

Program Book

Short Term Internship

AP STATE COUNCIL OF HIGHER EDUCATION
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

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)



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Program Book for Short-Term Internship

Name of the Student: Gurugubelli Sruthi

Name of the College: Government Degree college, Men's Srikakulam

Registration Number: 2122001562007

Period of Internship: From: 18/09/23 To: 05/10/23

Name & Address of the Intern Organization

An Internship Report on
Functioning of the Grama ward Sachivalayam
(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.S.C

Under the Faculty Guideship of

M. Srinivas Rao

(Name of the Faculty Guide)

Department of

Government Degree College Men's Srikakulam.

(Name of the College)

Submitted by:

Gurugubelli Sruthi

(Name of the Student)

Reg.No: 2122001562007

Department of

Government Degree College Men's Srikakulam

(Name of the College)

Page No:

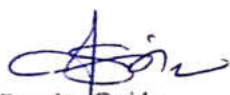
Official Certification

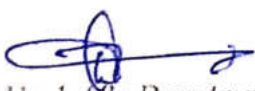
This is to certify that Gurugubelli Sruthi (Name of the student) Reg. No. 2022001562003 has completed his/her Internship in Short-term Internship (Name of the Intern Organization) on Sachavabayan (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Analytical chemistry in the Department of Government Degree college Men (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


Principal
Govt Degree College (Men)

Page No:

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.

Page No:

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
(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Name of the College: Government Degree college Men's

Department: BSc MCA

Name of the Faculty Guide:

Duration of the Internship: From 18.09.23 To 05.10.2023

Name of the Student: Gurusubelli Sruthi

Programme of Study: Functioning of Grama ward Sachivalayam

Year of Study: 2021 to 2024

Register Number: 2122001562007

Date of Submission:

Student's Declaration

I, G. Sruathi, a student of Program, Reg. No. 201901562002 of the Department of B.Sc., Goddoyyala M. V. College do hereby declare that I have completed the mandatory internship from to in Raydla (Name of the intern organization) under the Faculty Guideship of (Name of the Faculty Guide), Department of B.Sc. Government Degree College M. V. (Name of the College)

G. Sruathi
(Signature and Date)

Endorsements


Faculty/Guide

Head of the Department

Principal

7

Certificate from Intern Organization

This is to certify that G. Senthil..... (Name of the intern) Reg. No. 212200562007 of gaulu degree men's. Name of the College) underwent internship in Ragolu-7..... (Name of the Intern Organization) from 18.8.23..... to 05.10.23.....

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

Authorized Signatory  with Date and Seal

Panchayat Secretary
Ragolu Gram Panchayat
Srikakulam (R) Mandal

ACKNOWLEDGEMENTS

The work presented in this internship project is all possible by the virtue of the support extended by many people. I take this opportunity to extend my sincere gratitude to on for their support

I express my sincere thanks to VRO sir for permitting me to do the project work successfully.

I express my special thanks to for permitting ~~me~~ to do the project work successfully for giving valuable guidance to complete the project successfully.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- 1) Panchayati Raj Act - 1994 says that local governance in every village for the growth & development in a native manner.
- 2) Implementation of grama ward sachivalayam to render door to door services to the households, and also developing the village in a sustainable manner.
- 3) Functioning of grama ward sachivalayam. It has mainly 10 types of function which does with all the activities required in a village.
 - a) objection of grama ward sachivalayam.
 - 1) sustainable development
 - 2) Door to door service
 - 3) Health and Hygienic condition.
 - b) outcome of grama ward sachivalayam
 - 1) providing basic need to the households.
 - 2) all the services of to non-stop.
 - 3) Early solution of all problems.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation 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 of grama ward sachivalayam.

- 1) providing verion citizen services of short visible type.
- 2) single window service system.
- 3) Door to Door service & welfare to home
- 4) providing ambient environment or all living Organisation.
- 5) Each functionary has a specific value to fulfill the required of the village.
- 6) planning GPPDP (Gram 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.

1. version service of grama sachivalayam.
2. various welfare schemes
3. on going projects /contraction
4. public Distribution system (PDS)
5. grama Sabha.
6. working culture of each functionarion
7. field visits.
- ~~8~~ → Resurvey of Agriculture land
→ A netaal survey.
→ thouse hold survey.
8. Preparation of nature calemefion

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Introduction of staff and volunteers	Organization structure	MS
Day - 2	various junctions and their responsibility	Organization working standards	MS
Day - 3	various junctions and their defined work and responsibility	- Do -	MS
Day - 4	Field visit by ANM PH- Day Survey	Implementation of PH- Day scheme	MS
Day - 5	Field visit by ANM Fundamental Survey	How ANM's are visiting regular to pregnant women	MS (MPH/LE)
Day - 6	Field visit by ANM School visit	Awareness Prog name of Diska.	MS (Sawidh)

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam many Pagolu has 09 Junctionalans & volunteers (27)

Main Functions are in follow.

- 1) Panchayati Secretary.
- 2) Digital Assistant.
- 3) welfare & Education Assistant
- 4) Engineering Assistant.
- 5) Village & Revenue officer
- 6) Agricultural Assistant.
- 7) Veterinary Assistant.
- 8) Village Surveyor.
- 9) Mahila Police
- 10) ANM.
- 11) line man

Overall. in charge is panchayat secretary who is maintaining all the activities in and around.

Field visit by ANM. give an opportunity. how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Roles & Responsibility of digital Assistant and welfare education Assistant	Various service of citizen and types of welfare schemes	K.D.
Day - 2	Roles and Responsibility of URO and village surveyor	Ration distribution system & household recognition and types of cards	S. Nagaraju
Day - 3	Responsibility of Agriculture Assistant	Type of Gops & seed & fertilizers.	
Day - 4	Responsibility of veterinary Assistant	Role in Animal Disease control & preventive & curative care	B. Sankar
Day - 5	Role of welfare & education Assistant & visits	Visit to schools & cleanliness of associated items and upload in Imm300p	
Day - 6	Field visits by URO - PDS Distribution	Door to door delivery of public distribution of household	S. Nagaraju

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delivering of Division (Citizen) of a shorten possible time.

- 1) Inverse of caste & Income
- 2) Mutation [land]
- 3) Family member certificate
- 4) Birth & Death conforms

Applying for the schemes of the eligible candidate past to field verification

- 1) YSR Premium
- 2) YSR Chagatha
- 3) Rice Card
- 4) YSR Ammaadi
- 5) YSR Vidya Deuena

Field Activity:- Ration Distribution to household of Door step by MDs

Field Activity:- land Resurvey using GPS the the local technology & Reover 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 of <u>mahila polic</u> .	Awareness Program for safety of women and child	<i>Ch. Suman</i>
Day-2	Division and Responsibility of Engineering Assistant	on going ware requirements and measure-ments	<i>U. Vinod K. J.</i>
Day-3	field Activity SPG Survey PM-Jay Survey	Knowing well about sustainable development and growth process	<i>K. S.</i>
Day-4	Field Activity House hold Survey PDS Distribution	Knowing about type of house hold and their eligibility	
Day-5	Online service by digital Assistant	Know how to apply caste/ Income certificate	<i>K. S.</i>
Day-6	De-brief on last 5 days Activity	Over all I learned maintenance & implementation for better notices	<i>K. S.</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the unit by ANM we visited several for any health issues and recommended few medications. Also spoke to pregnant women for any difficulties observed the well being and kind news of the people with the ANM.

Also accompanied by mahila police visited house to educate the children for good touch and bad touch awareness for the girl for not being shy any harassment happened should be avoided.

NO of online service & survey are going on and participation and acquired knowledge about how a system women on demand of the Government

Aquired knowledge on digital literacy, how application are filled online what are the demand are attached and concerned.

Knowing the eligibility criteria of all welfare schemes of state Government.

ACTIVITY LOG FOR THE FOURTH 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	Shortent possible time for service	KD
Day - 2	Definition of GPD and its objection over come	Development processes	KD
Day - 3	Funds allocated to Gram panchayat	General test for 15 th full management	KD
Day - 4	House hold survey of the system 1, 2, 3, 4, 5	most likely of income sumy	
Day - 5	House held survey of cloth 6, 7, 8, 9, 10	categories of household	
Day - 6	House held survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA- Service life Agreement

In Gram ward Sachivalayam there are more than 546 service. Each service in having their own SLA.

For Eg:-

- 1) Income Certificate - 7 days
- 2) caste Certificate - 30 days
- 3) Motivation - 30 days
- 4) Rice card - 180 days

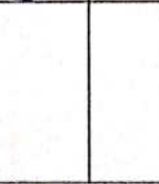
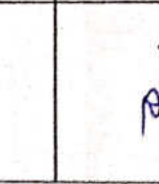
GPDP - Gram Panchayat Development Programme
It is a planning program for the Development of the gram panchayat.

- Sanitation Planning
- Road Repair Planning
- Street light position/Repair
- New over head town/ Rension types.

Finds for smooth slums of Development acts in gram panchayat found are being held

General funds house are properly are 15th flume - Gramin from state Government.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day-1	Types of state government welfare schemes & their eligibility	welfare in the pri many concern for the existing government	
Day-2	welfare calendar for the year 2023-2024	planned execution and implementation of welfare schemes	
Day-3	Field visit:- What is Gram panchayat? All the welfare schemes What is Dry land	Basic knowledge of a village visit & boundaries	
Day-4	E-kye mandatory for all welfare schemes how E-kye is done	Digital literacy using mobile smart phone	
Day-5	Six step validation of eligibility for all welfare & non-welfare schemes	Digital literacy training acquired	
Day-6	De-Brief of all the 5 days activation.	very inform active.	

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 type program.

Eg:- YSR Pension

BAP window single women disability fishermen. All these types of pension have different eligibility criteria.

welfare calendar shown the decision plans and implementation are known at right time in a project and procedural manner.

E-Kye electronic know your citizen] which given then the live location of the citizen. It is mandatory for all the household for all welfare schemes

Six-step validation- to make eligible for a scheme

- 1) no Govt employee in house hold
- 2) no income tax pay in house hold
- 3) no more than 3 areas of Agriculture land
- 4) no four welfare holds.
- 5) Electricity consumption more than 300 units
- 6) 100 sq field commercial land in urban Area.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working environment with professional knowledge & kind of people in this organization all the staff are very punctual in attending the office.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner.

The time they spent for us in being working schedule are appreciable the staff co-operation & extended their operation in the internship programme.

The Digital Assistants are used for helping in learning advanced and needs at this moment for accountability which keeps the system trust and worthy.

I am satisfied my self to this organization (Gram ward Sachivalayam) Protocols and working culture.

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

Each work is systematically managed.

Application program, Digital Assistant

field verification, welfare Assistant.

Third party verification, Administrative Staff.

Pre- Applied - VRO

Final- Applied- MPPDO/MRB

Every one is using the technology bound work to avoid duplicity and Ignore transparency in the eligibility of any scheme.

1) Bio- Metric Division

2) Andria Smart phones

3) TRTS Scanners

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 governance procedural predefine which is very realistic and goes from to management, competence & Analog skills.

Every work in time is bounded and can't be neglected word is observing the activity and decision making is very important.

For doing any thing firstly practical knowledge and secondly planning and thirdly the procedure for implementing.

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 skills are modified and improved myself in communication of the different people in different places.

My written communication is per improved if by writing my evolution description thoughts

My confidence level is very high and I will continue with the same

My Anxiety level is low I am very much patient and listen to music when I feel any thing & I learn more anxiety management technologies.

My Speech ability is moderate and if will be improved by communication skills

I always greet every one when I see them and those then whenever they do good things.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

In gram Division I always space with point to point and don't lag to improve. I will be clear to what I am saying.

I also encourage often to participate in the discussion to their views.

I always conclude the group Discussions in a friendly & formal 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)

First Thing:-

- 1) Handling of Smart phones
- 2) Bio. metric Division
- 3) PRTS Scanner
- 4) Face Authentication Program.

which given the velistic Procedure

Secondly:-

Using E-pos machine in pds.

Thirdly:-

Using 'Cops & Reven' in land
Re-namely Program.

using Drops in Identification of the
Marks in land allingment Program.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: G. Sruthi 2022001562007

Term of Internship: From 18.03.2023 To 05.06.23

Date of Evaluation:

Organization Name & Address: Ragolu S, Ragolu

Name & Address of the Supervisor: S. Tirumala devi
with Mobile Number: Ragolu PS - 7032209784

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

G. Sruthi
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: G. Sruthi 2422051562007

Term of Internship: From 18.08.2023 To 5.10.2023

Date of Evaluation:

Organization Name & Address: Ragolu - 3 Ragolu

Name & Address of the Supervisor
with Mobile Number: S. Tirumala Devi
Ragolu PS - 7632204784

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

Signature of the Supervisor
Panchayathi Secretary
Ragolu Gram Panchayat
Srikakulam (R) Mandal

INTERNAL ASSESSMENT STATEMENT

Name of the Student: G. Sriathi

Programmer of Study: BSC [MCAC]

Year of Study: 2021 to 2024

Group: BSC MCAC

Register No/H.T.No: 2122001562007

Name of the college: Government Degree college [Men] skm

University: Dr. B. Ambeakha University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	19
2	Internship Evaluation	30	27
3	Report	25	23
4	Oral presentation	25	23
5	GRAD TOTAL	100	92

Date: 27/10/23

Signature of the Faculty Guide

Certified by

Date: 27/10/23

Seal:

Signature of the Head of the Department/Principal

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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