

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: GOLIVE SAIKUMAR

Name of the College: Govt. Degree college (Men), Srikakulam

Registration Number: 2122001053015

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

Name & Address of the Intern Organization: Begurupadu Grama Sachivarayam,
Begurupadu (viii) & (post) Kotabommali Taluk
Srikakulam (Dist.).

D.S. B. R. Ambedkar **University**
YEAR

An Internship Report on
Functioning of Grama ward sarkulayam

(Title of the Internship)

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

Under the Faculty Guideship of

V.V.Ravi kumar

(Name of the Faculty Guide)

Department of

B.Sc (M.P.E)

(Name of the College)

Submitted by:

From: 18/08/2023 To: 30/09/2023

(Name of the Student)

Reg.No: 2122001053015

Department of

BSC [MPElectronics

(Name of the College)

Govt. degree collage (men) srikulayam -

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.

Student's Declaration

I, Grodive saikumar a student of B.Sc (M.P.C)
Program, Reg. No. 2122.001053015 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 Regulapadu sachiva (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

(Name of the College)

G. saikumar
(Signature and Date)

Official Certification

This is to certify that Giolive Sairam (Name of the student) Reg. No. 2127001053015 has completed his/her Internship in

Regulapadu Sachivalayam (Name of the Intern Organization) on Fuctioning of grama Sachivalayam (Title of the Internship) under my

supervision as a part of partial fulfillment of the requirement for the

Degree of BSC (MPE) in the Department of

Govt. Degree College (Men) (Name of the College).


This is accepted for evaluation.

Endorsements

Faculty Guide



Head of the Department


Lecturer in charge
Dept. of Mathamatics
Govt. Degree College (Men)
SRIRAKULAM

Principal




(Signatory with Date and Seal)
PANCHAYAT SECRETARY
REGULAPADU Grama Panchay
Kotabommali Mandal

Certificate from Intern Organization

This is to certify that Golive saikumar (Name of the intern)
Reg. No 2122001053015 of Govt. Degree C.A (Men) (Name of the
College) underwent internship in Regulapadu Sachivanarayana (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).

R B Rao
Authorized Signatory with Date and Seal
10/10/23
PANCHAYAT SECRETARY
REGULAPADU Grama Panchayat
Kotabommali 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. Panchayat-Raj Act - 1994 says that local governance in every village for the growth & development in a sustainable manner.
 2. Implementation of Grama ward sachivalayam to provide services to the house holder, and also developing the village in a sustainable manner.
 3. Function of ward sachivalayam. It has mainly 10 types of functions.
 4. Objective of Grama ward sachivalayam.
 1. sustainable development.
 2. door to door service
 3. health & hygienic condition.
- out come of Grama ward sachivalayam

- * providing basic needs to the health land.
- * All service of- to on stop.
- * 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 sachivalaya

- * providing various citizen services at a shorter possible type.
- * single window service system.
- * door to door service & welfare of home.
- * providing a better environment for all living organization.
- * planning GDP (Grama panchayat) development program.
- * citizen satisfaction is 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 govt. activities.
- * various welfare scheme.
- * on going project & construction.
- * public distribution system (pds).
- * Grama sabha
- * working of each functionalization.
- * field weight.
 - > Necessity of agriculture land.
 - > Arental survey.
 - > Hage hold survey.
- * pce production of natural gas, cementation.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduce of staff & volunteers	Organization structure.	<i>R. P. Singh</i>
Day - 2	Various functional & their defined core & responsibility.	Organization working hands.	<i>B. P. Singh</i>
Day - 3	Various functional & their defined core responsibility	- do -	<i>P. Singh</i>
Day - 4	Field visit - by ANM - PM - Jay survey.	How ANM's are visiting regularly to pregnancy women.	<i>Vishnu</i> 12/09/22
Day - 5	Field visit - by ANM - PM - Jay survey	Implement of PM Jay scheme	<i>P. Singh</i>
Day - 6	DC - brief of whole the last - 5 days activation.	some knowledge has achieved regularly	<i>P. Singh</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Gsara sachivabayan Tegubodu has 11 functionaries,
& 10 volunteers.

main functionaries are in followings:

- * panchayat- secretary.
- * digital assistant-
- * welfare & Educational assistant.
- * Engineering assistant.
- * village revenue officer
- * agricultural assistant-
- * village veterinary assistant-
- * village surveyor
- * Mahila police
- * ANM.
- * line man

Field visit- by ANM give an opportunity. How well the organization staff is behaving with the village.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division & responsibility of digital assistant & welfare education assist.	Exp of various services to citizen & type of welfare scheme.	<i>S. / 21/09/24</i>
Day - 2	Division & responsibility of VRO & village surveyor.	Ration distribution system & Honorable recognition & type of cards.	<i>Damini</i>
Day - 3	Division & responsibility of veterinary Asst. & agricultural Asst.	live stolen & type - various types - ration.	<i>A. S. / 21/09/24</i>
Day - 4	Field visit by VRO - PDS distribution.	door to door delivery of public distribution - on to house hold.	<i>S. / 21/09/24</i>
Day - 5	Field visit - by VRO survey.	Re-caption of load in village using latest technology.	<i>R.V. Babu P.S.</i>
Day - 6	De brief - of last 5 days activities.	Know what type of division are being delivered.	<i>Daili</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: delivery of division (citizen) of a shortest-possible time.

1. Ennverse of case & Income
2. family members certificate
3. birth & death certificate.

Applying for services to the Eligible candidate post-field verification.

1. YSR premium
2. YSR chryutha
3. Rice card
4. YSR amma
5. YSR vidya devera.

field activity: Ration distribution to household at door step by Mrs.

field activity: hand Re-survey wing clips the local technology & Rover 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	<u>J. Leey</u>
Day - 2	Division & responsibility of Engineering Asst. & pandayat secretary.	ongoing work requirement & pressure of marriage.	<u>Naidu</u>
Day - 3	field activity SDR survey pm joy survey.	Knowing well about sustainable development growth.	<u>R.V. Saba</u>
Day - 4	field activity have hold survey distribution.	Knowing about type of household survey distribution.	<u>Sidhu</u>
Day - 5	online service digital literacy.	Known how to apply for caste/ income certificate.	<u>N. Leey</u>
Day - 6	de-brief- on last 5 days activation.	overall learned name maintenance which implementee do better work.	<u>Leey</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by ANM. we united survey have for any health & recommended few medium. Also spoke to pregnant women for any diffination observed the well 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 initiated after consult.

No. of online survey are going on & participant- acquired knowledge about a system women on diamond of the government.

Knowing eligibility certain of all the welfare scheme 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 SCA - open beyond SCA-closed beyond SCA.	shortest possible time for service	
Day -2	definition of GPOP & if objection & overcome	development-process.	
Day -3	funds allocated to Giza paraclayal.	General test for 15 th time of fun money.	
Day -4	Household survey of Auler 1,2,3,4,5.	Most likely a come survey.	
Day -5	Household survey of clothes 6,7,8,9,10	categoricity of household.	
Day -6	Home-field survey of clothing 11,12,13,14,15,16.	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SCA - service life agreement.

In gram ward sodhivadyay. There are more than 546 service. each service in having their own SCA.

→ Eg: Income certificate - 7 days.
caste certificate - 30 days.
motivation - 3 days
Rice card - 180 days.

Gpdp Grama panchayat development programme in a planning programme for the development of gram panchayat.

- sanitation planning
- Road repair planning
- street-light repair
- New overneed town.

General fund - House tax payment / property tax.

15th - finance. Gramin from state government.

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 govern-ment welfare scheme & their eligibility.	welfare in the primary concern for the govern-ment.	
Day -2	welfare calendar for the year 2023-2024.	planned execution in implementation of welfare scheme.	
Day -3	field visit. what is chauth? what is agricultural land?	Basic Knowledge of a village & estate boundary.	
Day -4	E-KYC mandatory for the welfare scheme. How e-KYC done.	digital literacy using mobile / smart phones.	
Day -5	six-step validation of eligibility all welfare & non-welfare scheme.	Digital literacy Training acquired	
Day -6	De-brief of all the land 5 days activation.	very informative & enable	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government welfare scheme and it's eligibility certain. application program field verification E-Kyc program.

Eg: YSR pension

All these type of person have difference eligibility criteria. welfare calendar drawn the deemed planning & implementation of know as the right time in a project and the procedure manner.

E-Kyc - electronic - know your citizen which give on the live station of the citizen. it's mobile for all the household for any type of welfare schemes.

six-step validation:

1. No Govt. employee in the household.
2. No income tax pay in household.
3. Not more than 3 acres of agricultural land.
4. No ^{tax} welfare holds.
5. 1000 sq-ft field commercial land in urban areas.

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.)

1. Experienced a very good working Environment with professional, Knowledge & Kind people. In this Organisation all staff are very friendly in attending people.

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

The time spent for us in being working schedule are appreciable, and we thank them all for their extended operation & co-operation in our internship programme.

The digital aids used for helping us in the learning are very advanced & need at this moment for pregnant and accountability, which keeps the system healthy.

So I myself improved of this Organisation 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 program - 1 digital assistant
- field verification - 1 welfare assistant.
- third party verification - 1 administrative staff.
- pre-applied - 1 VRO
- final applied - 1 MPDO/MRO.

Everyone is using the technology hand work to avoid duplicaty and manner transparency are eligible of any scheme.

1. Biometric division.
2. & android smart phones.
3. {IRT} scanner
4. face authentication.

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 procedure practice which in very realities and given - the analogical skills

Every work is time bounded and can't be neglected, whole worked in observed - the activity & division making is very important.

For doing any things protected knowledge in ment. & should, secondly planning and 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 modily and in improve myself with communication different-people in different-places.

My written communication in per. I improve it by writing say evolution scripion thoughts by etc. Communicating anxiety management.

My anxiety level are very low, I am very patient- and listen to music whenever I feel anything & I learn fibre anxiety management technology.

I always great everyone when I see them. & those than 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 clear of what I am saying.

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

I always conclude the group discussion in a friend & friendly 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 division.
- * IRIS scanner.
- * face authentication programme.

which given the relative procedure of the liver.

Secondly; using pos machine in pos

Thirdly; using "copy" & "Review" is land Revenue programme programme.

using "Done" in identification of mark in land assignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: <u>GIOLIVE SAIKUMAR</u>	Registration No: <u>212200105305</u>
Term of Internship: From: <u>18/05/2023</u>	To: <u>30/09/2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Begubpedu Grama Sachivalayam.</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:

G. Sai Kumar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>Grobie saikumar</i>	Registration No: <i>2122001053015</i>
Term of Internship: From: <i>18/05/2023</i> To: <i>30/09/2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>Regulapodu Grama sechi valayan</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

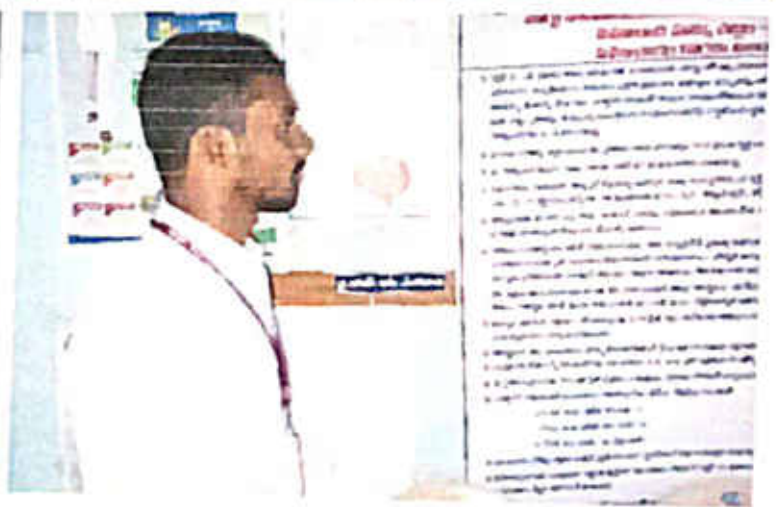
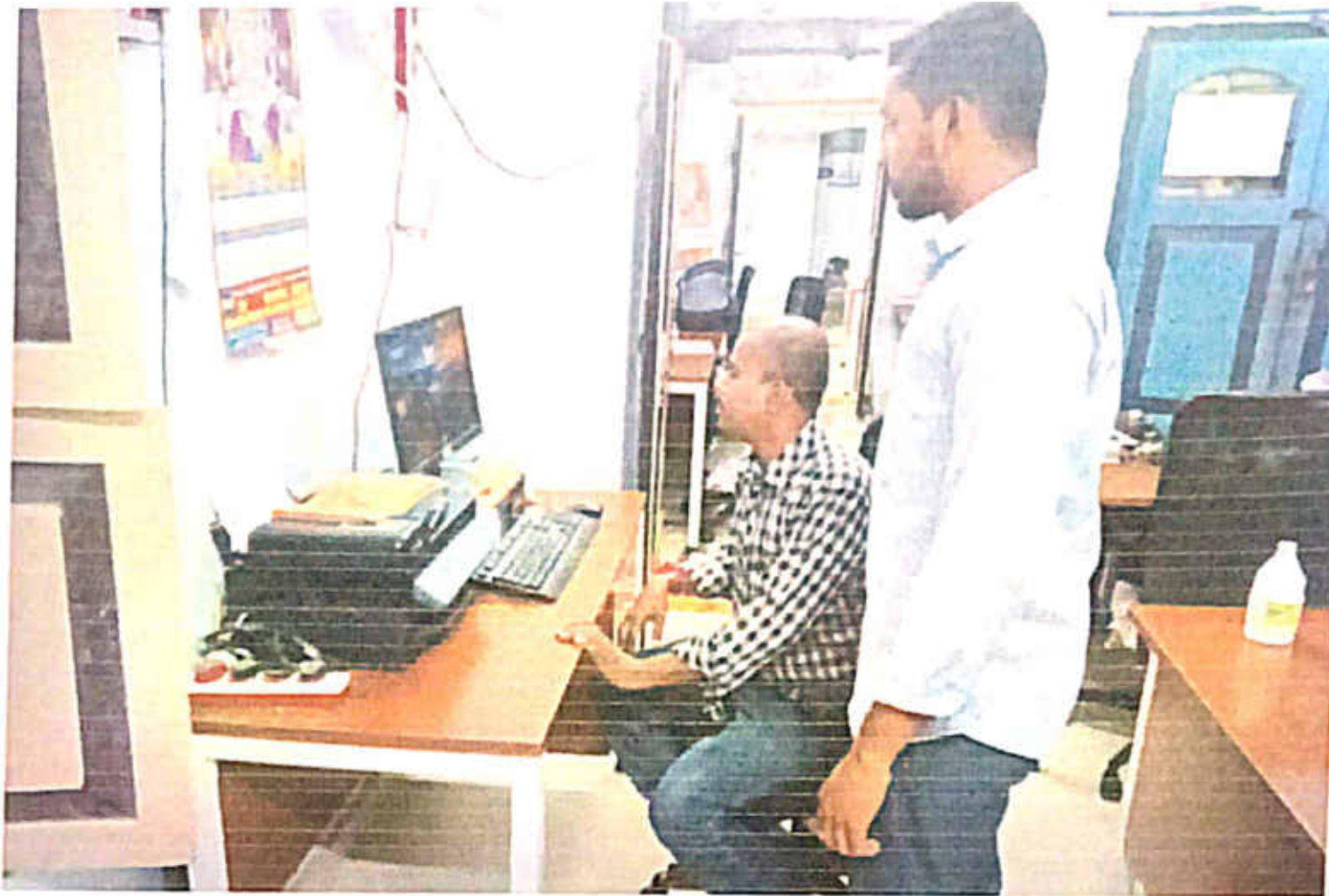
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
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10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	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
REGULAPADU Grama Panchaya
Kotabommali Mandal

PHOTOS & VIDEO LINKS



EVALUATION

Page No:

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: *Golive saikumar*
Programme of Study: *functioning of Grama ward sachivalayan*
Year of Study: *2023*
Group: *B.Sc (M.P.E)*
Register No/H.T. No: *2122001053015*
Name of the College: *Govt. Degree college (Men), Sairakuby*
University: *D.S. B.S. Ambedkar university.*

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
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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