

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, Sarubilli, 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 Vinod Kumar a student of BSc (ImpE)
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. Vinod Kumar
(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 Govt. degree college (Name of the College).

This is accepted for evaluation.


Dr. Princy DA 29/9/23
(Signatory with Date and Seal)

Endorsements

Faculty Guide

[Signature]

Head of the Department

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

Principal

[Signature]

Certificate from Intern Organization

This is to certify that Guyada Vinod Kumar (Name of the intern)
Reg. No 2122001053014 of Govt. degree clg (men) (Name of the
College) underwent internship in Viayaramapuram
grama Sachinaiyayam (Name of the
Intern Organization) from 18/8/23 to 30/9/23

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


Ch. Jiniya DA
Authorized Signatory 30/9/23 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.

- 1) Panchayati Raj Act - 1995 days 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) Objective of Grama Ward Sachivalayam
 - * Sustainable development
 - * Door to door services.
 - * Health & hygienic condition.

5) Out Come of grama ward Sachivalayam

- * providing benic needs to the health band.

- * An Serivce 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 a healthy environment for all living organization.

* planning gap (GRAMA PANCHAYAT DEVELOPMENT PROGRAM)

* Citizen satisfaction is 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

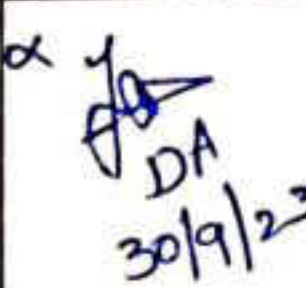





* Renecessary of agriculture land.

* Amental 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 functionation & 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 curing 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 part field

Verification.

- 1) YSR premium
- 2) YSR Cheyurna
- 3) Rite card
- 4) YSR Ammalodi
- 5) YSR Vidya Deveni.

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

Field activity: Hand Re-Survey using 'cons' the local technology & 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	Sush up
Day - 2	Division & responsibility of engeneering Asst. & panchayat Secretary	Ongoing work require-ment & premeasure of meancres.	Mus ulw
Day - 3	Field activity SDG Survey pm.Jay Survey	knowing well about Sustainable develop-ment growth process	DA
Day - 4	Field activity household Survey pos distribution	knowing about type of household & their eligibility	DA
Day - 5	Online Service digital Liberal	know how to apply for castes income certificates & more services	DA
Day - 6	De-brief on last 5 days activation	Overall learned name maintance which implement to do better wbtles	Mus ulw

WEEKLY REPORT

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

Objective of the Activity Done:

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





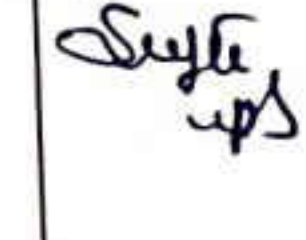
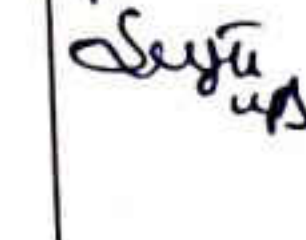
any health issue. & recommended few medicine also spoke to pregnant women for any complication observed the well being & kind new of the people with the ANM.

Also accompanied by mahila police visited to house to educate the childrens for good touch & bad touch awareness for the girl child for not being shy any harassment happened should be initiated after consult.

No. of online survey are going on & participants & acquired knowledge 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 SEN open beyond SEN closed beyond SEN	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 full MANEDC	 DA
Day - 4	Household Survey of 1, 2, 3, 4, 5	Most likely a come survey.	 DA
Day - 5	Household Survey of cloths 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.

GPDP - Grama panchayat development programme it is a planning programme

for the development of gram panchayat.

- * Sanitation planning.
- * Road repair planning.
- * Street light repair
- * New overneed 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.	Y DA
Day - 2	Welfare calendar for the year 2023-2024	planned execution in implementation of welfare Scheme	Y DA
Day - 3	Field visit - what is Gram chatra? what is agriculture land? what is Dry land?	Basic knowledge of a village & cities boundary	Y DA
Day - 4	'E-kyc' mandatory for all the welfare schemes how E-kyc is done	Digital literacy using mobile/ smart phones.	Y DA
Day - 5	Six-step validation of eligibility on welfare & non-welfare schemes	Digital literacy Training acquired	Y DA
Day - 6	De-brief of all the land 5 days activation	Very informative	Y DA

WEEKLY REPORT

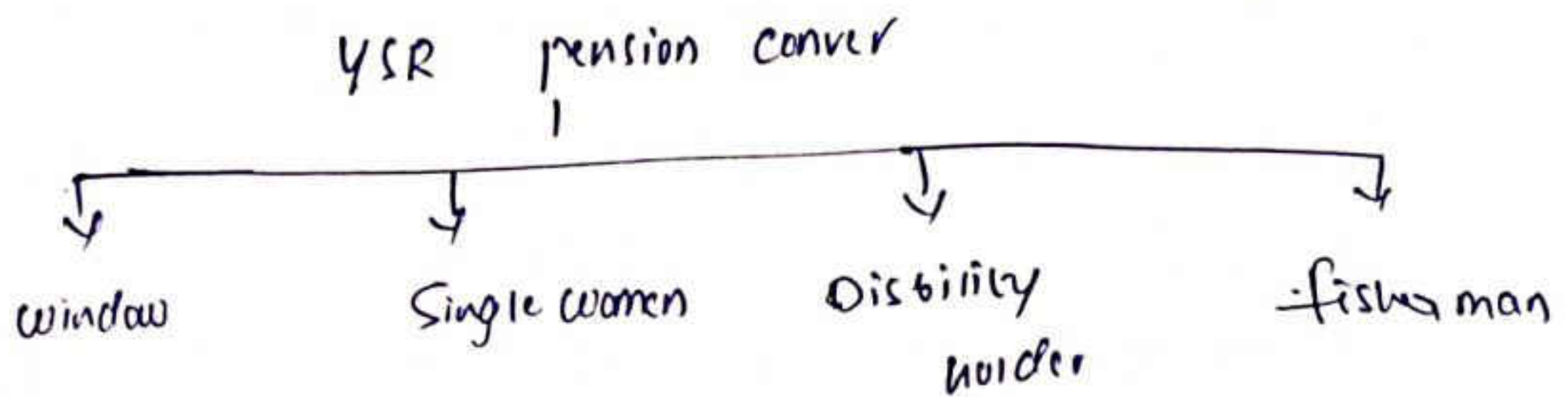
WEEK - 5 (From Dt..... to Dt.....)

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 more the 34000 area of agriculture.

No. four welfare holds.

Electricity Complimentation not more then 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 those men all for their extended operation & co-operation in our internship programme.

The digital aids used for helping us in learning are very advanced & needs as 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 assistance

Field verification → welfare assistance.

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

* IRTI 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 & description thought.

My confidence levels are very high & I will continue

with the same.

My anxiety levels 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 :-

- * Handling of Smart phones.
- * Bio metric division
- * IRIS Scanner
- * Face authentication programme.

which given me relative procedure of the given.

Secondary :- Using pos machine in pos.

Thirdly :- Using Cops & Reven is Land revenue 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 Sakshivalayam

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: Girard Vinod Kumar Registration No: 2122001023014
Term of Internship: From: 18/08/2023 To: 30/09/2023
Date of Evaluation:
Organization Name & Address: Vijayaramapuram 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	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 Prinja
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 Sacthivalayam
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)

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