

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

Short Term Internship

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

Program Book for Short-Term Internship

Name of the Student: GOUDO VAMSHI

Name of the College: Government Degree collage (MEN) Snikakulam

Registration Number: 2122001053020

Period of Internship: From: 18-08-2023 To: 31-10-2023

Name & Address of the Intern Organization: Grama ward Sachivalayam
Kattinagada (B)

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of ..B.Sc. [M.P.E]

Name of the College: Government degree collage (MEN) Srikakulam

Department: B.Sc [M.P.E]

Name of the Faculty Guide:

Duration of the Internship: From 18-08-23 To 31-09-23

Name of the Student: GOUDO VAMSHI

Programme of Study Functioning of Grama Ward Sachivalayam

Year of Study:

Register Number: 2122001053020

Date of Submission:

Instructions to Students

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

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

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

Student's Declaration

I, Ganesh Vamshi, a student of B.Sc. (Math) Program, Reg. No. 212405015610 of the Department of Electronics College do hereby declare that I have completed the mandatory internship from 15/03/20 to 30/03/20 in Kotagundala (Name of the intern organization) under the Faculty Guideship of, (Name of the Faculty Guide), Department of (Name of the College)

G. Vamshi

(Signature and Date)

Endorsements

Faculty Guide

[Signature]

Head of the Department

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

Principal

Official Certification

This is to certify that GAUDA VAMSHI (Name of the student) Reg. No. 2122001053020 has completed his/her Internship in Katragada (B) Grama Sachivalaya (Name of the Intern Organization) on Functioning of Grama Ward Sachivalaya (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.P.E) in the Department of Govt Degree College (Men) (Name of the College).

This is accepted for evaluation.

K. Sankar

(Signatory with Date and Seal)
PANCHAYAT SECRETARY
Katragada - B Panchayat
Bhamini Mandal
Pavathipuram Manyam Dist.

Endorsements

Faculty Guide

[Signature]

Head of the Department

[Signature]

Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIRANGULAM

Principal

[Signature]

Certificate from Intern Organization

This is to certify that GROUP.D.VAMSHI (Name of the intern) Reg. No. 2122001053020 of Govt. Degree College (m.f.d) Name of the College) underwent internship in Katagadda (B) Sattara Sec. hi school (Name of the Intern Organization) from 17.10.23 to 30.10.23.....

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

K. Sankar

PANCHAYAT SECRETARY
Authorized Signatory with Date and Seal
Katagadda (B) Sattara Sec. hi school
Ghanani Mandal
Parvathipuram Manyam Dist.

Acknowledgements

I am deeply grateful to all ~~Siddh~~ members to the Kiliyalemm Grama Sathivalayam 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 the members of Kiliyalemm Grama Sathivalayam, 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 a successful manner.

I would not have been able gain this valuable experience.

Contents

- 1) Instructions to student.
- 2) Student declaration.
- 3) Official certification.
- 4) Certification from intern organisation.
- 5) Acknowledgment.
- 6) contents.
- 7) chapter -1: Executive Summary.
- 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 Skill.
- 13) Management skills.

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 Act - 1994 that local government in Every village For the growth & development in a Nutritive Manner
2. Implementation of Grama Ward Sachivalayam, to render door to door services to the house holder, and also developing the Village in a Nutritive Manner.
3. Function of Grama Ward Sachivalayam. It has Mainly to types of function.
4. Objective of Grama Ward Sachivalayam
 1. Sustainable development
 2. Door to door Service
 3. Health and Hygienic Condition
5. Outcome of Grama Ward Sachivalayam
 - * Providing basic needs to the health hab.
 - * 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 with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Introduction of Grama Ward Sachivalayam

- * Providing various citizen services of a shoroten possible type.
- * Single window Service System
- * Door to door Service & welfare of home.
- * providing ambient environment for all living organization.
- * planning Group (GRAMWA PACHAYAT DEVELOPMENT PROGRAM
- * citizen Satisfaction in the ultimate aim of an organization

CHAPTER 3: INTERNSHIP PART

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

- ⇒ Version Service of Enigma Sachivalayam .
- ⇒ Various welfare schemes
- ⇒ on going Project / construction .
- ⇒ Public distribution System (PDS)
- ⇒ Enigma Sachivalayam
- ⇒ working of each functionalization
- ⇒ Field weights.
 - * Renecellary of agriculture land.
 - * Amentol Survey
 - * house hold Survey
- ⇒ Pro Production of Natural calamities.

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	
Day - 2	Various Functions & their defined work & responsibility	organization working hands	
Day - 3	Various Functions & their defined work & responsibility	- do -	
Day - 4	Field visit by ANM An Mental Survey	How ANM are visiting Regularly to Pregnant women	H. Sankar
Day - 5	field visit by ANM - PM - Joy Survey	Implement of PM-Jay Scheme	
Day - 6	De-brief of whole the last 5 days activation	Same knowledge has achieved regularly G.W.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

From Sh. Sachin Kumar Katragada (S)
has Functionaries & 06 Volunteers

Main Functionaries are in Follows:-

- => Panchayat Secretary
- => Digital Assistant
- => Welfare & Educational Assistant
- => Engineering Assistant
- => Veterinary Assistant
- => Village Surveyor
- => Mobile Police
- => A.M
- => Line MAN

Now all in-charge in Panchayat
Secretary who is Monitoring all the activities
in and around

Field visits by A.M are on regular
basis. how well the organisation 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	Devision & responsibility of digital Asistant & welfare education Asistant	Imp of Vocial Service to citizin & type of welfare sh schemes.	
Day - 2	Devision & responsibility of VRO & village Surveyor	Ration distribution System & Hounable recognition & type of cards	
Day - 3	Devision & responsibility of Veterinary Assistant & Agricultural Asst	Live shiken & Type various immagination Type of group & seeds.	
Day - 4	Field visit by (v) Resurvey.	Re. Coption of land in village cling latest technology	K. Sarda
Day - 5	Field visit by VRO - PDS distribution	door to door deliver of publse distribution to the house hold	
Day - 6	De brief of last 5 day activities.	know what type of devision are being delivered	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of provision (citizen) at a shortest possible time

1. Inverse of Case & Income
2. Family Member's Certificate
3. Birth & death Certificate.

Applying for Schemes to the Eligible Candidate Pool Field Verification

1. YSR Pension
2. YSR cheyutha
3. Rice Card
4. YSR Amravadi
5. YSR vidya devena

Fieldy activity :- Ration distribution to house hold at door step by mns.

Fieldy Activity = hand Re-Survey using GPS - 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 Menstrual implementation safety of women & child	
Day - 2	Division & responsibility of Engineering Ant & Panchayat Secretary	on going work requirement & Precautions of mantras	
Day - 3	field activity SDG Survey DM. Jay Survey	knowing well about Sustainable develop ment growth Process	
Day - 4	field activity House hold Survey POS distribution	knowing about type of house hold & their eligibility.	H. Sanku
Day - 5	Online Service Digital Literacy	known how to apply for last Income certificate & Move Service	
Day - 6	Debrief on last 5 day activation	Overall : learned some mainance do better works.	

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 issue & recommended how Medium also spoke to Department women for any information other the well being & kind need of the People with the Anm.

Also accompanied by mobile Police visited to have 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

also at online Survey are going on & Participant and increased knowledge about how a System works on demand of the Government

knowing eligibility Criteria of all the welfare schemes of the government

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of SA - open beyond SA - closed beyond SA	shortest possible time for Service	
Day - 2	Definition of GPOD & if objection & overcome	Development process	
Day - 3	Finds Allocates to Grama panchayati	General test for 9th & name full MONET.	H. Sankar
Day - 4	House hold Survey of system 1, 2, 3, 4, 5.	most likely a Grama Survey	
Day - 5	House of hold Survey of cloth 6, 7, 8, 9, 10	Categorization of House. holds.	
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:

SIA - Seelives life agreement
In Grama word Sachivalayam. There are
more than 546 Seelives cath Services in
having these own SIA

- For eg
1. Income Certificate - 7 days
 2. Cast Certificate - 30 days
 3. Motivation - 3 days
 4. Rice card - 20 days

GPPD. Grama Panchayat development Programme
IF in a Planning Programme
for the development of grama panchayat

- * Sanitation planning
- * Road repair planning
- * street light position / repair
- * New overneed town

General Fund - House tax Payment /-
Properties tax

15th Grama 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	Type of state government welfare Schemes & their Eligibility	welfare in the primary Concern for the existing Government	
Day - 2	welfare Calendar for the year 2022 - 2023	planned execution in implementation of welfare Schemes.	
Day - 3	Field Visit what is grama chalan ? what is Agricultural land ? what is Dry land ?	Basis knowledge of a village & civil boundary	
Day - 4	E-kyc Mandatory for all the welfare schemes how E-kyc is done	Digital literacy using mobile Smart phone	H. Sankar
Day - 5	six-step validation of eligibility all welfare & non-welfare schemes.	Digital Literacy Training activities	
Day - 6	De-brief of all the 5 day activation	Very in Formative & [enable able]	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government - Welfare Schemes.
And its eligibility Criteria, Application Program
Field Verification E-kyc Program

eg
VSE Pension : Conver
↓ ↓ ↓ ↓ ↓
Dep widow single women Disability holder Eshwara
All these type of Pension have difference
eligibility Criteria

Welfare Calendar Show the deemed
Planning & implementation of known as the
right time in a Project & Procedural manner

The time they spent for is in
being working schedule are appreciable, and we
those then all for their extended operation
& Co-operation in our internship Programme

The Digital aids used for helping
in learning are very advanced needs at
this Moment for from Dignity & accountability which
keeps the System worthy

Skills myself improved at this
organization working culture.

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 Projectively Knowledge & Kind People In this organization all Staff are Very Patient in attending office

They had Shared an Internet in Technology on how to System Works and Administration activities are handled in a Procedure Manner

The time they Spent here is ining Working schedule are appreciable, and we these then all for their extended Operation & co- operation in our internship Program

The digital skill used here helping us in learning are very advanced needs in this Moment for team Discipline & 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 in systematically Managed

Application Program - 1 Digital Assistant

Field Verification - 1 Welfare Assistant

Third Party Verification - 1 Admitdate Staff

Brc - applied - VRO

Final - applied - mppo/mro

Every one is Using the technology hand waste to avoid demeracy and Annas? technology in ameerst the aligibility of of Any Scheme.

1. Biomatsue division

2. Android Smart Phone

3. DRT1 Scanner

4. Face Automation

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I Achieved the real-time Government Procedural Practices which is very Realities and given the Management Competence & Bridging skill

Every work is time bounded and can't be neglected, where work in observing the Activity & decision making is very important

For doing Any large Project knowledge is must & 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 skill are Modest and
in improve Myself with Communication Different
People in different Places

My Written Communication in Per
improve if Any by Written Say evolution Scripition
Thorough.

My Confidence level are Very High
And i will Continue with for Name

My Anxiety level are Very low i
am very Patient and listen to Music When
ever i feel Any thing & 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.

Clearly things:

- * Handling at Smart phone
- * Bio Metric division
- * IRIS Scanner
- * Face Authentication Programme

which given the creative Procedure
at the liver.

In Group division always Space with
point to and don't lag to improve I will
be clear at what I am saying

I also encourages 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 phone
- * Bio metric division
- * IRIS Scanner
- * Face Authentication Programme

which given the greattive Procedure
of the lives

Secondly :-

using E-Pas Machine in Pas.

Thirdly :-

* using Copi & "REVEN" in
land Be namely Payment
Programme

=> Using 'NRUNES' in Identification
of Mark in land Alligement Programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: <u>Goudo. Damshi</u>	Reg: <u>2122001053020</u>
Term of Internship: From <u>18/08/23</u> To <u>30/09/23</u>	
Date of Evaluation:	
Organization Name & Address: <u>Katnagoda (B) Grama Sachivalayam</u>	
Name & Address of the Supervisor with Mobile Number:	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

G. Damshi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Goudo Vamsi Reg: 2122001053020

Term of Internship: From 12/08/23 To 30/09/23

Date of Evaluation:

Organization Name & Address: Katragada CB) Grama Sachivalayam

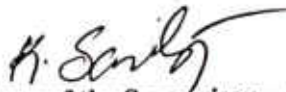
Name & Address of the Supervisor
with Mobile Number:

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

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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


Signature of the Supervisor
PANCHAYAT SECRETARY
Katragada - B Panchayat
Bhanini Mandal
Parvathipuram Manyam Dist.



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: *Geeto. Vamshi*
Programme of Study: *Functioning of Grama Ward Panchayat*
Year of Study: *2023*
Group: *B.Sc (M.P.E)*
Register No/H.T. No: *2122001013020*
Name of the College: *Government Degree College (M.E.N)*
University: *D.R B.V Amalpet*

SLNo	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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Atmakur (V)Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
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