

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: NETINTI SRINIVASARAO

Name of the College: GOVT. Degree college for Men, SKEM

Registration Number: 2122001053041

Period of Internship: From: 15/08/2023 To: 30/09/2023

Name & Address of the Intern Organization

S.M. PURAM, GRAMA SACHINALAYAM, S.M. PURAM,
SRIKAKULAM

DR. BRAU University
YEAR

An Internship Report on

Functioning of Grama-ward Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.Sc. [MPE]

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

BSC [MPE], GDC[M]

(Name of the College)

Submitted by:

NETINTI SRINIVASARAO

(Name of the Student)

Reg.No: 2122001053041

Department of

BSC [MPE], GDC[M], SKLM.

(Name of the College)

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.

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, NETINI SRINIVASARAO a student of Intern
Program, Reg. No. 2122001053041 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/09/2023 in S.M.Puram Grama Sakshikam (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

(Name of the College)

N. Srinivasarao 30/09/2023
(Signature and Date)

Certificate from Intern Organization


This is to certify that NETINTI SRINIVASARAO (Name of the intern)
Reg. No. 2122001053041 of GD(CMEN) SKLM (Name of the
College) underwent internship in SM.PURAM Grama Sachivalayam (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 (Satisfactory/Not Satisfactory).


Authorized Signatory with Date and Seal

Panchayat Secretary
SHERMAHANTPURAM
Etcherla (Mandal)
Srikakulam (Dist)

Endorsements.

Faculty Guide 

Head of the Department 


Principal

ACKNOWLEDGEMENTS

Contents

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. Panchayathi Raj Act-1994 says that local governance in every village for the growth and development in a sustainable manner.
2. Implementation of Grama-ward Sachivalayam to render Door to Door service to the house hold and also developing the village in a sustainable manner.
3. Functioning of Grama ward Sachivalayam - It has mainly 10 types of function which deals with all the activities required in a village.
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.
 - (1) Providing Basic need to the house hold.
 - (2) All the service to be non-stop.
 - (3) Early 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




1. Providing various citizen services of a short possible type.
2. Single window service system.
3. Door to Door service & welfare to home.
4. Providing ambient environment for all living organizations
5. Each functionary has a specific value to fulfill all the required of the villagers.
6. Planning GDPDP [Gram Panchayat Development Program]
7. Citizen satisfaction is the ultimate aim of an organization.

CHAPTER 3: INTERNSHIP PART

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

- 1, Version Service of Grama Sachivalayam.
- 2, Various welfare schemes.
- 3, On going projects/ construction
- 4, Public Distribution System [PDS]
- 5, Grama Sabha
- 6, working culture of each functionization
- 7, Field visits
 - Resurvey of Agriculture land
 - Aerial Survey
 - House hold Survey
- 8, Preparation 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 and their responsibilities.	Organization working hands	
Day - 3	Various functions and their defined work and responsibilities	— do —	
Day - 4	field visit by ANM An mental survey	How ANM's are visiting regularly to pregnant women	<u>P.S. Mani</u>
Day - 5	field visit by ANM, pm-Jay survey	Implementation of pm-Jay scheme.	<u>P.S. Mani</u>
Day - 6	field visit by WPS school visit	Awareness programme of Disha	<u>ED Iny</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sakshivalayam S.M. program has functionaries and volunteers.



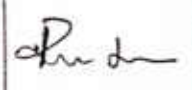

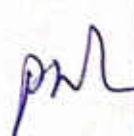

Main functions are in follows.

1. Panchayathi secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Engineering Assistant
5. Village and Revenue Officer.
6. Agricultural Assistant
7. Veterinary Assistant
8. Village Surveyor
9. Mahila Police
10. ANM
11. Line Man

Overall-in charge is panchayat secretary who is maintaining all the activities in and around.

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

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles and Responsibilities of Digital Assistant and welfare Education Assistant	Various services to citizens and types of welfare schemes.	
Day - 2	Roles and Responsibility of VRO and village surveyor.		
Day - 3	Responsibility of Agriculture Assistant	Types of crops and seed & fertilizers.	
Day - 4	Responsibility of veterinary Assistant	Role in Animal Disease control & preventive & curative care	
Day - 5	Role of welfare and education Assistant and visits.	visiting of schools and cleanliness of items and upload of in IMHS App.	
Day - 6	Field visit by VRO -PDS distribution.	Door to Door delivery of Public distribution of house hold.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Disvision (citizen) of a shorten possible time.

- 1, Inverse of caste & Income
- 2, Mutation (land)
- 3, Family Member Certificate
- 4, Birth & Death certificates.

Applying for the Schemes to the eligible candidate part of field verification

- 1, YSR premium
- 2, YSR chayutha
- 3, Rice card
- 4, YSR Ammavodi
- 5, YSR vidya Devena

Field Activity: Ration Distribution to house hold at door step by MDS

: hand Resurvey using GPS the local technology & Request 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 and responsibilities of Mahila police	Awareness programs for safety of women and child.	ESD
Day - 2	Division and responsibilities of Engineering Assistant	Ongoing work requirements and measurements	
Day - 3	Field activity SPB Survey pm-jay survey.	Knowing well about sustainable development and growth process.	
Day - 4	Field activity House-hold Survey PDS Distribution.	Knowing about types of house hold and their eligibility	
Day - 5	Online Services by Digital Assistant	Know how to apply caste / Income certificate	
Day - 6	De-brief on last 5 days activation.	Overall I learned maintain & implementation to do better for notices.	

WEEKLY REPORT

WEEK - 3 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

During the visit by AMN we visited several for any health issues and recommended few modifications. Also spoke to pregnant women for any difficulties discussed the well being and kind news of the people with the AMN.







Also accompanied by Mahila police visited home to educate the children for Good-touch and Bad-touch awareness for the Girl for not being shy any harassment happened should be insisted.

No of online service & survey are going on and participation and acquired knowledge about how a system women an Demand of the Government.

Acquired knowledge on Digital literacy, how application are filled online, what are the demands are attached and concerned.

Knowing the eligibility criteria of all welfare schemes of State 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 SCN-open beyond SCN-closed beyond SCN	shortest possible time for service.	
Day - 2	Definition of GDP and its objection overcome	Development processes	
Day - 3	Funds allocated to Gram Panchayat	General text for 15th toll management	
Day - 4	House hold survey of system 1, 2, 3, 4, 5	most likely of income survey	
Day - 5	Home held survey of clothes 6, 7, 8, 9, 10	categories of house hold	
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA: Service Life Agreement-

In grama ward sakhilayam, there are more than 546 service, each service is having their own SLA

For eg: 1, Income certificate - 7 days

2, caste certificate - 30 days

3, motivation - 3 days

4, Rice card - 180 days

G.P.P.P - Grama Panchayat Development Programme.

It is a planning programme.

For the development of gram panchayat

* Sanitation planning

* Road repair planning

* Street light position repair

* New overhead - bus

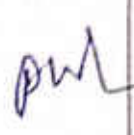





Funds for smooth slums of development

General fund - House tax payment /

Properties tax

15th finance - 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	Types of state Government welfare schemes and their eligibility	welfare in the primary concern to the existing government	
Day - 2	welfare calendar for the year 2023-2024	Planned execution and implementation of welfare schemes	
Day - 3	Field visit for what is Gram Panchayat? what is Agriculture land?? what is Dry land??	Basic Knowledge of a village visit and boundaries	
Day - 4	e-Kyc Mandatory for all the welfare schemes How e-Kyc is Done	Digital literacy using mobile / Small phone	
Day - 5	six step validation of eligibility for all welfare and non-welfare schemes	Digital literacy training acquired	
Day - 6	De-Brief of all 5 days activities	very informative	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria application programme field verification E-kyc programme.

EX. ↓ ↓ ↓ ↓ ↓
 OAP widow YSR PENSION Disability Fisherman
 Single women

All these types of pension have different eligibility criteria.

welfare calendar shows the session planning and implementation are known all right time in a project and procedure manner

E-kyc [Electronic know your citizen] which gives, than the live location of the citizen. It is mandatory for all house holds for all welfare schemes.

Six step validation - to make eligible for a scheme.

- 1, No Government employee in house hold
- 2, No income tax pay in house hold
- 3, No more than 3 Acres of Agriculture land
- 4, No town welfare holds
- 5, electricity consumption more than 300 units/month
- 6, 1000 sq field commercial land in urban area

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working Environment with professional knowledge & kind of people. In this organization all the staff are very punctual in attending the office.

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

The time they spent for us in being working schedule are appreciable. The staff co-operation & extended their operation in the internship programme.

The Digital Assistants are used for helping in learning advanced and needs all this moment for accountability. which keeps the system trust and worthy.

I am satisfied myself of this organization [Anna-ward Sachivalayam] protocols and working culture

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

→ Each work is systematically managed

Application programme

- Digital Assistant

Field verification

- Welfare Assistant

Third party verification

- Administrative Staff

Pre - Applied

- VRO

Final Applied

- MPDO/MRO

Everyone is using the technology bound work to avoid duplicity and ensure transparency in the eligibility of any scheme

- 1, Bio-metric Division

- 2, Android Smart phones

- 3, IRIS Scanner

- 4, Face Authentication

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 pre define which is very realistic and given to management, competence and Analog skills.

Every work in time is bounded and could be neglected whole world is observing the Activity and Decision making is very important.

For during any thing firstly practical knowledge and 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 skills are modified and improved my self in communication of different people in different places.

My written communication is per improved if by writing self evaluation scription / thoughts.

My confidence level is very high and i will continue with the same.

My anxiety level are low, i am very much patient and listen to music when i feel anything & i learn more anxiety management technologies.

My speech ability is moderate and it will be improved by communication skills.

I always greet every one when i see them and whenever they do good things.

In group division i always space with point to point and don't lag to improve.

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

I will be clear of what i am saying.

I also encourage others to participate in the discussions to share their views

I always conclude the group discussions in a friendly and formal 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)

First thing,

1. Handling of Smart phones
2. Bio-Metric Division
3. IRIS Scanner
4. Face Authentication programme

Which given the realise procedure.

Secondary, thing,

Using e-pos machine in pds

third thing,

Using GPS & 'Revenue' in lands

Re-namely programme-

Using Drones in identification of marks
in land allingment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: **NETINTI SRINIVASARAO [212200105304]**

Term of Internship: From **18/08/23** To **30/09/2023**

Date of Evaluation:

Organization Name & Address: **S.M.puram Grama Sachivalayam.**

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

N. Srinivasarao
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: NETINTI SRINIVASARAO

Term of Internship: From 19/08/2023 To 30/09/2023

Date of Evaluation:

Organization Name & Address: S.M. puram 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
SHERMAHANTPURAM
Etcherla (Mandal)
Srikakulam (Dist)

PHOTOS & VIDEO LINKS





EVALUATION

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.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NETINTI SRINIVASARAO

Programme of Study: Functioning of Grama-ward Sachivalayam

Year of Study: 2023

Group: BSC [MPE]

Register No/H.T. No: 2122001053041

Name of the College: Government Degree College Rd men, Srikakulam.

University: Dr. B.R. Ambedkar University, Etcherla, Srikakulam.

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)

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