

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: Groundo Sai

Name of the College: Christ the King College, Mysore

Registration Number: 2022001053019

Period of Internship: From: 18/8/2023 To: 30/9/2023

Name & Address of the Intern Organization

Kilispalem-2, Grotano

Sachinvalam, Sakinaka

University
YEAR

An Internship Report on
functioning of Grama Panchayat Sachivalayam

(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

mathematics

(Name of the College)

Submitted by:

Gouda Sai

(Name of the Student)

Reg.No: 2122001053019

Department of

mathematics

(Name of the College)

Govt. Degree collage MEN Srikakulam

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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, Goudo Sai a student of B.Sc (MPE)
Program, Reg. No. 2122001053019 of the Department of Electronics
College do hereby declare that I have completed the mandatory internship
from 18/8/2023 to 30/9/2023 in Killipalem-2 Gorana ^{Sachivalayam} (Name of
the intern organization) under the Faculty Guideship of
V.V. Ravi Kumar (Name of the Faculty Guide), Department of
Electronics, Govt. Degree college (MPEM)
(Name of the College)

G. Sai

(Signature and Date)

Official Certification

This is to certify that Govind Sai (Name of the student) Reg. No. 2122011053019 has completed his/her Internship in Govt Degree College (MEN) (Name of the Intern Organization) on Killipalem-2 Vizianagaram District (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 (MEN) Srikakulam (Name of the College).

This is accepted for evaluation.

S. Sreetha
(Signatory with Date and Seal)

Endorsements

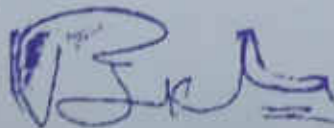
Faculty Guide



Head of the Department

S. R. Siva
Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal



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Certificate from Intern Organization

This is to certify that Goudo Sai (Name of the intern)
Reg. No 2122001053019 of Govt Degree College (Name of the
College) underwent internship in Killipalem-2 Grama Sachivalayam (Name of the
Intern Organization) from 18/8/2023 to 30/9/2023

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

α. S. Sireetha
Authorized Signatory with Date and Seal



Acknowledgements

I am deeply grateful to all Satath members to the Kallipalem Grama Sachivalayam and also my advisors during this Internship for their valuable advice which helped me to better understand the enough and the industry allowed me to make the most of my Internship.

I am grateful thanks to signature of Kallipalem Grama Sachivalayam, support and the opportunity have provided me with financial assistance allowed me to focus.

Finally, I would like to thank for providing the funding and support that me to complete this Internship on to the extent.

I would not have been able gain these valuable experience.

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Contents

- 1) Instructions to student.
- 2) Student declaration.
- 3) Official certification.
- 4) Certification from intern organisation.
- 5) Acknowledgment.
- 6) contents.
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- 8) chapter -2; overview of organisation.
- 9) chapter -3; Internship Point.
- 10) Activity Log for
1) first week
2) second week.
3) third week.
4) fourth week
5) fifth week.
6) sixth week.
- 11) chapter -5; outcomes Description.
- 12) Real time Technical Skills.
- 13) Management skills.

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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 - 1994 says that local governance in every village for the growth & development in a multiviable manner.
- 2) Implementation of Grama ward Sachivalayam to render door to door service to the house holder and also developing the village in a viable manner.
- 3) Function of Grama ward Sachivalayam It have mainly to type of functions.
 - 1) objection of Grama ward Sachivalayam.
 - 1) sustainable development
 - 2) door to door service.
 - 3) Health and hygienic service condition.
- 5) out come of Grama ward Sachivalayam.
 - * Providing basic needs to the health care
 - * All service of to on stop.
 - * Early solution to all problems.

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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 Sachivalayan = " =

* Providing version citizen services at a shorter & possible type.

* Single window service system.

* Door to door service & welfare of home.

* Providing ambient environment for all living.

Organization.

* planning GRDP (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 Grama Sachivalayam .
- * various welfare schemes .
- * on going Project / construction .
- * Public distribution system (PDS)
- * Grama Sabha .
- * working of each functionalization .
- * field weights
 - * Recce survey of agricultural land
 - * Aerial survey
 - * House hold survey
- * Bio - Production of natural collection .

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.	S. Sireesha
Day -2	version functioning & their defined work & responsibility	organization working hard.	S. Sireesha
Day -3	various functional & their defined work & responsibilities.	- do -	S. Sireesha
Day -4	field visit by ANM An mental survey	How ANMs are visiting regularly to pregnant women.	S. Sireesha
Day -5	field visit by ANM an mental survey	Implement of PM Jay Scheme	S. Sireesha
Day -6	re. brief of whole the last 5 days activities	same knowledge has achieved regular G/W	S. Sireesha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Killipalem - 2 has.

11 functionation & 16 volunteers.

main - functionation are in followen: -

- * Panchayat Secretary.
- * Digital Assistant
- * Welfare & Educational Assistant.
- * Engineering Assistant.
- * Village Revenue Officer.
- * Veterinary Assistant.
- * Agricultural Assistant
- * Village Surveyor.
- * Mahila Police.
- * ANM
- * Life man.

Over all-in-charge in Panchayat secretary who is maintaining all the activation in and around.

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

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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 Assistant	Imp. of various service to citizen & type of welfare schemes.	S. Sireesha
Day - 2	Division & responsibility of VRO & Village Surveyor	Ration distribution system & household recognition & type of cards.	S. Sireesha
Day - 3	Division & responsibility of Veterinary Assistant & Agricultural Assistant.	Live Stock & type various immunization. Type of crops & seeds.	S. Sireesha
Day - 4	Field visit by VRO. - PDS distribution.	Re. Ration of land in village & using latest technology.	S. Sireesha
Day - 5	Field visit by (V) Resurvey.	door to deliver of Public distribution. to the household.	S. Sireesha
Day - 6	De brief about 5 day's activities.	know what type of division are being delivered.	S. Sireesha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: relieving of division (citizen) of a student.

Possible time:

1. Inverse of case & Income.
2. Family member certificate.
3. birth & death Certificate.

Applying for schemes to the eligible conditions.

Post field verification.

1. VSR Petition.
2. VSR Chayutha
3. PRC card
4. VSR Amavadi
5. VSR vidya deena

Field activity:- Ration distribution to household at doors, step by step.

Field activity:- hand Re-survey using (GPS) the local technology & over four 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	Hygiene movement. Implementation. Safety of women & child.	S. Sirosha
Day - 2	Division & responsibility. of Engineering Asst. & Ranchayat secretary.	Organizing work. Re-arrangement. Precautions of monsoons.	S. Sirosha
Day - 3	Field activity. SOG. Survey PM Jay Survey.	knowing about type of house hold & their certificate & more service.	S. Sirosha
Day - 4	online. Service. Digital Literacy.	know how to. apply for caste/ Income certificate. & more service.	S. Sirosha
Day - 5	Field activity. house hold survey PDS distribution.	knowing well about sustainable develop- ment growth. Process.	S. Sirosha
Day - 6	De-brief on last. 5 days activation	overall learned have maintained when implemt to do between work.	S. Sirosha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Doing unit by ATM we united several have for any health loss & recommended few medical health. Also spoke to pregnant women for any difficulty observed. And the well being & kind new of the people with them.

Also accompanied by mobile police visited to house to educate the children for good with & bad. Touch a enonell for the girl child - for not being. Any any barment happend, should be initiated after earliest.

No of online survey are going on & Participant and accessed knowledge about how a system work and demand of the government.

knowing eligibility regarding of all 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 SCA - open beyond SCA - closed beyond SCA	shortest possible time for service.	S. Srinivas
Day - 2	Definition of GPPP & its objection & overcome	development process.	S. Srinivas
Day - 3	Finale associated to Grama panchayat	General test for 15th finale full matter	S. Srinivas
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely a come survey.	S. Srinivas
Day - 5	House hold survey of CWTs 6, 7, 8, 9, 10	categories of house holds.	S. Srinivas
Day - 6	Home Field survey of clothing 11, 12, 13, 14, 15, 16	- do -	S. Srinivas

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SIA - Service like agreement

In gram ward Sachivalayam there are more than 546 service can to service to having their own

SIA.

- For eg:-
- 1) Income certification - 7 days.
 - 2) Caste certificate - 30 days.
 - 3) Motivation - 3 days.
 - 4) Rice card - 180 days.

GPED - Gramapanchayat development Programme. Imp. In a Planning Programme. for the development of gram panchayat.

- * Sanitation planning
- * Road Repair planning
- * Street light putting / repair.
- * New Devnand town.

General fund - House tax payment / Properties tax.

15th Finance Gramin - farm.

State government.

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	TYPE of state govt welfare Scheme, & their eligibility.	welfare in the Primary Council for the existing government.	S. Sireesha
Day - 2	welfare calendar for the year 2022-2023.	Planned execution in Implementation of welfare schemes.	S. Sireesha
Day - 3	field visit. what is gram chathra? what is Agricultural land? what is Dry Land?	Basic knowledge of village & chitr boundary	S. Sireesha
Day - 4	'E-KYC' mandatory for all the welfare Scheme How E-KYC is done	Digital literacy using mobile / Smart Phones.	S. Sireesha
Day - 5	six - step validation of eligibility all welfare & non-welfare scheme.	Digital literacy Training activities	S. Sireesha
Day - 6	re-brief of all the last 5 days activities.	very informalities & [unsuble].	S. Sireesha

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare scheme and its eligibility criteria application programme field verification. E-rcv program.

E-rcv electronic - know your citizen which given on their live station of the citizen any type of welfare. all the household for any type welfare schemes.

Six - step verification.

1) No Govt Employee in the house hold.

2) No income tax pay in house hold.

3) Not more than 3 Acres of Agricultural.

4) No farm welfare hold.

5) electricity consumption not more than 300 unit/month.

6) 1000 sq feet commercial land in

urban area.

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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 the organization all staff are very punctual in attending. are needed office.

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

The Digital did used for helping us in learning are very advanced needs at this moment for from development & accountability, which keep the system working.

So I 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 - 1 Digital Assistant.

Field verification - 1 welfare Assistant.

Third Party verification - 1 Administrative Staff

Pse - Applied - VRO

Final - Applied - MPO / MRO

• Everyone is using the technology hand work to avoid dullness and ensure technology in amakes the eligibility of any work.

1) Biometric division

2) Android Smart Phone

3) IRTI Scanner.

4) Face Automation.

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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 in very realities and
gives the management competence & avoiding skill.

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

for doing any thing projected knowledge.
in next & should second planning and finally.
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 skill are modifi and I improve myself with communication different people in different places.

My written communication in Per, I improve it by writing by evocation scripton I thought.

My confident lovely are very high and I will continue with the name.

My Anxiety level are very low, I am very patient and listen to music whenever I feel any think. & I learn more anxiety mangment technology.

I always greet every one when I see them & those then whenever they do good think.

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 discussions, I always space with point to point and don't lag to improve I will be clear of what I am saying.

I also encourages others to participate of in the exercise to share their consider.

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 phone.
- * Bio metric division.
- * face Authentication Programme.
- * IRIS Scanner.

which gives the relative procedure of the liver.

Secondly:-

using e-pos machine in POS.

Thirdly:-

using 'copi' & "REVEN" is land Re namly.

Programme Programme.

=> Listing "DRONES" in identification of mark
in land Alignment Programme.

Student Self Evaluation of the Short-Term Internship

Student Name:	Goudo Sai	Registration No:	21220010530 19
Term of Internship:	From: 18/8/2023	To:	30/9/2023
Date of Evaluation:			
Organization Name & Address:	Kilipalem-2 Grcama Sachivalayam.		

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
Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Gurudo Sai</u>	Registration No: <u>2122001053019</u>
Term of Internship: From: <u>18/8/2023</u> To: <u>30/9/2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>Killipalem-2 Grama Sachivalayam.</u>	
Name & Address of the Supervisor <u>SAHU · SIREESHA</u> with Mobile Number <u>9398533771</u>	

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:

S. Sireesha
Signature of the Supervisor

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EVALUATION

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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.

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MARKS STATEMENT
(To be used by the Examiners)

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Goudo Sai
Programme of Study: functioning of Grama ward Sachivalayam.
Year of Study: 2023
Group: B.Sc (M.P.E)
Register No/H.T. No: 2122001053019
Name of the College: Govt. degree collage mth (Srikakulam)
University: Dr. B.V. 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:

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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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