

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: DUKHA SANTHOSH

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN)

Registration Number: 2122001562005

Period of Internship: 2 months From: 18-8-2023 To: 30-9-2023

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

Dr. B. R. Ambedkar University
YEAR

An Internship Report on

Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

UG Degree BSc

Under the Faculty Guideship of

V.S.VS. Satyanarayana

(Name of the Faculty Guide)

Department of

Govt Degree college

(Name of the College)

Submitted by:

Dr. Santhosh

(Name of the Student)

Reg.No: 21220015602005

Department of

Government degree college (near)
(Name of the College)

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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.

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, D. Santhosh a student of 2 months internship
Program, Reg. No. 2122001562005 of the Department of Analytical Chemistry
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in _____ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
Analytical Chemistry, Govt. Degree College (MEN) SKM
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that D. Santhosh (Name of the student) Reg. No. 2122001562005 has completed his/her internship in Apicultural (Name of the Intern Organization) in Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Industrial Chemistry in the Department of Govt degree college (Name of the College).

This is accepted for evaluation.

Endorsements


Faculty Guide


Head of the Department


Principal

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM


(Signatory with Date and Seal)
Panchayat Secretary
Dusi Panchayat
Amadalavalasa Mandal
Srikakulam Dist.

Certificate from Intern Organization

This is to certify that D. Santhosh (Name of the intern)
Reg. No. 2122001562005 of Govt degree college (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from _____ to _____

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

Authorized Signatory with Date and Seal

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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.

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.
- To acquire knowledge of legal and regulatory framework 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.

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- Enhanced administration and maintaining recording data entry and handling paper work.
- Understanding of various govt scheme and programme such as housing sanitation and education.
- Improved communication and interpersonal skill through interaction with villages officer and other stakeholders.
- Understanding of the legal and regulatory framework govt activities of grama Sachivalayam.

Brief description of grama Sachivalayam organisation;

The grama Sachivalayam is a govt organisation 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 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, profit, market reach and market value.
- G. Future Plans of the Organization.

Introduction: Grama Sachivalayam (also known as village secretariats) are secretariats setup in the Indian State of AP to decentralize the administration by making redress 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 volunteer to deliver services. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanti. There are found a total of 15,000 no of 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 over at strengthening and smooth functioning of Panchayat raj institution.

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

Rules and Responsible:

Panchayat Secretary Grama Sachivalayam convenor, able to collect tax and other welfare

VRD: Monitoring the land and Ration, food supply in village.

Survey Assistant: Surveyor of village land.

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

Women Police Counselling, security and other important Role.

GA: water supply, Grama Sachivalayam, village worker.

Electrical assistant Electricity agricultural work, suggestion, marketing

Agriculture MPO: Monitoring agricultural work suggestion in windows system.

Welfare assistant Person distribution, dwarfale, mohila house construction.

Policy of grama Sachivalayam:

Providing basic service like water, sanitation health welfare and social security to rural population.

→ Removing transparency and accountability in functioning of organization through various measure like social audit.

→ Facilitating the delivery of govt scheme and programmes to the people.

Grama Sachivalayam organization structure:

The grama Sachivalayam is an organization structure that is set up to that governance makes the gram root level the grama Sachivalayam competition various

administration part that are responsible for the smooth functioning of panchayati Raj institution.

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 skill the intern acquired.

- Panchayat Raj Act - 1971 says that level govt in every village of the growth & development in a motivated manner.
- CM of AP state YS Jagan Mohan Reddy started the secretariat at Vijayawada. The statement was made on Oct 2, 2019 150th anniversary of Mahatma Gandhi.
- Function of grama work Sachivalayam. It has machinery by govt of officers in secretariat the village volunteer system one to bring govt service to people doorstep.
- Generally using of technological skills and instrument mainly we just like bio metric, computer system.
- The internship part there kind of skills are very important listening and speaking, confidence, leadership qualities and time management.
- Outcome of village Sachivalayam to
 - Early solution of all problems
 - All service of govt no stop

ACTIVITY LOG FOR THE FIRST 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	
Day -2	Panchayat secretary explained about his Job chart	I learned about the role of panchayat secretary	
Day -3	He explained about the collection of taxes and maintenance of road etc.	I have learned about different types of taxes	
Day -4	He explained about the conduct of meeting in Panchayat Committee	I have learned about the way how meeting is conducted	
Day -5	He told that he have to deposit the money collected in tax in bank	I have learned, how much money is paid as different taxes	
Day -6	Collecting of taxes is surveyed in the village	I have learned about how to collect taxes	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grame Sachivalayam is also known as village secretariat. It is the first state in India to launch village secretariat govt of AP appointment village volunteer to deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanti.

- Nearly 2 lakh candidates are qualified.
- There were found a total of 15000 no of Sachivalayam in AP
- 384 in urban areas & 11163 in rural areas.
- There are total 930 in Srikakulam district.

Urban area : 95

Rural area : 835

Departments :

- Panchayat secretary
- Village Revenue officer
- Digital assistant
- Welfare & Education
- Malika Police

- Animal husbandary assistant
- ATM
- village agricultural assistant
- Energy assisted

- Engineering assistant
- Village Surveyor

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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	I submitted the issues list of internship in each Sachivalayam.	-	
Day -2	Digital assistant introduced about all the staff numbers.	I learned about how many sectors are	
Day -3	Introduction with village volunteers	I learned about how many hours assigned to one volunteer.	
Day -4	Panchayat sector told about grama devtham.	I know about some problem of the Kungulap village.	
Day -5	Deputy assistant told about the details of Sachivalayam.	I understood about the establishment of Sachivalayam.	
Day -6	Digital assistant told about the vision and mission of Sachivalayam.	The main mission is delivery service to the doorstep.	

WEEKLY REPORT

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

Objective of the Activity Done:

Panchayat Secretary

Detailed Report:

- * He is the executive authority of Grama panchayat
- * He/she shall collect taxes & non-taxes of gram panchayat promptly and deposit there in the treasury regularly
- * He/she shall maintain and act as a custodian of the entire records / registers of gram panchayat including cheque books
- * He/she shall implement the resolution of the gram panchayat and of the committees
- * He/she convene the meeting of the gram panchayat functional committees. However 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 officers and employees working under the village secretariat.

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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	VPO sir explained about his job chart	I learnt about the role of VPO in gramas Sachivalayam	
Day - 2	VPO sir explained about his job chart	I understood about his duties in gramas Sachivalayam	
Day - 3	he told about the issue of certified like caste income, OBC... etc	I learnt about requirement for applying for certificate	
Day - 4	He explained about how he protect the govt properties	I understood that mullasa and non mullasa services are done by him	
Day - 5	He is responsible for maintaining the recorder and register	I understood that whole data was maintained by him	
Day - 6	He told that he work was administration supervision of Revenue department	Tracking of Physical and financial in and him maintain	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- Village Revenue officer work under the administration supervision of revenue department.
- They are answerable to village secretary.
- They have to attend the meeting conducted by the village Revenue account promptly and accurately.
- Maintaining of Village Revenue Record and all village revenue account promptly and accurately.
- Collection of water tax, and other sum pertaining to revenue department.

Issue of Certification: The VRO shall issue the necessary certificate and solvency certificate in their respective function only.

- Protection of govt lands, crown stock, trees and other govt properties and take effective steps to safe guard the interest of govt.

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 understood about his role in Kangulavalasa Sachivalayan	
Day - 2	Digital Assistant told about his job chart	I know all the responsibilities of him in Sachivalayan	
Day - 3	He told about he will co-ordinate and work in convergence with all villages.	He divides the work to remaining staff members	
Day - 4	He told that he act as Incharge of front officers CSC (HEC - SEVA) Covertess.	I understood that we SEVA and Non- we SEVA services are done by him	
Day - 5	He said that he will manage and maintain the date base of village secretariat	I understood that whole date was maintained by him.	
Day - 6	He will track physical and financial status of the work takes up from GPDP.	tracking of physical and financial in under him maintaining	

WEEKLY REPORT

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

Objective of the Activity Done:

Digital assisstant

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 areas about sort out the needs/beneficiaries/problems sector were and calculate the same to pauchayat secretary.
- * He/she shall acts as incharge of the front office i.e. case-in-cases counsellors.
- * The function of front office includes.
 - ⇒ Receipt of applications, applas and cash/cheque loan.
 - ⇒ Delivery of Services.
 - ⇒ Reception, conc. reformation counsels to the public.
 - * Management of data related to the local govt. in all , pauchayat interprise suite applications.

ACTIVITY LOG FOR THE FIFTH 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 job chart	
Day -2	Digital Assistant told about his job chart	I understood his responsibility in Sachivalayam.	
Day -3	He told about he will coordinate and work in Convergence wing all day.	I understood about the ways of decision in pension	
Day -4	He told that act as incharge of front office of sec/mec - Siva Country	I understood about the eligibility rules.	
Day -5	He said that he will manage and maintain the data base of village secretariat.	I understood about the eligibility rules.	
Day -6	He will track physical and financial status of the work taken up from GPPD	—	—

WEEKLY REPORT

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

Objective of the Activity Done:

Welfare & Educational assistant.

Detailed Report:

General duties:

→ To have identification of eligible person for the below rural welfare schemes.

→ To generate awareness among the public in the village regarding jurisdiction about the scheme meant for , various section of the society using , implement & by all welfare departments : 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.
- Shall draw cash and issue the village volunteers every month.
- Shall collect the details vacancy of Pension and update in website through digital assistant.

Improving livelihood of SHGs:

- YSP Bhima
- YSP VLP scheme
- YSP Aarava Scheme
- YSP didhi Scheme

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ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-charge Signature
Day - 1	Pongal Holiday	-	-
Day - 2	Mahila police madam told about his job chart	I learnt about his job scope	
Day - 3	Mahila police told about his sole responsibilities in Sachivalayam.	I learnt about his sole and responsibilities	
Day - 4	Madam told that she is responsible for women & child welfare duties	I learnt about women child welfare duties	
Day - 5	She will visit the school and verify functions and school	I visited school and understand about to nial system	
Day - 6	she said that she have to create awareness after selling alcohol by prevention of alcohol and drags	I understand about village in illegal	

WEEKLY REPORT

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

Objective of the Activity Done: Mahila police & women & child welfare.

Detailed Report:

- * Women & child welfare duties.
- * Integrated child. development service scheme.
- * The shes should do support supervision and maintaining of day to day activities at facilitate the area.
- * Enrolment of beneficiaries.
- * Identification of high risk pregnant women.
- * Women & children care protection and welfare program.
- * Care & protection of children.
- * Differently abled, Transgender & Senior citizens.
- * Education.
- * Mahila police duties.

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 for 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 responsibility and groups to be assessed this way. The assessment will take into account 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 as indicated 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.

Student Self Evaluation of the Short-Term Internship

Student Name: D. Sarathesh Registration No: 2122001562505

Term of Internship: From: To:

Date of Evaluation:

Organization Name & Address: 2-207 main street - RS DUST, DUST
Srikakulam 532410

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
2	Written communication	1	2	3	4
3	Proactiveness	1	2	3	4
4	Interaction ability with community	1	2	3	4
5	Positive Attitude	1	2	3	4
6	Self-confidence	1	2	3	4
7	Ability to learn	1	2	3	4
8	Work Plan and organization	1	2	3	4
9	Professionalism	1	2	3	4
10	Creativity	1	2	3	4
11	Quality of work done	1	2	3	4
12	Time Management	1	2	3	4
13	Understanding the Community	1	2	3	4
14	Achievement of Desired Outcomes	1	2	3	4
15	OVERALL PERFORMANCE	1	2	3	4

Date:

Signature of student

Evaluation by the Supervisor of the Intern Organization

Student Name: D. Santhosh Registration No: 2122001562005

Term of Internship: From: To:

Date of Evaluation:

Organization Name & Address: 2-207 main street, DUST, RES DUST
Sikakulam

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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INTERNAL ASSESSMENT STATEMENT

Name of the Student: DUKHA SAMI HOSH
Programmer of Study: 3rd year
Year of Study: 2021 - 2024
Group: [II BSC (MCAC)]
Register No/H.T.No: 2122001562005
Name of the college: Govt Degree Men College
University: DY. Arad

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	13
2	Internship Evaluation	30	24
3	Report	25	20
4	Oral presentation	25	19
5	GRAD TOTAL	100	76

Date:

Signature of the Faculty Guide

Certified by

Date:

Seal:

Signature of the Head of the Department/Principal
PRINCIPAL
Govt. Degree College (Men's)
SRIKAKULAM



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, India

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