

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:

A. H. H. H.

Name of the College:

Registration Number:

Period of Internship:

From:

To:

Name & Address of the Intern Organization

_____**University**

YEAR

An Internship Report on

Sachavalaagar

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

U-G Degree B.Sc.

Under the Faculty Guideship of

V.S.V.S. Satyanarayana

(Name of the Faculty Guide)

Department of

Analytical chemistry

(Name of the College)

Submitted by: A. Harisankar

G.O.V.L. Degree college (Mun)

(Name of the Student)

Reg.No: 2122001582002

Department of

Analytical chemistry

(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.

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.

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Student's Declaration

I, A. Harishankar a student of 2 years short term Pharm.D Program, Reg. No. 2020010001 of the Department of Analytical Chemistry College do hereby declare that I have completed the mandatory internship from 08-08-2014 to 20-11-2014 in _____ (Name of the intern organization) under the Faculty Guideship of _____ (Name of the Faculty Guide), Department of Analytical Chemistry, Govt Degree College, Mysore (Name of the College)

(Signature and Date)

Official Certification

This is to certify that A. Hari Sankar (Name of the student) Reg. No. 2122001562002 has completed his/her Internship in _____ (Name of the Intern Organization) on Sachavalaigam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Analytical Chemistry in the Department of Govt. Degree College (Men) (Name of the College).

This is accepted for evaluation.

Ch. G. S. S.
(Signatory with Date and Seal)

Panchayat Secretary
SRIJAGANNADHAPURAM
GRAMAPANCHAYAT
Kotabommali

Endorsements

[Signature]
Faculty Guide

[Signature]
Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that A. Hari Sankar (Name of the intern)
Reg. No 2122001562002 of Govt Degree College (Name of the
College) underwent internship in Sachavallayan (Name of the
Intern Organization) from 18-8-23 to 30-9-23.

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

ch. Gow
Authorized Signatory with Date and Seal

Panchayat Secretary
SRIJAGANNADHAPURAM
GRAMAPANCHAYAT
Kotabommali

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 electrical 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 stakeholders

Outcomes achieved:-

- * Improved knowledge of organisation structure function 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, officers and other stake holder

Brief description of grama sachivalayan organisation:

The grama sachivalayan is a govt organisation that function at the village level in India. its primary objective into 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 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 Sachivalayam (also known as village secretariate) are secretariate setup in the Indian state of AP to decentralize the administration by making studies and welfare receiver of all govt department available at one place. AP was the first state in India to launch village secretor office. In AP appointed village volunteers to deliver service. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanti. There are found a total of 15005 of Sachivalayam in 1165 in rural.

vision mission of values

vision, mission & values

vision is to bring in a corruption free, transparent and accountable administration at village level.

It is also over at strengthening and smooth functioning of panchayat raj institutions

The main mission is decentralize the administration by making service and welfare service all available at one place

Grama Sachivalaya - Grama Sachivalayan convenor able to collect taxes and other welfare.

VRO - monitoring the land and Patis, food supply in villages.

Survey Assistant - surveyor of village land.

ANM - Responsible for villagers health monitoring, conducting health

women police counselling, security and other important roles

PA - water supply, gramasachivalayan, village works

Electrical Assistant - Electricity supply

Digital Assistant - monitoring the village in single window system.

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.

- X participated in 1999 days that local govt in every village of the growth of development in a multitude.
- X in the up state of Jagers more widely started their activities at vijayawada the station was made by oct 2 2017 with increasing of material. Growth:
- X function of grain work satisfactory, it has made a type of office in secretariat the village voluntary system over to bring good services to people directly.
- X generally using of technological skills and instrument mainly are just like bio-structure, computer system.
- X the internship part there kind of skills are very important listening and speaking, confidence, leadership qualities and time management.

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.)*

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 sachivalaya	-	ch. Gnan
Day - 2	Digital assistant introduced about all the staff members	I learned about how many sectors are organised in sachivalayas	ch. Gnan
Day - 3	Introduction with village volunteers	I know about some of problems of yellowillapode	ch. Gnan
Day - 4	panchayat secretary told about graha dootim	I know about some problems of yellowillapode	ch. Gnan
Day - 5	welfare assistant told about the details of sachivalayan	I understand about the establishment	ch. Gnan
Day - 6	Digital assistant told about the vision and mission of sachivalayan	The main mission in delivering services to the their door.	ch. Gnan

Panchayat Secretary
SRIJAGANNADHAPURAM
GRAMAPANCHAYAT
Kotabommali

WEEKLY REPORT

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

Objective of the Activity Done:

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 volunteer to delivery services. It was launched on 2/10/2019 on the eve of Gandhi Jayanti.

* There were found a total of 15 pos no. of sachivalam in AP.

* 3848 in urban areas, 11165 in rural areas.

* There are total 930 in srikakulam district.

Urban areas - 95

rural areas - 855

Department

- * panchayat secretary.
- * village revenue officer.
- * digital assistant.
- * welfare education.
- * mahila police.

- * Engineering assistant.
- * village surveyor.
- * 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	Parichayat secretary explained about his job chart	I learned about the responsibility of parichayat	ch. Gaur
Day - 2	parichayat secretary explained about his job chart:	I learned about the role of the parichayat secretariat.	ch. Gaur
Day - 3	He explained about the collection of taxes.	I have learned about different types of taxes.	ch. Gaur
Day - 4	He is explained about the conduction of meeting	I have learned about the way how meeting is conducted	ch. Gaur
Day - 5	He told that he have to deposite the money.	I have learned how much money is paid on different taxes.	ch. Gaur
Day - 6	collecting the mon-taxes in snoweeped. in the village.	I have learned about how to collect taxes.	ch. Gaur

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * He is executive authority of grama panchayat
- * He/she shall collect taxes & non taxes of grama panchayat.
- * He/she shall maintain and act as a custodian of the entire records/register of the gram panchayat including cheque books.
- * He/she shall implement the resolution of the grama panchayat functional committee through with the consent of the sarpanch.
- * Have power to initiate discipline action against the employees of the village secretariat.
- * He/she shall co-ordinate & supervise the officer and employees working under the village.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Digital assistant told about his job chart.	I understand about his role in Jargangi-2 Sachivalayan.	
Day - 2	Digital assistant told about his job chart.	I know the responsibilities of him in Sachivalayan.	
Day - 3	He told about he will co-ordinate and work in convergence.	He divides the work to divide remaining staff.	
Day - 4	He told that he acts as incharge of front office as CSE / Mee-seva.	I understood that mee-seva and non mee-seva services are done.	
Day - 5	He said that he will manage and maintain the data base of village.	I understand that all data was maintained by him.	
Day - 6	He will track physical and financial status of the work takes up.	Tracking of physical and financial is under maintenance.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- * Village revenue officer work under the administrative supervision of revenue department
- * They are answerable to village secretariate
- * They have to attend meetings conducted by the village secretariate with relevant information.
- * maintaining of village revenue records and all village revenue account promptly and accurately
- * collection of water taxes, and other funds pertaining to Revenue department.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VPO sir explained about his job chart.	I learnt about the role of VPO in gramasachivalaya.	
Day - 2	VPO sir explained about his job chart.	I understand about his duties in gramasachivalaya.	
Day - 3	He told about the issue of certificate like caste income OBC etc.	I learnt about the requirement for applying for certificate.	
Day - 4	He explained about how he protect the govt properties.	I understand that he is responsible for govt property.	
Day - 5	He is responsible for maintaining the recorder and register.	I know that the maintenance of record was under him.	
Day - 6	He told that he work under administration supervision of Revenue.	I understood that he is the play key role in revenue.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Page No:

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	PONGIAL HOLIDAY	-	
Day - 2	Mahila Police mandam told about her job chart	I learnt about her job role	
Day - 3	Mahila Police told about her role, responsibilities in Sachivalayam	I learnt about her role and responsibilities	
Day - 4	Madam told that she is responsible for women and child welfare duties	I learnt about women and child welfare duties	
Day - 5	she will visit the school and, verify functions and school.	I visited school and understand about the meal system.	
Day - 6	she said that she have to create awareness on the prevention of Alcohol and drugs.	I understand about selling alcohol in village in illegal.	

WEEKLY REPORT

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

Objective of the Activity Done: Welfare and educational assistant.

Detailed Report:

General duties;

- * To sube Identification of eligible posion for the below said welfare schemes.
- * To generate awareness among the public in the village secretariont jurisdiction about the scheme. meant for the weaker section of the society being implumented by all welfare department; social welfare, tribal welfare, BC welfare, minority welfare.

Pensions;

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

Improving livelihood of SHG;

- * YSR Bhima
- * YSR VIR scheme
- * YSR Aasara scheme
- * YSR didhi scheme

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 charit	I understand about his job charit	
Day - 2	Welfare sir told about his job about	I understand his responsibilities in sachivalayam	
Day - 3	He told about the distribution of pensions every month	I understand about the ways of distribution in pension	
Day - 4	He told about Jaganna annamandi scheme	I understand about the eligibility rules	
Day - 5	He told about Jaganna vidhyadeveram scheme	I understand about the eligibility rules	
Day - 6	PONGAL HOLIDAY	-	

WEEKLY REPORT

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

Objective of the Activity Done: Mahila Police and women and child welfare

Detailed Report:

- * Women and child welfare duties
- * Integrated child development service scheme
- * H/w should do supportive supervision and monitoring of day to day activities of I-Facilitate the aww.
- * Enrolment of beneficate
- * Identification of high risk pregnant women.
- * Women and children case protection and welfare program.
- * Care and protection of children.
- * Differently abled, Transgender and sexual citizen
- * Education
- * Mahila Police duties.

Student Self Evaluation of the Short-Term Internship

Student Name: A. Hari Sankar Registration No: _____
Term of Internship: 2 months From: 18-8-23 To: 30-9-23
Date of Evaluation: _____
Organization Name & Address: 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: _____

A. Hari Sankar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name:	Registration No:
Term of Internship: From:	To :
Date of Evaluation:	
Organization Name & Address:	
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:

Page No:


Signature of the Supervisor

Panchayat Secretary
SRIJAGANNADHAPURAM
GRAMAPANCHAYAT
Kotabommali

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Anupoju. tharisanika

Programmer of Study: Bsc IIIrd year

Year of Study: IIIrd year [2023]

Group: (MCA) IIIrd Bsc.

Register No/H.T.No: 2122001582002

Name of the college: Govt Degree college (Men) SriKakulani

University: Dr. B. Ambedkar university

SLNO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	14
2	Internship Evaluation	30	24
3	Report	25	21
4	Oral presentation	25	21
5	GRAD TOTAL	100	80

Date: 27-10-23.


Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULANI



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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