

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: Kollu Tarakesh

Name of the College: Govt Degree College (Men)

Registration Number: 2122001053031

Period of Internship: From 18/08/23 to 30/09/23

Name & Address of the Intern Organization

Dr. B. R. Ambedkar University
YEAR

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 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 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.

An Internship Report on

Agriculture (Sachivalayam) 2 months Internship

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc MPE

Under the Faculty Guideship of

V. V. Ravikumar

(Name of the Faculty Guide)

Department of

Mathematics, GPC (Men), skm.

(Name of the College)

Submitted by:

K. Tarakesh

(Name of the Student)

Reg.No: 2122 001053031

Department of

(Sachivalayam) Agriculture Dept

(Name of the College)

GPC (Men) Srikapulam.

Student's Declaration

I, Kolli Tarakesh a student of 2 months Internship
Program, Reg. No. 2122001053031 of the Department of ODC (MEN) (BSC)

College do hereby declare that I have completed the mandatory internship
from 18/08/23 to 30/09/2023 in Agriculture Sachivalayam (Name of

the intern organization) under the Faculty Guideship of

V. V. Ravi Kumar (Name of the Faculty Guide), Department of
(B.Sc) Maths, Government Degree college (MEN)

(Name of the College)

K. Tarakesh

(Signature and Date)

Official Certification

This is to certify that Kolli Tarakesh (Name of the student) Reg. No. 2122001053031 has completed his/her Internship in Agriculture (Name of the Intern Organization) on _____ (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.

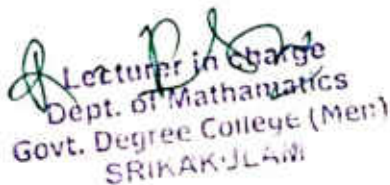
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department


Lecturer in Charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Principal



Certificate from Intern Organization

This is to certify that ...K. Tarakesh..... (Name of the intern) Reg. No. 2122001053031 of ...G.D. Jor. H.F.N. (Name of the College) underwent internship in ...Agricultural department (Name of the Intern Organization) from..... to

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

N. Ashok Kumar
Authorized Signatory with Date and Seal

Village Agriculture Assistant
KARAJADA
SRIKAKULA

ACKNOWLEDGEMENTS

To educate the farmers for 14 weeks from seed to seed on ICM (Integrated Crop Management) IPM, INM, IWM, Farm Mechanization, weed management, AESA PAR & Agronomic practices and enhances crop yields through eco friendly organic farming in a scientific manner in each RBT village involving ANGRAU scientists and DRCs for evolution of the data.

Principles of the Polambadi

- 1) Grow a healthy crop
- 2) Conserve natural enemies
- 3) Conduct regular field observations
- 4) Farmers understand crop ecology and become experts in decision making in their own fields.

Size of the polambadi plot & No. of farmers

Size of the PB plot - 10 H.A. (25 Acres)

No. of Farmers - 30

Learning field identified in 2 acres of collaborator farmer divided it into 3 segments

a) ICM plot - 0.50 Acre

b) Experimental plot - 1.00 Acre

c) Farmer Practice plot - 0.50 Acre

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.

Norms of the PB to be followed to release the fund:-

- 1) Each VAA should organize one polambadi in every season at their RBK on every wednesday.
- 2) Should be adhere to the category wise targeted polambadi without any deviation.
- 3) The concerned HAO have to organize one polambadi in one of the VAAs PB field on every Saturday for demonstrating the polambadi activities to all VAAs to enable them organize their polambadi in similar lines in the ensuing week polambadis.

Role of champion Farmers in polambadi

- * The champion farmer, who is already identified at every RBK and well versed with Package of Practices, improved innovative technologies and assist the VAA in conducting polambadi and sharing his vast experience in farming and maintaining good relations with the local farmers.

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.

A. Introduction of the organization.

1) An organisation is a group of people working together to achieve the specified goal.

B. A vision statement is an organization's declaration of its mid-term and long-term goals, stating what they want to become in the future.

c. Industry/organization must maintain the attendance record of the interns. To evaluate the students performance based on their experience with the students.

d. An organization structure defines how activities such as task allocation, coordination, and supervision are directed toward the achievement of organizational aims.

e. Project that uses empirical data to try to determine which business strategies make the difference between success and failure.

f. A strategic plan is a vision of your organization's future and the basic steps required to achieve that future.

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.

Baseline Survey

- 1) The Baseline Survey should be conducted in polambadi with the selected 30 farmers of polambadi and 5 Non polambadi farmers
- 2) The survey should be completed immediately after the selection of polambadi farmers and prior to conducting polambadi

Sessions.

- 3) The survey reports should be sent to the Jdas office through proper channel.

Dr-VR polambadi curriculum

- 1) Based on Baseline Survey with the consultation of PIB farmers
- 2) Generally using of technological skiller and Instrument mainly be Just like bio-matrix, computer system.
- 3) The Internship part there kind of skiller are very important, listening and speaking, confidence, leadership qualifier and time management
- 4) customer of world Sachivalayam .to
 - * early solution of all problems
 - * All services of to no stop

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I submitted the issue letter of internship in each Sachivalayam	Many sectors I learned	N.A
Day - 2	Digital assistant introduced about the staff members	I learned about how many sectors are organized in Sachivalayam	N.A
Day - 3	Introduction with village volunteers	I learned about how many houses are given to one volunteer	N.A
Day - 4	Panchayat secretary told about grama daritini	I know about some problem of the karajoda village	N.A
Day - 5	welfare assistant told about the details of Sachivalayam	I understand about the establishment of sachivalayam	N.A
Day - 6	Digital assistant told about the vision and mission of Sachivalayam.	The main mission in delivering services to their doorstep.	N.A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as village secretariate AP in the first state in India to launch village secretariate govt of AP appointment village volunteer to deliver services. It was launched on 2/10/2019 on the use of Gandhi Jayanthi.

* Nearly 2 lakhs candidates are qualified.

* There were found a total of 15005 no. of sachivalayams in AP.

* 3842 in urban areas 11163 in rural areas.

* There are total 930 in Sripekulam district.

Urban areas: 95

Rural areas: 835

Departments:-

* Panchayat Secretary

* Village agriculture

* Village revenue officer

Assistant

* Digital assistant

* Energy assistant

* welfare & education.

* Mahila police

* Engineering Assistant

* Village surveyor

* Animal husbandry assistant

* ATM

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Panchayat secretary explained about his job chart	I learned about the responsibility of Panchayat Secretary.	N.A
Day - 2	Panchayat secretary explained about his job chart	I learned about the role of Panchayat Secretary	N.A
Day - 3	He explained about the collection of taxes and maintenance the revenue	I have learned about different types of taxes	N.A
Day - 4	He explained about the conduction of meeting in junction committee	I have learned about the way how meeting is conducted.	N.A
Day - 5	He told that he have to deposit the money collect in tax in bank	I have learned how much money is paid on different taxes.	N.A
Day - 6	Collecting of taxes in surveyed in the village.	I have learned about how to collect taxes.	N.A

WEEKLY REPORT

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

Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

- * He is the executive authority of Grama Panchayat
- * He/she shall collect taxes & non-taxes of Grama Panchayat promptly and deposit these in the treasury regularly
- * He/she shall implement the resolution of the Grama Panchayat and of the committee.
- * He/she convene the meeting of the Grama Panchayat functional committees in accordance with the consent of the sarpanch.
- * Have power to initiate discipline action against the employees of the village secretariat
- * He/she shall co-ordinate & supervision the officer and employees working under the village secretariat.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	VRO Sir explained about his job chart	I learnt about the role of VRO in Grama Sachivalayam	N. A
Day - 2	VRO Sir explained about his job chart	I understand about his duties in Grama Sachivalayam	N. A
Day - 3	He told about the issue of certificates like caste, Income, OBC.. etc.	I learnt about the requirement for applying certificates	N. A
Day - 4	He explained about how he protect the govt properties.	I understand that he is responsible for govt properties in village	N. A
Day - 5	He is responsible for maintaining the records and registers	I know that the maintainances of record was under him	N. A
Day - 6	He told that he work under administration Supervisor of Revenue department.	I understand that he is the Play key role in Revenue department	N. A

WEEKLY REPORT

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

Objective of the Activity Done:

Village Revenue of officers

Detailed Report:

- * Village Revenue officers work under the administration supervision of revenue department.
- * They are answerable to village secretariat.
- * They have to attend the meetings conducted by the village revenue account promptly and accurately.
- * collection of water taxes and other sums pertaining to revenue department.
- * Maintaining of village Revenue Records and all village revenue account promptly and accurately.
- * protection of govt lands, Govt tanks, trees and other govt properties and take effective steps to safe guard the interests of govt.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Digital Assistant told about his job chart	I understand about his role in parajoda Sachivalayam	N. A
Day - 2	Digital Assistant told about his job chart	I know all the responsibilities of him in Sachivalayam	N. A
Day - 3	He told about he will coordinate work in convergence with all villages	He divides the work to remaining staff members	N. A
Day - 4	He told that he acts as incharge of front officers CSE/ Mee-seva counters.	I understand that Mee seva and Non mee seva services.	N. A
Day - 5	He said that he will manage and maintain the data base of village secretariat.	I understand that whole data was maintained by him	N. A
Day - 6	He will track physical and financial status of the work takes up from GPPD	Tracking of physical and financial in under him maint	N. A

WEEKLY REPORT

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

Objective of the Activity Done:

Digital assistant

Detailed Report:

* He/she shall co-ordinate and work in convergence with all village secretariat functionaries.

* He/she shall computerise the household data collected by all the village volunteers in the village secretariat and about sold out the needs / beneficiaries / problems sector wise and the same to panchayat secretary.

* He/she shall act as incharge of the front office SSF / mae-seva counters.

* The function of front office includes:-

→ Receipt of applications, applications and cash / cheque 100/-

→ Delivery of services.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	welfare sir told about his Job chart	I understand about his Job chart	N.A
Day - 2	welfare sir told about his Job	I understand his responsibilities in Sachivalayam.	N.A
Day - 3	He told about the distribution of pensions every month	I understand about the ways of distribution in pensions.	N.A
Day - 4	He told about Jagamann or ammaavadi Scheme	I understand about the eligibility rules	N.A
Day - 5	He told about Jagamma vidhyadevina Scheme.	I understand about the eligibility rules.	N.A
Day - 6			N.A

WEEKLY REPORT

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

Objective of the Activity Done:

welfare & educational assistant

Detailed Report:

* General duties:

- * To sure identification of eligible person for the below said welfare schemes.
- * To generate awareness among the public in the village secretariat about the scheme meant for the weaker section of the variety being implemented by old welfare, BC welfare, minority welfare.

Pensions:

- * shall monitor the distribution of pensions every month in the village.
- * shall draw cash and issue the village volunteers every month.

Improving livelihood of SHG:-

- * YSR Bhima
- * YSR VLR Scheme
- * YSR Aasara Scheme
- * YSR delhi Scheme

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: K. Tharakesh 213 900/03 2021

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

Date of Evaluation:

Organization Name & Address: Agricultural (Rongajada)

Name & Address of the Supervisor with Mobile Number: N. Ashok, Rongajada (Village)
ph no.

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

K. THARAKESH
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Kolti Tarakesh

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

Date of Evaluation:

Organization Name & Address: Agriculture (Karajada)

Name & Address of the Supervisor with Mobile Number: N. Ashok, Karajada (Village)

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

N. Ashok Kumar
Signature of the Supervisor

Village Agriculture Assistant
KARAJADA
SRIKAKULAM

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: Kolti Tarakesh

Programme of Study:

Year of Study: 2023

Group: HPE

Register No/H.T. No: 2122001053031

Name of the College: G.D.C (MEN) SKLM

University: Dr. B.R. Ambedkar

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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