

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: **MAVURU YOGIESWARARAO**

Name of the College: **GOVT DEGREE COLLEGE MEN
SKLM**

Registration Number: **2122001053037**

Period of Internship: **from 18-8-23 to 30-9-23**

Name & address of the Intern Organization

Dr. B. R. Ambedkar University

DEAR

An Internship Report on

Grama sachivalayam service

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
Bachelor of science in MPE

Under the Faculty Guideship of

V.V. Ravikumar

(Name of the Faculty Guide)

Department of

GDC MEN Srikakulam

(Name of the College)

Submitted by:

M. Yogeswararao

(Name of the Student)

Reg.No: 2122001053037

Department of

BSc (MPE)

(Name of the College)

Govt. Degree college men

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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, M. Yogeswararao a student of Internship
Program, Reg. No. 2122601053027 of the Department of Govt degree college men
College do hereby declare that I have completed the mandatory internship
from 18-8-23 to 30-9-23 in sachivalayam (Name of
the intern organization) under the Faculty Guideship of
V.V. Ravikumar (Name of the Faculty Guide), Department of
mathematics, GDC (men) saikabulam
(Name of the College)

m. yogi 30/9/23
(Signature and Date)

Official Certification

This is to certify that M. yogeswararao (Name of the student) Reg. No. 2122001053037 has completed his/her Internship in Grama Sachivalayam (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 Mathematics in the Department of Govt Degree College, men (Name of the College).

This is accepted for evaluation.

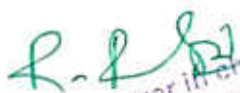
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



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

Principal



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Certificate from Intern Organization

This is to certify that MAVURU YOGESWARARAO (Name of the intern) Reg. No. 2722001053037 of Gout Degree college (men) srikakulam (Name of the College) underwent internship in kuntibadhra 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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal
Secretary
Grama Panchayat
Kuntibhadra

Acknowledgements

I am deeply grateful to all staff members to the kurtibhadra sachivalayam and also my advisors during this internship for their invaluable advice and guidance their industry experience and helped me to better understand the company and the industry and allowed me to make the most of my Internship.

Throughout the internship the kurtibhadra grama sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

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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.

An Executive summary is a short document or section of a document produced for business purposes. It summarizes a longer report or proposed or a group of related reports in such a way that readers can rapidly become acquainted with a long body of material without having to read it all.

The activities I performed in the internship during the internship period at time the activities are to collect all the details and write the notes of all the activities. Staff members

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.

Grama sachivalayam is also known as village secretary set up in the Indian state of AP to democratize the administration by making services and welfare at one place. AP was the first state in India to launch village secretaries to deliver service. It was launched on Gandhi Jayanthi. Since the scheme was inspired by Mahatma Gandhi concept of Grama swarajya that provides villages becoming self-sufficient autonomous entities. Establishment of village secretary was one of the promises made by Y.S Jagan to Mahan Reddy his prava sankalpa yatra.

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.

An Internship is a period of ~~write~~ work experience offered by an organization for a limited period of time.

As an Internship program organized by the government is order to select the student to aware and interact with the working of department they selected.

Grama sachivalayam was the organised which one I choice. The candidate b/w 18 to 42 years of age are eligible for Ap Grama sachivalayam & from. The required educational qualification are different according to the different parts

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake applications or grievance from volunteers	maintain and update MIS Reports	AKA
Day - 2	fill service applications from on behalf of citizen/ volunteers	manage routine office activities such as fire maintenance	AKA
Day - 3	provide Informations to citizen on enquiry of application - format	upload the approved plan in Grama panchayat development	AKA
Day - 4	DA submission of daily reports to panchayat secretary	panchayat secretary visit the daily report of DA	AKA
Day - 5	DA explain that attend to duties as extended by the panchayat secretary	All employees work under the panchayat secretary	AKA
Day - 6	DA explains that he attends to protocol duties, Govt special program	He must attend all government program	AKA

WEEKLY REPORT

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

Objective of the Activity Done:

About Digital Assistant (DA)

Detailed Report: Digital Assistant

- * Act as service & Information provides front office incharge to the public at village secretariat.
- * upload the approved plan in Grama panchayat development plan (GPPDP) in the plan plus software
- * manage, maintain and update MIS containing the database of the village secretariat
- * Ensure digital service to the public effectively that are provide mandation by the local govt like birth & death, Tax demand etc
- * Attend duties & other functionalities assistant and when required
- * submit daily reports to panchayat secretary

do

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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	Engineering Assistant says that he do technical inspection of building	He give the permission of construct the next buildings	A. Chib /
Day - 2	EA prepare the construction bills and prepare the quality control reports	construction bills granted by the E A	A. Chib /
Day - 3	EA attending govt special programmer general projects duties	He must attend all government programmer	A. Chib /
Day - 4	Assists in planning and developing engineering design projects	making plans using detailed drawings	A. Chib /
Day - 5	He prepare engineering plans, follow, specification	preparing estimates and budgets	A. Chib /
Day - 6	completing regulation documents concerning safety issues	increasing technical reports for customers	A. Chib /

WEEKLY REPORT

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

Objective of the Activity Done:

Detail Report: About ENA
Engineering Assistant

- * Attend & inspect all engineering and civil work under secretariat limits assigned by panchayat Raj Rural Development. RWS Housing and Sanitation. SSA Department
- * Identify and resolve pipeline leakage. observe valve pipe to identify the leakage
- * maintain good sanitation - drinking water source public taps and hand pumps
- * Create awareness on low rate and eco-friendly models and suggest models for housing beneficiaries and other line department

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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	Identify eligible beneficiaries for schemes through volunteers	facilitate application process for eligible beneficiaries for schemes	AUB
Day - 2	Withdraw pension amount from bank and handle disbursement through volunteers	undertake pension applications	AUB
Day - 3	monitor implementation of pension amount from village volunteers	undertake verification and uploading data	AR
Day - 4	monitor implementation of MDM scheme in all government schools	Be a part of village schools	AR
Day - 5	undertake registration and biometric authentication of fresh students for JVD scheme	Thamabhasini - Student biometric authentication	AUB
Day - 6	monitor implementation of physical verification of new pensioners	use pensioner's - Grievance	AUB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailled Report: About WEA
welfare educational Assistant

- * field visits to village / schools / Hostels / SHG / VO meetings
visits to self employment units etc. . . as per
calandern of activities.
- * identify eligible beneficiaries for scheme through volunteers
- * withdraw pension amounts from bank & handle distributions
through volunteers
- * monitor physical verification of new & Give pensions through
volunteers, send proposals for new pensions to MPDO's
- * monitor Implementation of mid-day-meal Jagananna
scheme in all the govt schools
- * undertake registration and bio-metric authentication
of fresh students for UVD scheme

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ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
V.S Day -1	village surveyors measure land-features such as depth and shape	Attending office, registration by movement in Register	<i>Divya</i>
Day -2	They examine previous land record to verify data from on site surveys	collected land maps record and proceed field for attend survey	<i>Divya</i>
Day -3	surveyors also prepare maps and reports and presents result to clients	Attending a second work and uploading a survey data	<i>Divya</i>
VRO Day -4	A village Revenue Officer (VRO) is a govt official who is responsible for administration of a village	VRO will be authority for maintenance of village records	<i>B. VRO</i>
Day -5	collection of taxes, Land Revenue	preliminary reports on the issue of certificate	<i>of VRO</i>
Day -6	protection of govt proper movement	assisting the police by reporting the offenses	<i>of VRO</i>

WEEKLY REPORT

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

Objective of the Activity Done:

V-S S VRO

Detailed Report:

V-S:-

- * Attending office, Registering day movement, collect land maps/records
- * Inspection of lands proposed for logs
- * Attending field survey.
- * Attend general duties and duties of other functional Assistant as and when required
- * Resurvey Record (PSR) / Stone survey, Acre survey.

VRO:-

- * maintenance of village revenue record and all village Revenue Accounts promptly and accurately
- * collection of land Revenue, taxes and other sums pertaining to revenue department
- * The VRO will assist the revenue functionaries in discharging the executive/regional functions

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
A.A Day - 1	conduct field visits fore noon as per need of the farmers	undertake e-crop booking of crops	
Day - 2	conduct field visit and interaction with farmers	people Integrated village action plans for agriculture	
Day - 3	prepare Integrated village action plan for agriculture and allied sector	discriminate later an Improved technologies to farmers	
VFA Day - 4	Role of fishery co-operatives in enhancing fish production	productivity in public water bodies	
Day - 5	fish nutrition and feed management	Types of feed, feeding methods	
Day - 6	harvesting fish as any aquatic organism	commercial fishing operations taking place in fresh water	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

AA & VFA

VFA:

- * fisheries department has 3 types 1) Inland 2) aquaculture 3) Marine
- * The department is responsible for matters relating to formation of policy and schemes relating to development of Inland, marine and co fisheries and fishing industry
- * The village fisheries Assistant shall be responsible to their regular supervisory officers

AA:

- * Field visits and interaction with farmers, paramilitary seed village programme, e-crop banking etc
- * operation of panchayat Bhavara Kendra proceeding of partitions received
- * Implementing central & state scheme related agriculture

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ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
ANM Day -1	ANM says that she has to visit about 30 house hold in her allotted area per day	she checks that what kind of problems faced by people	B. S. S. S.
Day -2	ANM uploading of daily reports like HTMS	she enroll the daily health reports in government record	B. S. S. S.
Day -3	Register pregnant women in 12 weeks & ensure care of women health	she care in pregnancy and child birth	B. S. S. S.
WOP Day -4	Grama Mahila Samakhi and dharmu to visit anganwadi centre	she visits anganwadi centre and check the quality of food	Thanni
Day -5	she prohibits the awareness of child marriages	awareness & internal compliance committee	Thanni
Day -6	ANM produce awareness on domestic violence at work place etc	awareness & people about Judicial acts	Thanni

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WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

ANM & mahila police

ANM :-

- ✗ work under the administrative control of the medical officer primary health centre and technical supervisor and guidance of the female health supervisor
- ✗ maintain all the Records & Reports as prescribed under reproductive and child health care.
- ✗ prepare the plan for the area with the help of female health supervisor

mahila police

- ✗ Create Awareness on the prevention of alcoholism drug above
- ✗ create awareness about gender-based violence.

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.)

* Internships are generally thought of as a reserve for college students looking to gain experience in a particular field. However a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

An objective for this position should emphasise the skills you already possess in the area and your interest in learning more. Internship are utilized. The number of different career fields. Including architecture engineering, healthcare, economics, advertising and many more.

some internships is used to allow individual to perform specific research while are specified. designed to allow people to gain first hand experience work.

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

skill - the ability to do something well. Many people claim that are skilled in a certain activities skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life. Finally the communications skill. The communications occurs in variety of ways. but primarily interested in your ability to write to speak professionally.

Today's work culture - whether you're hoping to Intern organisation for startup or well established after requires even the most senior level executive to wear multiple hats. As an one day you might find yourself supporting the sales team and the next day performing customer service

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.

- * Grama panchayat poor situations in public places
poor drinking facility community
- * management skills are the practice of understanding
developing and deploying people and their skills
management skills are abilities and traits needed to
perform certain duties, usually as it practice to over
seeing a team such as solving problems communication,
will and motivation sachivalayam Employees.
- * An election is a formal group decision making
process by which a population chooses an individual
or multiple individuals to hold public offices
- * electronic voting machine is voting using electronic
means to either or take care of the chores of casting
and counting votes

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.,)

I can improve my communication skills as the part of about villages and about Jagannanna scheme.

In the part of village, I think about how is life in the village and do you have enough ~~resources~~ and also is like easy here there are many questions arise in my mind. so, I can propose a essay in my village.

my village namely kuntibhadra. it is situated near mro office. It is also paradise of beauty, freshness, peacefull. The people of my village mostly like farming. This is very calm and silent and also called the rural part of the country.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In the period of Internship I know about the civil supplies like in the part of rice card services. that is how to apply new rice card. Already having rice card how member addition in rice card and by birth addition. How to add member below 5 years also how to member deletion in rice card and Required documents etc. - -

Ap Govt decide to issue new Rice card to all the eligible families of the state which the total Income of family should be less than 10,000/- per month and 12,000/- per month in rural & urban areas respectively. The rice application is visit nearest Ration office means the applicant has to go to office to get the application time

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

I observed the relevant to subject area of training, I learned about during the period of Internship solid waste processing centre these sheds are constructed for the purpose where comfortable and non-comfortable waste from house holds are collected and transparent through green ambassadors engaged by the Grama panchayat.

over the past few weeks, the Ato run Jagannanna satchi santapan campaign has proved to be the best platform to encourage village folk about the necessity of segregating waste at household level and making the village little free and garbage free.

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Student Self Evaluation of the Short-Term Internship

Student Name: MAVURO. YOGESAN RANA Registration No: 21220090536
39

Term of Internship: From: 18-8-23 To: 30-9-23

Date of Evaluation: 30-09-2023

Organization Name & Address: Grama Sachivalayam - Kuntibada

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:

M. Yogi
Signature of the Student

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Evaluation by the Supervisor of the Intern Organization

Student Name: <u>M yageswararao</u>	Registration No: <u>2122001053034</u>
Term of Internship: From: <u>18-8-23</u> To: <u>30-9-23</u>	
Date of Evaluation: <u>30-09-2023</u>	
Organization Name & Address: <u>Grama Sachivalay . Kuntibbodu</u>	
Name & Address of the Supervisor with Mobile Number	

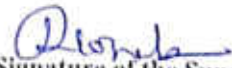
Please rate the student's performance in the following areas:

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
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:


 Signature of the Supervisor

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PHOTOS & VIDEO LINKS



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)

Page No:



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: MAVORU · YOGESHARAO

Programme of Study:

Year of Study:

Group: BSc (MPE)

Register No/H.T. No: 2122001053037

Name of the College: Govt. Degree college (men) Srikalahasti

University: Dr. B. 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:

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