the technology hand work to avoid duplicacy and ensure transparency in and creates the eligibility of any scheme.

* Biometric division.

* Android smart phone

* IR71 scanner

* 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 elastic & given the management competence & analogizing skills.

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

For doing any business projectional knowledge in market & shoulds Secondary planning & thirdly - 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 skills are modify & in improve

myself with communication different people in different places.

my written communication in per I improve it by writing

say evaluation & scripton thought.

my confidence levels are very high & i will continue

with the name.

my attent level are very low, I am very patient &

listen to 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 space of what I am saying.

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

I always conclude the group discussion in a friend & 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)

Firstly - thing :-

- * Handing of Smart phones.
- * Bio metric division
- * IRIS scanner
- * Face authentication programme.

which given me relative procedure of the liver.

Secondary :- Using pos machine in pos.

Thirdly :- Using Cops & Reven is Land ve namely programme programme.

Using DRONES in identification of mark in land assignment

programme

Student Self Evaluation of the Short-Term Internship

Student Name: Girada Vinod Kumar Registration No: 2122001053014.

Term of Internship: From: 18/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Vijayarapuram Grama Sakhivalayam.

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:

G. Vinod Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

| | |
|--|--------------------------------------|
| Student Name: <i>Givada Vinodkumar</i> | Registration No: <i>212200103014</i> |
| Term of Internship: From: <i>18/08/2023</i> To: <i>30/09/2023</i> | |
| Date of Evaluation: | |
| Organization Name & Address: <i>Vijayaramapuram Grama Sachivalayam</i> | |
| 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:

Ch. Jamin Pragna
Signature of the Supervisor

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.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GIRADA VINODKUMAR .
Programme of Study: functioning of grama ward Saktivalayam
Year of Study: 2023
Group: B.Sc (MPE)
Register No/H.T. No: 2122001053014
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
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