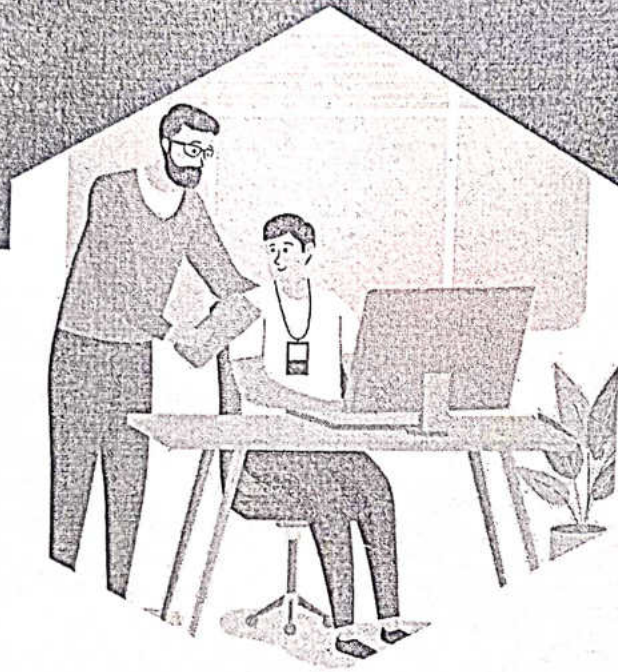


Model Program Book



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: *Dr. Dnyaneshwar*

Name of the College: *govt degree college Men Sitakul*

Registration Number: *2122001562006*

Period of Internship: *from 16/06/2023 to 30/9/2023*

Name & Address of the Intern Organization: *Bhogaberi gram
sachivalayam
Kanchali (M) Sitakul (DSF)*

Ambedkar University

YEAR

An Internship Report on
function of gramaward sachivalayam
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
BSc "MCAC"

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of
Analytical Chemistry
(Name of the College)

Submitted by:
govt. Degree College (men) Srirakulam
Gummidi, Duryothana
(Name of the Student)

Reg.No: 2122001562006

Department of
Analytical Chemistry
(Name of the College)

govt. Degree College - (men) Srirakulam

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.

-----<@>-----

Student's Declaration

I, Gummidi, Divyashana a student of B.Sc [MCAC]
Program, Reg. No. 2122001562006 of the Department of Analytical Chemistry
College do hereby declare that I have completed the mandatory internship
from 18/08/2023 to 30/ in Dr. S. S. Venkatesh (Name of
the intern organization) under the Faculty Guideship of
Dr. S. S. Venkatesh (Name of the Faculty Guide), Department of
Dr. S. S. Venkatesh
(Name of the College)

(Signature and Date) 30/10/2023

Certificate from Intern Organization

This is to certify that Gummidi, Duryodhana (Name of the intern)
Reg. No 2122001562006 of govt degree college (me) (Name of the
College) underwent internship in bhogabeni grama sachiva (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
30/10/2023
Grama Panchayat
BHOABENI
Kanchili (M), SKLM Dist.

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 in a sustainable manner.
- 2) Implementation of grama ward sachivalayan to render door to door service to the house holder and also developing the village in a sustainable manner.
- 3) function of grama ward sachivalayan It has variety to types of function.
- 4) objection of grama ward sachivalayan :
 - 1) sustainable development.
 - 2) door to door service.
 - 3) health and hygienic condition
- 5) outcome of grama ward sachivalayan .
 - * providing basic needs to the needy household.
 - * An service of door to door stop.

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:-

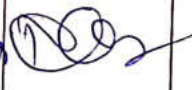
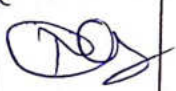
- * providing various citizen services of a shortest possible type.
- * single window service system.
- * door to door services and welfare of home
- * providing ambient environment for all living organization.
- * planning group grama panchayat development program.
- * Citizen satisfaction in the ultimate 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.
- varmala welfare scheme.
- * on going project / construction.
- * public distribution system (PDS)
- * grama sabha.
- * working of each function.
- * field visits.
 - 1) survey of agriculture land
 - 2) Aerial survey.
 - 3) house hold survey.
- * production of map.

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 volunteer	Organization structure	
Day - 2	version function and their defined were and responsibility	organization structure working hour	
Day - 3	version function and their defined were and responsibilities	- do -	
Day - 4	field visit by ANM for mental survey	how ANMs are visiting regular to permenary cases	
Day - 5	field visit by ANM - PM - Day Survey.	Implement of pm Tare scheme	
Day - 6	De. brief of whole the last 5 days activation	same knowledge not achieved regeneration	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayan Bhogebeni has 11 functionaries & 16 volunteers.

main functionaries are in follow:-

- * panchayat secretary.
- * digital Assistant.
- * welfare and Educational Assistant.
- * Engineering Assistant.
- * Village revenue officer.
- * Agricultural Assistant
- * Veterinary Assistant
- * Village Surgeon.
- * Mahila police.
- * ANM. * line man

over all in charge in panchayat secretary who is maintaining all the activities in and a round field visit by ANM give an opportunity how well the organisation staff is behaving with the village

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	devision & responsi bility of digital Assistant & welfare education Assistant	Imp of various service to citizen and type of welfare schenel	(Signature)
Day - 2	devision & responsi bility of VRO & village surveyor	ration distribt system and how recognition and type of card	(Signature)
Day - 3	devision & responsi bility of veteronary Aist & Agricultural Aist	live stoller & type various immugmation type of census	(Signature)
Day - 4	field visit by VRO - POS distribution	door to door delivery of public diston but ion to the hole holl	(Signature)
Day - 5	field visit by VRO survey	re-ception of land in village using latest techol	(Signature)
Day - 6	de brief of last 5 day activi - ties	know what devision are being delived	(Signature)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delivering of decision of a shortest possible time.

- 1) Inverse of calc. & Income
- 2) family member certificate.
- 3) birth & death certificate

Applying for schemes to the eligible candidate part field verification.

- 1) YSR. premium.
- 2) YSR. chaitra
- 3) Rice card
- 4) YSR Annayadi.
- 5) YSR Vidya Deven

field activity:- ration distribution to house hold at door step by me.

field activity:- hand re-survey using GPS. the local technology & rover 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 & responsibility & moral police	by generic means - over implementation - safety of women child	
Day - 2	Division & responsibility of engineering set & purchases	ongoing work requirement & premeasure of materials	
Day - 3	field activity - survey DM Tay survey	knowing well about street crime development	
Day - 4	field activity - hand held - survey - pos - location	know - how to apply for - cost & income - certified mobile service	
Day - 5	online - service digital - literal	know - how to apply for cost & income - certification	
Day - 6	de-brief on - last 5 days - activation	overall learn - how maintain - when implement to be - better	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During visit by ANM. we united serves. have for any health & recommended few medicines also spoke to pregnant women for any difficulties observed the well being & kind view of the people with the ANM.

Also accompanied by mahila police visited to house to celebrate the children for good touch & had touch forever for the girl child for not being shy any barrierment happened should be initiated after car tint.

No. of online survey are going on and participant and acquired knowledge about how a system works on demand of the government.

knowing eligibility criteria 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	<i>Demi</i>
Day - 2	definition of Grop & if objection & overcome	development pro cell	<i>Demi</i>
Day - 3	finds Allocated to gram panchayati	general test for 15 th finance full measure	<i>Demi</i>
Day - 4	house hold survey of fuskur - 1, 2, 3, 4, 5	most likely a come survey	<i>B. M.</i>
Day - 5	house hold survey of color - 6, 7, 8, 9, 10	Categories of house holds	<i>B. M.</i>
Day - 6	house field survey of clothing 11, 12, 13, 14, 15, 16.	- do -	<i>B. M.</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SIA - service life agreement In gram ward sachivalyam 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.

GPD.P.: grama panchayat development programme

It is a planning programme.

for the development of gram panchayathi

- *) sanitation planning.
- *) road repair . planning.
- *) street . light position repair
- *) New over need tow.

General fund: house tax payment / properties . tax .

15th finance . : grant 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 government welfare schemes & their eligibility	welfare in the primary concern for the existing	P. Mahan
Day - 2	welfare calendar for the year 2022-2023	planned execution in implementation of welfare schemes	P. Mahan
Day - 3	field visit 1 - what is gram - chakstan? what is agricultural	basic knowledge of a village & its basic day	P. Mahan
Day - 4	E-KYC mandatory for all the welfare schemes how - E-KYC done	digital literacy using mobile smart phone	P. Mahan
Day - 5	six - step validation of eligibility all welfare - non - welfare	digital literacy training - acquired	P. Mahan
Day - 6	De-brief of all the hand - 5 day activities	very informative & memorable	P. Mahan

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: State - government - welfare schemes and its eligibility criteria, application program field verification e-kyc program.

Eg: YSR pension / Conver.

↓ ↓ ↓ ↓ ↓
DAP widow single women disability holder to them

All these types of person have different eligibility criteria

welfare center should show the deemed planning implementation of know as the right time in a proper & procedural manner.

E-kyc electronic - know your citizen which given an then live station of the citizen It's conditions for all the houses hold for any type of welfare schemes

Six - step validation :-

- ① No govt employee in families hold
- ② No income tax pay in hand hold
- ③ Not more than 3 Acres of Agricultural land

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	division & responsibility ANM & mohila police	hygienic measures implementation safety of women child	<i>[Signature]</i>
Day - 2	division & responsibility of Engineering Asst panchayat secretary	digging work & equipment and premeasure of manure	<i>[Signature]</i>
Day - 3	field activity SOG survey pm Jay Singh	knowing well about Sant Erilment growth point	<i>[Signature]</i>
Day - 4	field activity house hold survey pps dis tribution	knowing about type of house hold and their eligibility	<i>[Signature]</i>
Day - 5	online service digital literacy	know how to apply for central income certificate and more services	<i>[Signature]</i>
Day - 6	de-briefing & 5 days activation	over-learned name main law when implement to do better	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

→ Each work in systematically managed
Application program - 1 digital Assistant
field verification - 1 welfare Assistant
third party verification → Senior state staff
pre-applied - VRO
final - applied - MPDO / MRO

Every one is using the technology hand
ward to avoid dupikany and annare transparency
in certificates the digitization of every scheme.

- ① Biomolecular division.
- ② Android Smart phone
- ③ IRI, Scanner.
- ④ face Automation.

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 professionally knowledgeable & kind people. In this organization all staff are very professional in attending office.

They had shown an interest in fertility. On how the system works and administration activities are handled in a procedure manner.

The time they spent for it in being working schedule are appreciable and we thank them all for their extended operation & co-operation in our internship programme.

The digital aids used for helping us in learning are very advanced tools at this moment for farm accountability which keeps the system worthy.

So I myself improved of their organization working culture.

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

* Each work in systematically managed
Application program - 1. digital Assistant field
verification - 1. welfare Assistant.

Thired party verification - 1. Administate staff
pre - applied - VRO.

final - applied - MPDO / MRO

Everyone is using the technology hand work
to avoid duplicacy and annare transparency
in surcerte the registtation of any scheme.

- ①. biometric division.
- ② Android smart phone.
- ③ IRIS . S cameras.
- 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 government procedural practice which is very realistic and given the management competence & involving skills.

Every work is time bounded and can't be neglected whose world in objecting. be neglected the activity & decision making is very important.

for doing any future procedural knowledge in next & should secondly 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 skill are made and in improve myself with communication different people in different.

my written communication in per. of improve it by writing say evolution description thoughts.

my confidence levels are very high and will continue with the same.

my anxiety level are very low I am very patient and listen to music whenever I feel any thing and I learn more anxiety management technology.

I always greet every one when I see them and those whom 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 discussions I always start with point to point and don't log to improved. I will be clear of what I am saying.

I also encourage others to participate in the discussion to share their ideas.

I always conclude the group discussion in a friendly & funny 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 phone.
- * Bio metric dissiion.
- * IRIS Scanner.
- * face Authentication programme
which given the creative procedure
of the liver.

Secondly:- using E-pos machine in pps.

Thirdly:- * using Copi & given is land
seamely programment programme

⇒ using "DRONES" in identification of
mark in land Alligment programme

Student Self Evaluation of the Short-Term Internship

Student Name: Gummidi, Duryodhana Registration No: 2122001562006
 Term of Internship: From: To :
 Date of Evaluation:
 Organization Name & Address: Bhogaberi grama Sachivalayan.

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

G. Duryodhana

Date:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Gummidi, Duryodhana</u>	Registration No: <u>2122001562006</u>
Term of Internship: From: To :	
Date of Evaluation:	
Organization Name & Address: <u>Bhogaberi grama Sachivalayam</u>	
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 5/10/2023
 Secretary

Page No:

Grama Panchayat
BHOGABENI
Kanchill (M), SKLM Dist.

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Gummidi, Duryodhana

Programmer of Study: BSc. IIIrd year "MCAC"

Year of Study: 2021 - 2024

Group: BSc "MCAC"

Register No/H.T.No: 2122001562006

Name of the college: Govt degree collage Srikakulam (Men)

University: DR. BR Ambedkar university.

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	14
2	Internship Evaluation	30	24
3	Report	25	21
4	Oral presentation	25	19
5	GRAD TOTAL	100	78

Date: 27 / 10 / 2023


Signature of the Faculty Guide

Certified by

Date:

Seal:

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

Official Certification

This is to certify that Gummidi, Divyodhara (Name of the student) Reg. No. 2122001562006 has completed his/her Internship in Bhogabeni gramma sachivale (Name of the Intern Organization) on function of gramma sachivala (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc [MCAC] in the Department of govt degree college (ma) (Name of the College).

This is accepted for evaluation.

Endorsements



Faculty Guide



Head of the Department

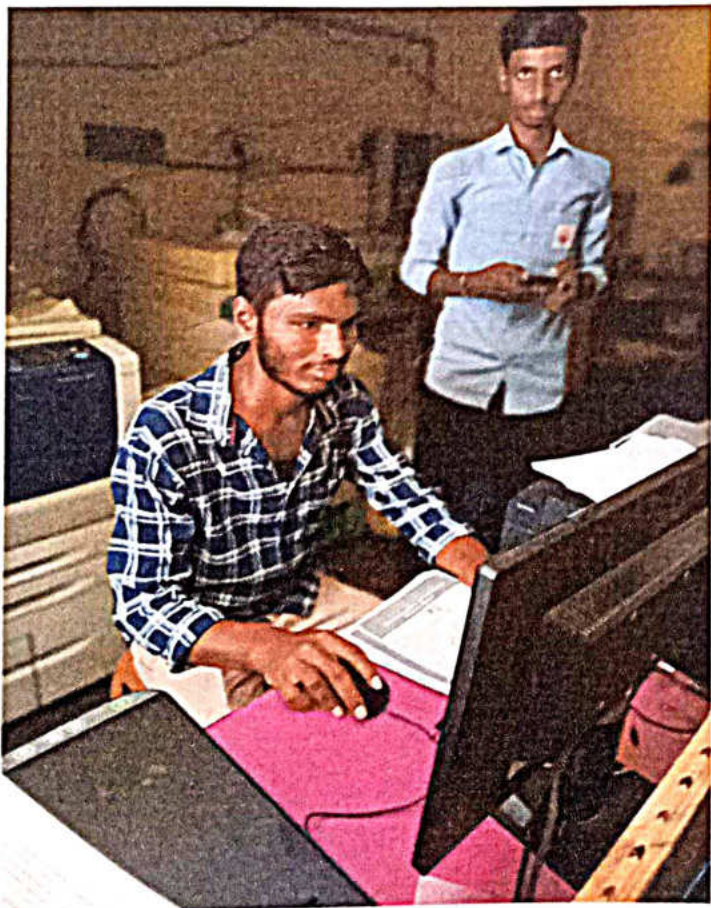
Principal

PRINCIPAL

Govt. Degree College (Men)
SRIKAKULAM


(Signatory with Date and Seal) 30/10/2023
Secretary

Grama Panchayat
BHOGABENI
Kanchili (M), SKLM Dist.



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.



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, Pin - 522 503
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