

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: **POGIRI. SHANMUKHA JAO**

Name of the College: **Govt. Degree College (MEN) SriKakulam**

Registration Number: **2122 00 1053044**

Period of Internship: From **18-08-2023** To **30-09-2023**

Name & Address of the Intern Organization: **Rottavalasa Grama Sachivalayam, Rottavalasa, Saurashtra District, Gujarat**

University

YEAR

Certificate from Intern Organization

This is to certify that Pogirisi Shanmukharao (Name of the intern)
Reg. No 2122001053044 of Grant Degree College (men) (Name of the
College) underwent internship in Rottavalasa Grama Sachivalaya (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
Panchayat Secretary
Rottavalasa Grama Panchayat
Sarubujilli (Mandal)
Srikakulam Dist.

An Internship Report on

Functioning of Grama and Sachivalayam.

Submitted in accordance with the requirement for the degree of

~~B.Sc (M.P.E)~~

Under the Faculty Guideship of

V.v Ravi Kumar

(Name of the Faculty Guide)

Department of

Grant degree college (men)

(Name of the College)

Submitted by:

POSTRT. SHay mufha zco

(Name of the Student)

Reg.No: 2122001053044

Department of

(Name of the College)

Student's Declaration

I, Pogisii Shammukharao a student of B.Sc (M.P.E)
Program, Reg. No. 2121001053044 of the Department of ELECTRONICS
College do hereby declare that I have completed the mandatory internship
from 12-08-2023 to 30-09-2023 in Pottavalaya Gfama subin (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of

(Name of the College)

P. Shammukharao
30-09-2023
(Signature and Date)

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. Says that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of Grama Ward Sachivalayam to provide door to door services to the house holder, And also developing the village in a sustainable manner.
3. Function of Grama Ward Sachivalayam. It has mainly 3 types of functions.
 1. objection of Grama Ward Sachivalayam.
 1. sustainable development
 2. Door to door service
 3. Health And hygienic condition.
4. outcome of Grama Ward Sachivalayam.
 - * providing basic needs to the health holder
 - * An service of to on stop
 - * fully 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 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 turn possible type.
- * single window service system.
- * door to door service & welfare & home
- * providing a healthy environment for all living organization.
- * planning G.P. & Grama panchayat development program)
- * 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.

- * Version Service of grama Sachivalayam.
- * Various welfare schemes
- * on going projects / contraction.
- * public distribution system. (PDS)
- * Grama sabha.
- * working of each functionalization..
- * Field weights
- * Re-necessary of Agriculture land.
- * Aerial survey
- * House hold survey
- * per production. of natural calcination.

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.	 (DA)
Day -2	Various functionation & their defined work & responsibility	Organization working handly.	 (DA)
Day -3	Various functionation & their defined work & responsibility	- do -	 (DA)
Day -4	Field visit by Ann. An mental survey	How Annis are visiting Regularly to pregnancy women.	B. Tejwani
Day -5	Field visit by Ann. - pm Jay survey	Implement of pm Jay scheme.	B. Tejwani
Day -6	Re-brief of whole. The last 5 days & Activation.	Some knowledge has achieved	B. Tejwani

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

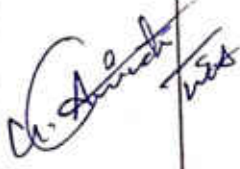
13 Grama Sachivalayam. Pattavalaya has
functionaries & 16 volunteers

main functions are in follows:

- * Panchayat Secretary
- * Digital Assistance
- * welfare & educational Assistance
- * Engineering Assistance
- * village Revenue officer
- * Agricultural Assistant
- * village surveyor
- * mahila police
- * ANM
- * Line man.

Secretary - who is overall in-charge in panchayat is maintaining all the Activation in And a grand field visit by ANM give an opportunity now will the organisation 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	Devision & responsibility of digital Asistent & welfare education Asistant	Imp of various s - service to citizen & types of welfare schemes.	
Day -2	Revision & responsibility of vfo & village survey	Ration distributio - system & Honary ble recognition & type of cards	
Day -3	Devision & responsibility of veterinary Asst. & Ag - cultural Asst.	live stollen & type - various immaginati - on type of crops & seeds	
Day -4	Field visit by vfo - PDS distribution.	door to door. delivery of public distribution to the house hold.	
Day -5	Field visit by us Resurvey	Re. caption of land in village using latest technology	
Day -6	De. brief of last 5 days Activity	Know what type. of devision are being delivered.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- tent possible time

1. Inverse of case & Income
2. family member certificate.
3. birth & death confirms.

candidate part Applying for schemes to the High level field verification.

1. YSR pension
2. YSR cheyutha.
3. Rice card
4. YSR Ammavadi
5. YSR vidya deema.

Field Activity: Ration distribution to household at door step by mbs

Field Activity: hand re-survey using & Review by Arc
in A main point

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	division & responsibility Amm & mahila police	Hygiene measure implementation. Safety of women & child.	
Day -2	division & responsibility of Engineering Asst & panchayat secretary	on going work Rejuvenation & pre measures of more Ready	
Day -3	Field Activity SDG Survey Dm Jay Sur vey	knowing well About sustainable develop ment growth process	
Day -4	Field Activity House hold survey pos dist -ribution.	Knowing About type of house hold & their Eligibility	
Day -5	online service digital litoral.	Known how to Apply for caste income certificate & more service	
Day -6	bc brief on last 5 days' Activation.	overview: learned name mainline when implement do better works	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing unit by Anne we united say
- vent have for Any health ins & recommended few
- medical Also spoke to pregnant women for only diffcultio
- m observed the well being & kind new of the people with
the Ann.

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 abtwar car
- rint

no. of online survey Are going on & parti
cipant And Acquired knowledge About how a system
women An demand of the government.

Knowing Highbiity Certain of all the welfare
schemes, of State government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SCA - open beyond SCA - closed beyond SCA	shortest possible time for service	A. Anurag
Day -2	definition of GPDD & if objection & overcome	Development process.	A. Anurag
Day -3	Kind: Association to Gram panchayat.	General test for 15th Finance Bill measures.	A. Anurag
Day -4	House hold Survey of Austeran 1, 2, 3, 4, 5	most likely a come survey	A. Anurag
Day -5	Household survey of clothes 6, 7, 8, 9, 10	categories of house holds	A. Anurag
Day -6	Home Field survey of clothing 11, 12, 13, 14, 15, 16.	- do -	A. Anurag

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life Arrangement

In gram ward sachivalayam. There more than 46 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. Picc card - 180 days

GPP - 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 over need town

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 & their eligibility	welfare in the primary concern for the existing government	
Day - 2	welfare calendar for the year 2022 - 2023	planned execution in implementation of welfare schemes	
Day - 3	field visit what is Gram chaitam? what is Agricultural land what is Dry land	Basic knowledge of a village & city boundary	
Day - 4	"E-Kyc" mandatory for all the welfare schemes How E-Kyc is done.	digital literacy using mobile & Smart phones	
Day - 5	sin-skr validation of Eligibility all welfare & non welfare schemes	digital literacy Training Acquired	
Day - 6	De-brief of all the last 5 days' Activity.	Very informative & [enableable]	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state - government . welfare schemes And.
Eligibility certain Application program field variabi
E - kyc program.

Eg: ysr pension / loan
DAY widow single women disability Holiday
All these types of person have difference eli
gibility criteria.

welfare calendar shown the deemed planning
& implementation of knows As the right time in a project
& procedural manner.

E - kyc electronic - know your citizen which
given An then live station of the citizen. It's modi
for all the house hold's for Any type of welfare schemes
sin - step validation.

1. no Govt Employee in the house hold
2. no income Tax pay in House hold.
3. not more the 3 Acres of Agricultural land
4. no Poor welfare hold
5. Electricity consumption not more than 300 unit / month
6. 1000 sq feet commercial land
is 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 environ-
ment with professionals, knowledge & kind people in this
organization. All staff are very punctual in attending office.

They had shown an interest in technology
how the system works And Administration Activities
are handled in a procedure manner.

The time they spent for us in being with
-king schedule are appreciable. And we thank them all
for their intended operation & co-operation in our inter-
ship programme.

The digital Aids used for helping us
in learning are very Advanced & needs us their know-
-ent for form & Accountability, which keeps the syst-
-em worthy.

Said my self impressed by this organi-
zation. working culture.

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

* face work in systematically managed
Application program - digital Assistant.
Field verification - welfare Assistant
third party verification - Administrative staff.
pre - Applied - vfo

Linear - Applied - mppo / mfo

to Avoid the eligibility of Any scheme.
Everyone is using the technology hand with
to center the transparency in An

1. Biometric division.
2. Android smart phone.
3. IRIS scanners
4. face Automation.

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

I Achieved the real-time governance procedure practice which is very realistic And given the management competence, & Analogous skills

Every work is time bounded And can't be neglected, while world in observing the activity & decision making is very importance.

For doing Any task. primary knowledge in want & secondary planning And Thirdly the procedure for implementation.

improvement in oral communication, written communication, 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 moderate And
in improve myself with communication different people
in different places.

my written communication is poor &
improve it by writing say evolution description through

my confidence levels are very high
And i will continue with the name.

my Anxiety level are very low. I
am very patient And listen to music whenever I
feel anything & I learn more Anxiety management
techniques

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 discussion I Always
- is space with point to point And don't
log to improve I will be clear of what
I Am saying

I Also encourage others to participate
in the discuss 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 device.
- * IRIS scanning
- * Face Authentication programme.

which gives the relatives procedure of the ivory

Secondly:

using E - pos machine in pos

Thirdly:

* using "Copi" & "P even" is land Re
namely programment programme.

=> using 'Powers' in identification of
mark in land Assignment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Pogiri Shanmukhaya Registration No: 2112001053044
Term of Internship: From: 18-08-2023 To: 30-09-2023
Date of Evaluation:
Organization Name & Address: Pottavalasa Grama Sachivalayam

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:

P. Shanmukhaya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Pogixi - sharmukharao

Registration No: 2122001058049

Term of Internship:

From: 18-08-2023

To: 30-09-2023

Date of Evaluation:

Organization Name & Address: Pottavalayo 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	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

Signature of the Supervisor

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Pogisi. Shamukha Rao
Programme of Study: Functioning of Grama ward Sachivalayam.
Year of Study: 2023
Group: B-sc (mp-f)
Register No/H.T. No: 212200/053044
Name of the College: Govt. Degree College Men (Sriekakulam)
University: Dr. B.R. 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:

Official Certification

This is to certify that Pogiri Shanmukha Rao (Name of the student) Reg. No. 2122001053004 has completed his/her Internship in Rottavalasa Grama Sachivalaya (Name of the Intern Organization) on Positioning of Grama Ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (M.P.E) in the Department of Education at Govt Degree College (Men), Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
: Panchayat Secretary
Rottavalasa Grama Panchayat
Sarubujili (Mandal)
Srikakulam Dist.

Endorsements

Faculty Guide



Head of the Department


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

Principal

Hand ticket no : 2122001053044

Phone no :- 630506 9025



Panchayat Secretary
Rottavalasa Grama Panchayat
Sarubujili (Mandal)
Srikakulam Dist.