

# 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: V. Tharun

Name of the College: Govt Degree College (Men), SKTM

Registration Number: 2122001053048

Period of Internship: From 18/08/20 to 30/09/2023

Name & Address of the Intern Organization: Sathiyalayam (Agriculture)

Dt. 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, G.D.C (Men), Sakim.

(Name of the College)

Submitted by:

M. Tharun

(Name of the Student)

Reg.No: 2122001053048

Department of

(Sachivalayam) Agriculture Dept.

(Name of the College)

G.D.C (Men), Sakakulam.

## Student's Declaration

I, Y. Tharun a student of 2 Month Internship  
Program, Reg. No. 20201053041 of the Department of VID (NEW) (DSC)  
College do hereby declare that I have completed the mandatory internship  
from 18/08/23 to 30/09/2023 in Agriculture (extension) (Name of  
the intern organization) under the Faculty Guideship of  
V.V. Ravi Kumar (Name of the Faculty Guide), Department of  
(B.S.C) Maths, Government Degree (new) college  
(Name of the College)

Y. Tharun  
(Signature and Date)



## Official Certification

This is to certify that Yalla Thuvun (Name of the student) Reg. No. 2182001053048 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)  
Sri Lanka

Principal



### Certificate from Intern Organization

This is to certify that Yella Tharum..... (Name of the intern) Reg. No....2122001053078 of ITDC for MEN... Name of the College) underwent internship in Agriculture..... (Name of the Intern Organization) from 18/08/2023 to 18.09/2023

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

18/09/2023  
1001507890001



## 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.

### Learning Objective:-

- \* To give an understanding of the functioning and structure of the grama Sachivalayam organisation.
- \* To develop skill in administration and clerical tasks related to day-to-day operation of the organisation.
- \* To learn about the various govt. scheme and program implementation by the grama Sachivalayam for the benefit of rural population.
- \* To prove communication and interpersonal skill through interaction with villagers and other stake holder.
- \* To acquire knowledge of legal and regulatory frame work governing the activities of grama Sachivalayam.

### Outcomes achieved:-

- \* Improved knowledge of organisation structure functions and responsibility of grama Sachivalayam.

- \* Enhanced administration and maintaining recording, data entry and handling paper work.
- \* understanding of various govt scheme and programmes such as housing sanitation and education.
- \* Improved communication and interpersonal skill through interaction with villagers, officer and other stakeholder.
- \* understanding of the legal and regulatory framework govt activities of grama Sachivalayam.

### Brief description of grama Sachivalayam organization:-

The grama Sachivalayam is a govt organization that functions at the village level in India. Its primary objective is to ensure the effective implementation of govt schemes and programmes for the welfare of the rural population.



## 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:- Grama Sachivalayam are secretariate setup in the Indian state of AP to decentralize the administration by making service and welfare services of all govt. department available at one place. AP was the first state in India to launch village secretariat. Govt. of AP appointed village volunteers to deliver services. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanthi. There are found a total of 15,005 no. of ~~so~~ sachivalayam in AP. 1165 in rural.

### Vision mission of values:-

- \* Vision is to bring in a corruption free, transparent and accountable administration at village level.
- \* It also aims at strengthening and smooth functioning of panchayat raj institution.
- \* The main mission is to decentralize the administration by making service and welfare services all available at one place.

## Rules and Responsibilities:-

Panchayat Secretary:- Grama Sachivalayam convenor, able to collect taxes and other welfare.

VRO:- Monitoring the land and Ration, food supply in villagers.

Survey Assistant:- Surveyor of village land.

ANM:- Responsible for villagers health monitoring, conducting health camps.

Women police:- Counselling, security and other important roles.

EA:- water supply, Grama Sachivalayam, village worker.

Electrical Assistant:- Electricity supply and street light.

Agriculture NPD's:- Monitoring agriculture work, suggestion, marketing.

Digital assistant:- Monitoring the village in single window system.

Welfare assistant:- person distribution, Amakra mahila, house construction.



### 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.

- \* Ramchayat Raj ad - 1994 days that level govt in every village of the growth & development in a noticeable manner.
- \* CM of AP state Ys Jayan Mohan reddy started three secretariat at vijawada the statement was made on at 2, 2019 150<sup>th</sup> anniversary of Mahatma Gandhi.
- \* Functions of grama work sachivalayam. It has mainly 11 types of officers in secretariat the village volunteer system over to bring govt services to people doorstep.
- \* Generally using of technological skiller and instrument mainly use just like bio - metric, computer system.
- \* The internship part three kind of skiller are very important, listening and speaking, confidence, leadership qualifier and time management.
- \* Outcomes of urld 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.	-	N.A
Day - 2	Digital assistant introduced about all 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 darithini	I know about some problem of the Kanganj Kanganj 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 the their door step.	N.A



## WEEKLY REPORT

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

Objective of the Activity Done:

Panchayat secretary

Detailed Report:

Grama Sachivalayam is also known as village secretariate AP is the first state in India to launch village secretariate govt of AP appointment village volunteers to deliver services. It was launched on 2/10/2019 on the eve 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 Sri Sakthikulam district

Urban areas : 95

Rural areas : 835

Departments :

\* panchayat secretary

\* village revenue officer

\* Digital assistant

\* welfare & education

\* Mahila police

\* engineering assistant

\* village saramayog

\* Animal husbandary assistant

\* ATM

\* village agriculture assistant

\* Energy assistant.

### 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 of recorder.	I have learned about different types of taxes.	N.A
Day - 4	He explained about the conduction of meeting in function committee.	I have learned about the way how meeting is conducted.	N.A
Day - 5	He told that he have to deposit the money collected in tax in banker.	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:

Grama 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 there in the treasury regularly.
- \* He/she shall maintain and act as a custodian of the entire record/register of the grama panchayat including cheque books.
- \* He/she shall implement the resolution of the grama panchayat and of the committees.
- \* He/she convene the meeting of the grama panchayat and of its functional committees thereon 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 understood 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 for certificates	N.A
Day - 4	He explained about how he protect the govt properties.	I understand that he is responsible for govt property 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 supervision of Revenue department	I understood 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 officer

Detailed Report:

- \* Village Revenue officer work under the administration supervision of Revenue department.
- \* They are answerable to village secretary.
- \* 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 records and account promptly and accurately.
- \* Issue of certification: The VRO shall issue the nationality certificate and solvency certificates in their respective jurisdiction only.
- \* Protection of govt lands, water tankers, trees and other govt properties and take effective steps to safeguard 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 understood about his role in Karajada 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 and 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/NCC-Tea counters.	I understand that Nee tea and Non-mee tea services are done by him	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 CRPP.	Tracking of physical and financial in under him maintain.	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 area about sort out the needs / beneficiaries / problems sector wise and the same to panchayat secretary.
- \* He/she shall act as incharge of the front office i.e. CSE / mee - sewa counters.
- \* The function of front office includes
  - Receipt of applications, apples and cash / cheque 100/-
  - Delivery of services
  - Reception and reformation counter to the public
- \* Management of data related to the local govt in all panchayat enterprise suite applications.

### 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 about	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 jagannama ammasadi scheme	I understand about the eligibility rules	N.A
Day - 5	He told about jagannama vidhyasauena scheme	I understand about the eligibility rules.	N.A
Day - 6	PONGAL HOLI	—	—



## 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 society being implemented by all welfare, BC welfare, minority welfare.

\* Pensions :-

- \* Shall monitor the distribution of pensions every month in the village.
- \* shall draw cash and issue the village voluntary every month.
- \* shall collect the death vacancy of pensions and update in website through digital assistant.

\* Improving livelihood of SHG :-

- \* XSR Bhuma
- \* XSR VLP scheme
- \* XSR Karsona scheme
- \* XSR dithi scheme

**Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No: Yadla Tharun

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

Date of Evaluation:

Organization Name & Address: Agriculture (Karaajada)

Name & Address of the Supervisor with Mobile Number: N. Ashok, Karaajada (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

Y. Tharun  
Signature of the Student



## Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Yadla Tharun

Term of Internship: From 18/05/2023 To 30/07/2023

Date of Evaluation:

Organization Name & Address: Agriculture (Kharajada)

Name & Address of the Supervisor with Mobile Number: N. Ashok, Kharajada (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: *Yadla Theerun*  
Programme of Study:  
Year of Study: *2023*  
Group: *MPE*  
Register No/H.T. No: *2122001053048*  
Name of the College: *GIDC (Men) SKLM*  
University: *D. 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)

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](http://www.apsche.ap.gov.in)