

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: KANCHABABU BRAVENI PRASAD

Name of the College: Govt Degree College (Men) Sri Kankulam

Registration Number: 2122001053027

Period of Internship: From: 12/06/2023 To: 30/07/2023

Name & Address of the Intern Organization: Hordjanta Green Sachinadayan
Hordjanta (A), Sathakavittam
Vijayanagar (15)

Dr. B. R. Ambedkar **University**
YEAR 2023

An Internship Report on
FUNCTIONING OF GRAMA WARD SACHIVALAYAM

(Title of the Internship)

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

Under the Faculty Guideship of
V.V. Ravi kumar

(Name of the Faculty Guide)

Department of
B-SC (MPE)

(Name of the College)

Submitted by:
FROM: 18/08/2023 To: 30/09/2023

(Name of the Student)

Reg.No: 2122001053027

Department of
BSC (M.P.E)

(Name of the College)

Govt Degree College (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.

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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, KANCHARADU BHAVANI PRASAD a student of BSC (M.P.E)
Program, Reg. No. 2122001053027 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in Honjaram Givama Sachi (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

(Name of the College)

K. Bhavani prasad
30/09/2023
(Signature and Date)

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Official Certification

This is to certify that KANKHARAPU BHAVANI PRASAD (Name of the student) Reg. No. 2122001053027 has completed his/her Internship in

Wanjam Grama Sachivalayam (Name of the Intern Organization) on

functioning of Grama ward 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) Srikakulam (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)
Panchayat Secretary
HONZARAM G.P
Santhakaviti Mandal

Endorsements

Faculty Guide 

Head of the Department 
Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal




Page No:

Certificate from Intern Organization

This is to certify that KANCHARAPU. BHAVANI PRASAD (Name of the intern)
Reg. No. 2122001053027 of Govt Degree College (Men) (Name of the
College) underwent internship in Hon Jayam Grama Sachiva (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 / Not Satisfactory).


Authorized Signatory with Date and Seal
HONZARU
Santhakavithal

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Acknowledgements

I am deeply grateful to all staff members to the Honjaram Grama Sachivalayam and also my advisory during this internship for this invaluable advice and guidance their Industry. Experiment and helped me to better understand the Company and the industry and allowed me to make the most of my Internship.

Through the internship the Honjaram Grama Sachivalayam provided me with valuable Insights and guidance that helped me to navigate my tasks and Responsibility.

Finally, I would like to thank for providing ~~and~~ support that enabled me to complete the internship with ~~act~~ this assistance.

Contents

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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 Days that local governance in Every village for the growth & development in a nutivable manner.
2. Implementation of grama ward Sachivalayam to vender door to door devicen to the house holder, and also developing the village in a Trible manner.
3. Function of Grama ward Sachivalayam. It has mainly 10 types of functions.
4. objection of Grama ward Sachivalayam
 1. Suntainable development
 2. Door to Door service
 3. Health and hygenic condition.
5. out come of Grama ward Sachivalayam
 - * providing benic needs to the health had.
 - * All Service of to on stop.
 - * Easy 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 Sachivalayam

- * providing various citizen services at a short time possible type.
- * Single window service system.
- * Door to door service & welfare of home.
- * providing ambient environment for all living organization.
- * planning GRDP (GRAMA PACHAYAT DEVELOPMENT PROGRAMME)
- * citizen satisfaction in the ultimate aim of an organization.

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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 projects/construction
- * public distribution system (PDS)
- * GRAMA SHABHA.
- * working of each functionalization.
- * Field weights.
 - * Renecessary of agriculture land
 - * Anetal Seavey
 - * Home hold Seavey
- * pre production of Natural calametion.

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 - * Home hold Seavey
- * preproduction of Natural Calemetion.

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	version functionalisation & their defined were responsibility	organization working hard	
Day -3	various functionalisations their defined were responsibility	do	
Day -4	Field visit by ANM An Mental Survey	How Arm's are visiting Regularly to pergnacy womens	
Day -5	Field visit by ANM - PM-Jay survey	Implement of pm Jay Scheme	
Day -6	DC brief of whole the last 5 days activation.	Same knowledge has achieved regular GLW	

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Hbnjaram has 11 -functionaries & volenters.

Main -functionation are in -follows:

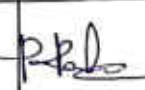


- * panchayit secretary
- * Digital Assitant
- * welfare & Educational Assistant
- * Engineering Assistant
- * village Revenue officier
- * Agricultural Assistant
- * vetermary Assistant
- * Mahila police
- * ANM
- * LINE Man.

over all. in charge in pachayat sacoretary. wh. is maintaing all the activation in and a round.

. Field visits by ANM give an opportunity now well the organisation staff is behaving with the villages.

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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	Devision & responsibility of digital Assistant & welfare education Assistant	Imp. of various service to citizens & type of welfare schemes	
Day - 2	Devision & responsibility of VRO & village Surveyor	Ration distribution system & Honourable recognition & type of cards	K. Rama Rao
Day - 3	Devision & responsibility of veterinary Asst & Agricultural Assistant	Live stollen & Type various immigrations Type of crops & seeds.	
Day - 4	Field visit by VRO - PDI distribution	door to door deliver of public distribution to the house hold	K. Rama Rao
Day - 5	Field visit by VRO Resurvey	Re. Cooption of land in village using latest technology	LC Rama Rao
Day - 6	De. Brief of last 5 days activities.	Know what type of divigion are being delivered	

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date.	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devison & responsibility of digital Assistant & welfare education Assistant	Imp. of various service to citizens & type of welfare schemes	P. K. Rao
Day - 2	Devison & responsibility of VRO & village Surveyor	Ration distribution system & Honourable recognition & type of cards	K. Rama Rao
Day - 3	Devison & responsibility of veterinary Asst & Agricultural Assistant	Live stock & type various immigrations & Type of crops & seeds.	no
Day - 4	Field visit by VRO - PDI distribution	door to door deliver of public distribution to the house hold	K. Rama Rao
Day - 5	Field visit by VRO Resurvey	Re. Cooption of land in village using latest technology	LC Rama Rao
Day - 6	Re. Brief of last 5 days activities.	Know what type of division are being delivered	

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delevering of devision (Citizen) of a Shortent possible time.

1. Inverse of Case & Income
2. family members Certificate
3. birth & death Confirms.

Applying for Schemes to the eligible Candidate
part field verification.

1. YSR pension
2. family members Certificate
3. Rice Card
4. YSR Ammavadi
5. YSR Vidya Deveni
6. YSR Chayutha
7. Nadu-Nedu

Field activity: Ration distribution to household at door step by MD's

Field activity: hand Re-Survey using 'Cops' the Cool technology & Rover for accuracy in a main point.

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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 user implementation safety of women & child.	Ms. Sanyal
Day - 2	Division & responsibility of Engineering Asst & Panchayat Secretary.	on going work development & premeasures of man areas.	K. Jyoti
Day - 3	Field activity SDG Survey PM Jay Survey	Knowing well about sustainable development growth process	Dr. [Signature]
Day - 4	Field activity House hold Survey pos distribution.	knowing about type of house hold & their eligibility	K. Jyoti
Day - 5	online service Digital Literacy	Known how to apply for caste/Income Certificate & more service	S. Datta
Day - 6	De-brief on last 5 days activation	Overall: learned name main once which implement to do better works.	Dr. [Signature]

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During unit by ANM. we united Sarvet have for any health issue & recommended few medicines. Also spoke to pregnant women for any difficulty 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 complaint.

No. of online survey are going on & participant and acquired knowledge about how a system works on demand of the government.

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

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of GPDD & if objection & overcome	development procell	
Day -2	Definition of SCA open beyond SCA closed beyond SCA	shortest possible time for service	K. Rana Rao
Day -3	Finds Allocates to Gram panchayat	General test for 15th time full Mandal.	
Day -4	Household survey of cloths 6,7,8,9,10.	categories of house holds	
Day -5	House hold survey of cloths 1,2,3,4,5	Most likely a come survey	
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:

Page No:

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 government welfare scheme, & their eligibility	Welfare in the primary concern for the existing Government	P. P. Reddy
Day - 2	welfare Calender for the year 2023-2024	planned execution in implementation of welfare Scheme	P. P. Reddy
Day - 3	field visit. What is Gram chatlam? what is Agricultural land? what is Dry land?	Basic knowledge of a village & its boundary	K. Rama Rao
Day - 4	'E-kye' mandatory for all the welfare schemes How E-kye is done	Digital literacy using mobile/ smart phones	P. P. Reddy
Day - 5	Six-step validation of eligibility all welfare & non-welfare schemes.	Digital literacy Training acquired	P. P. Reddy
Day - 6	De-brief of all the 5 day's activation	very informative & [enable able]	[Signature]

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

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ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	on line Sevice Digital literat	knowing how to update the address and link the phone number	S. Ramesh
Day -2	field activity House hold Survey PM Jay Survey	knowing well about Sustainable development growth procell.	K. Rama Rao
Day -3	Field activity House hold Survey PDS distribution	knowing about type of household	K. Rama Rao
Day -4	Division & responsibility ANM & Mahila police	Hygenic measures Implementation of the women & child.	M. Sub
Day -5	Division & responsibility of Engineering Art & Panchayat Secretary	knowing work Redorement & premeasures of manouas	
Day -6	De-brief on last 5 days activation	Overall: learned name mainlense which implemet is do better work	

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WEEKLY REPORT
WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

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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 professionally, 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 and administration activities are handled in a procedure manner.

The time they 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 learning are very advanced & needs at their moment from pregnancy & accountability, which keeps the system worthy.

Myself improved of this organisation working culture.

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Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

* Each work is systematically managed.

→ Application program → Digital assistant

Field verification → Welfare Assistant.

Third party verification → Administrative staff -

pre-applied → VRO.

final-applied → MPDO/MRO.

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

- 1) Biomolecular division
- 2) Android smart phone.
- 3) IRTI Scanners
- 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 is very realistic and given the management competence, & analyzing skills.

Every work is time bounded and can't be neglected, while working in observing the activity & division making is very important.

For doing any task, professional knowledge in mind & should, secondary 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 modite and in improve myself with Communication different people. In different place

My written Communication in per I improve it by writling say evolution Surription througths.

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

My Amelety level are very low, I am very patient and listen to music 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 discussions, I always space with point to point and don't log to improve I will be clear of what I am saying.

I also encourages often to participate in the ducoibe 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 the reactive procedure of the liver.

secondary:

using E-pos machine in PDS.

Thirdly:

* using 'COP' & "REVEN" is land Re namly programment programme.

⇒ using 'DRONES' in identification of mark in land Allignment programmes.

Student Self Evaluation of the Short-Term Internship

Student Name: KANCHARAPU. BHAVANI PRASAD. Registration No: 2J22001053027

Term of Internship: From: 12/08/2023 To: 30/09/2023

Date of Evaluation:

Organization Name & Address: Honjaram Grama ward Cachivalayam

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:

K. Bhavani pras ad.
Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: KANKHARAPU BHAVANI PRASAD Registration No: 2122001053027

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

Date of Evaluation:

Organization Name & Address: Honjarum Grama Sachivalayam - Honjarum

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
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14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

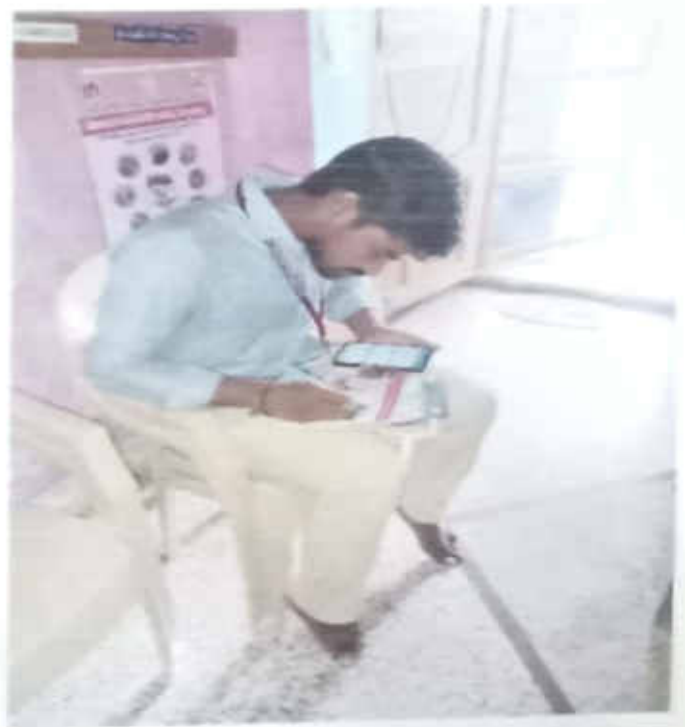
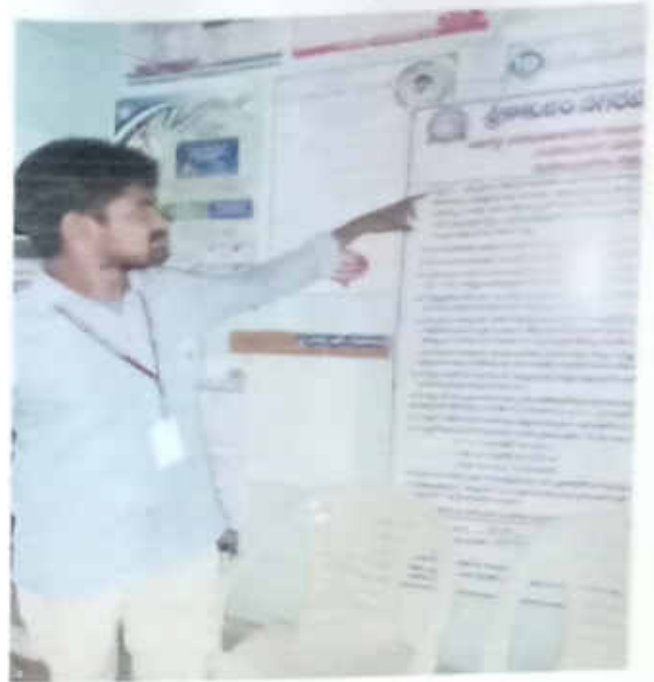
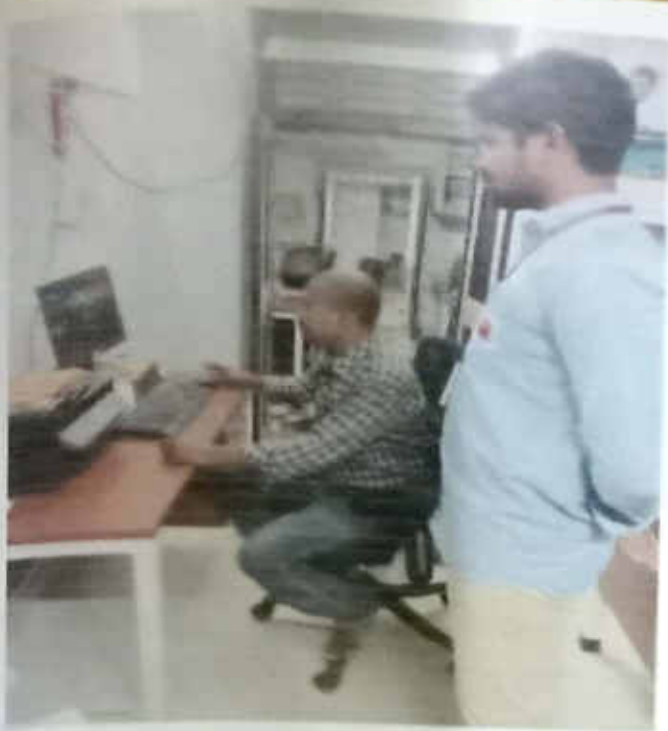
Page No:

Signature of the Supervisor

Panchayat Secretary
HONZARUM G.P.
Santhakaviti Mandal

PHOTOS & VIDEO LINKS

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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.

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- 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: KANCHARAPU. BHAVANI PRASAD
Programme of Study: Functioning of GRAMA WARD SACHIVALAYAM.
Year of Study: 2023
Group: B.SC (MPE)
Register No/H.T. No: 2122001053027
Name of the College: Govt. Degree College (Men), Srikakulam.
University: Dr. Br. 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

Pandhuvu Sreenidhi
Panchayath Secretary
Hemthakaviti Mandal
Santhakaviti Mandal

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal

Page No:



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in