

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: Killi: HARI KRISHNA

Name of the College: Government Degree College (MEN) SKM

Registration Number: 2122001562009

Period of Internship: From: 2 month To: 18-08-23 To 30-09-23

Name & Address of the Intern Organization

GIRAMA WARD SACHIVALAYAM, Gudem

AMBHEDKAR University
YEAR

An Internship Report on
Grama Ward Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
U.G Degree B.Sc (MLA)

Under the Faculty Guideship of

Srinu

(Name of the Faculty Guide)

Department of Analytical chemistry
Govt Degree college

(Name of the College)

Submitted by:

Killi: Harikrishna

(Name of the Student)

Reg.No: 2122001562009

Department of
Government Degree college (MEN) Srikakulam

(Name of the College)

Page No:

Student's Declaration

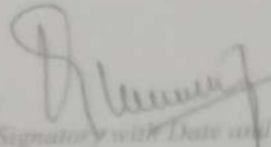
I, K. Harikrishna a student of internship
Program, Reg. No. 2122001562009 of the Department of Analytical chemistry
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-09-23 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Srinu (Name of the Faculty Guide), Department of
Analytical chemistry, Government degree college
(Name of the College)


(Signature and Date) 6/10/23
Panchayati Secretary
Grama Panchayati
GUDEN
Srikakulam Mdlq Dist-532484

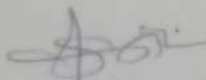
Official Certification

This is to certify that K. Harikrishna (Name of the student) Reg. No. 2122001562009 has completed his/her Internship in Grama Ward Sachivalaya (Name of the Intern Organization) in Sachivalayam (Title of the Internship) under the supervision as a part of partial fulfillment of the requirement for the Degree of Analytical Chemistry in the Department of Government Degree College (Name of the College).

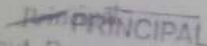
This is accepted for evaluation.


(Signature with Date and Seal)
Panchayati Secretary
Grama Panchayati
GUDM
Srikakulam M&Dist-532404

Endorsements


Faculty Guide


Head of the Department


PRINCIPAL
Govt. Degree College
SRIKAKULAM

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Certificate from Intern Organization

This is to certify that K. Harikrishna (Name of the intern)
Reg. No 2122001562009 of Govt Degree College (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 18-08-23 to 30/09/23

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


Authorized Signatory with Date and Seal

Panchayati Secretary
Grama Panchayati
GUDM
Srikakulam M.D. Dist-532404

Acknowledgements

I am deeply grateful to all staff members to the Gudem Givama ward sachivalayam and also my mentors and advisors during this internship. For their valuable advice and guidance. Their industry experience and expertise helped me to better understand the company and the industry and allowed me to make the most of my internship.

Throughout the internship the Gudem Givama of an ward sachivalayam provided me with valuable my insights and guidance that helped me to navigate my tasks and responsibilities. They are always available to answer my questions and provide support, and their wisdom and with me

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I am grateful thanks for Gudem ward sakhivab support and the opportunity they have provided me. their financial assistance allowed me their financial assistance allowed me to focus on my internship and my professional development and I am thankful for their commitment to helping me succeed. I hope to continue working with Sakhivalayam in the future and to make the most of this incredible opportunity. Finally I would like to thank for providing the funding and support that enabled me to complete this internship without their assistance I would not have been able to gain this valuable experience

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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.
- * To develop skill in administration and clerical tasks related to the organisation.
- * To learn about the various govt. schemes and programs population.
- * To prove communication and interpersonal skill through and other stake holder.
- * To acquire knowledge of legal and frame work.

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:-

Grama sachivale also know as village vecetaviale are setup in the indian state of Ap to decentralize the by making veciver and welfare veciver of all govt. department available of one place Ap was the total of 15,005 no of Ap 1165 in vival.

Vision, Mission of values:-

- * Vision is to bring a corruption free level.
- * The main mission is all available at one place

Role and Responsibilities:-

Panchayat secretary:- Grama Sachivalayam conven-
able to collect taxes and other welfare.

VRO:- Monitoring the land Ration food supply

Survey Assistant:- surveyor of village land.

ANM:- Respons for villager health monitoring

Women police:- conselling security and Role.

EA:- water supply Grama Sachivalayam village worker

Electrial assistant:- electrivizity supply and light

Agrizulture MPO's:- Monitoring the village system

Digital assistant:- Monitoring the agrizulture work

Welfare assistant:- Person distribution, house construction

Policy of grama Sachivalayam:-

• Providing basic service like water, health, social

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 interns acquired

* Panchayat Raj - 1994 day's that had got in every village of in a movable round.

* CM of AP state Vs Jagan Mohan Reddy started there secretariat at vijayawada of Mahatma Gandhi.

* function of grama work secretariat - it has mainly 11 types of officers in secretariat describe

* Generally using of technological skiller and computer system

* The internship part there kind of skiller are very important heading and speaking management

- Early solution of all problem's
- All services at do no stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
18-08-21 Day-1 Friday	I submitted the same letter of intension in each Sachivalayam	-	-
Day-2	Digital assistant introduced about all staff members	I learned about how many sectors are organized	<i>[Signature]</i>
Day-3	Introduction with village volunteers	I learned about how many houses are give to one	<i>[Signature]</i>
Day-4	Panchayat secretary told about grama daridini	I know about some problems of the village	<i>[Signature]</i>
Day-5	Welfare assistant told about the details of sachivalayam	I understand about the of a sachivalayam	<i>[Signature]</i>
Day-6	Digital assistant told about the vision and mission of sachivalayam	The main mission in services to the their door step	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 18-8-23 to Dt. 24-09-23)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as village secretariate Ap in the first state in India to launch village secretariate govt of Ap appointment village volunteer to deliver services it was launched on 2/10/2019 on the eve of Gandhi Jayanthi

* Nearly 2 lakh's candidates are qualified

* There were found a total of 15005 no. of Ap

* There are total 930 in Sivakulam District

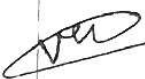
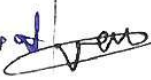
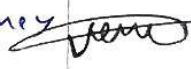
Department:-

* Panchayat Secretary * Animal husbandary

* Welfare & education * ATM

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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	Panchayat secretary explained about his job chart	I learned about the responsibility of secretary	
Day -2	Panchayat secretary explained about his job chart	I learned about the role of panchayat	
Day -3	He explained about the collection of taxes and recorder	I have learned about different types of Tax	
Day -4	He explained about the conducting of in function committee	I have learned about the way meeting conducted	
Day -5	He told that he have to deposit the money collected in bank	I have learned how much money is paid on tax	
Day -6	collecting of Tax in surveyed in the village	I have learned about how to collect tax	

WEEKLY REPORT

WEEK - 2 (From Dt. 25-08-23 to Dt. 31-08-23)

Objective of the Activity Done:

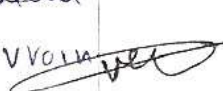
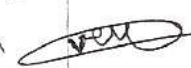
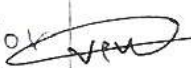
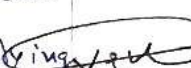
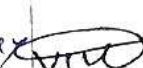
Panchayat Secretary

Detailed Report:

- * He is the executive authority of Grama Panchayat
- * he shall collect taxes & non-taxes of gram Panchayat promptly and deposit them in the
- * He shall implement the reduction of the gram Panchayat and of the committee.
- * he convene the meeting of the gram Panchayat functional theorem with the Sarpanch.
- * Have power in initiate discipline action against the average village sectionial.
- * he shall co-ordinate the officer and working village sectionial

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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	VRO Sir explained about his job char	I learnt about the role of VRO in grama sachival	
Day -2	VRO Sir explained about his job char	I understand about his role in grama sachival	
Day -3	He told about the issue of certificate like, 0132 --- etc	I understand that he is for govt in village	
Day -4	He explained about how he protect the govt property	I learnt about the for applying for certificate	
Day -5	He is responsible for maintaining the records and register	I know that the maintainance of under him	
Day -6	He told that have work under of Revenue department	I understand that he is the play key role in Revenue	

WEEKLY REPORT

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

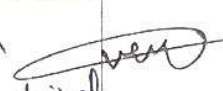
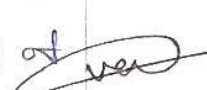
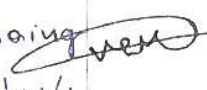
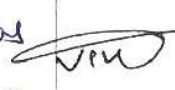
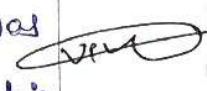
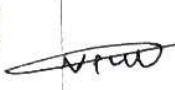
Objective of the Activity Done:

Village Revenue of officer

Detailed Report:

- * Village Revenue officer work under the of supervision of Revenue department.
- * They are answerable to village secretariat.
- * They have to attend the meetings conducted by village and accurately.
- * Maintaining of village Revenue Records and all village accurately.
- * Collection of water taxes, and other sums pertaining to Revenue department.
- * Protection of govt lands Govt taxes, dues and other the interests 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 Gramin Sachival	
Day -2	Digital Assistant told about his job chart	I know all the responsibilities of him in sachival	
Day -3	He told about he will co-ordinate and work in with all villages	He divides the work to remaining staff members	
Day -4	He Told that he acts as incharge of front seva counters.	I understand the whole data was maintained him	
Day -5	He said that he will manage and maintain sevtarial	I understand the whole data was maintained him	
Day -6	He will track physical and financial state of work takes from GPSP	Tracking of physical and financial him.	

WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant

Detailed Report:

- * He shall co-ordinate and work in convergence with all village functionaries.
- * He shall computerise the household data collected by all the village volunteers in the village area about sort out the panchayat secretary.
- * He shall act's as incharge of the front office counter.
- * The functions of front office includes
 - Receipt of Application's appl's and 100/-
 - Delivery of services
 - Reception come reformation counter's to public
- * Management of data related to application's

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WEEKLY REPORT

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

Objective of the Activity Done:

Digital Assistant

Detailed Report:

- * He shall co-ordinate and Work in convergence with all village functionaries.
- * he shall computerize the household data collected by all the village volunteers in the village area about sort out the panchayat secretary.
- * he shall act's as incharge of the front office counter.
- * The functions of front office includes
 - Receipt of Application's appls and 100/-
 - Delivery of services
 - Reception come reformation counter's to public
- * Management of data related to application's

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ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Welfare sir told about his job chart	I understand about his job very chart	
Day -2	Welfare madam said told about his job about	I understand his responsible in sachivalayam very	
Day -3	He told about the distribution of pension every month	I understand about the ways very pension's	
Day -4	He told about jagana annavadi scheme	I understand about eligibility very rules.	
Day -5	He told about jagana annavadi scheme	I understand about the very eligibility rules.	
Day -6	He said about the maintaining role of a Month	I understand every thing of very process.	

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WEEKLY REPORT

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

Objective of the Activity Done: Welfare & Educational Assistant

Detailed Report:

General Duties:-

- * To sure indentification of eligible person for the welfare schemes.
- * To generate awareness among the public in the village secretariat about scheme.

Pension's:-

- * shall monitor the distribution of every month in village
- * shall draw cash and issue the village of a every month.

Improving livelihood of SHG:-

- * YSR VLR scheme * YSR Aasara 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	Mohila police made told about her job.	I learned about her job. rule	you
Day - 2	Mohila police told about her job, in co-ordination.	I learned about her job and responsibility. you	you
Day - 3	Mohila told that she is responsible for duties.	I learned about women's rights and duties. you	you
Day - 4	she will visit the school and verify and school.	I visited school and understood real system. you	you
Day - 5	she said she have to reveal awareness on Alcohol drugs.	I understood about telling alcohol in village. you	you
Day - 6	she said have too job and a visit of drugs.	I understood something like how work. you	you

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 scheme
- * she should do support supervision and the aww
- * Enrollment of benedicate
- * Identification of high risk pregnant women
- * Women children care protection welfare program.
- * care & protection of children.

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Student Self Evaluation of the Short-Term Internship

Student Name: <u>K-Harika Krishna</u>	Registration No: <u>2127001362909</u>
Term of Internship: <u>2 months</u> From: <u>18-08-23</u> To: <u>30-09-23</u>	
Date of Evaluation:	
Organization Name & Address: <u>GIRAMA World so chivalayan Gundam</u>	

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:

K Harika Krishna
Signature of the Student

Page No:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Killi: Hari Krishna

Programmer of Study: $\hat{111} \sim d$ B.Sc (MCA)

Year of Study: 2023

Group: B.Sc (MCA)

Register No/H.T.No: 2122001562009

Name of the college: Govt. Degree College Men

University: Dr. B.R. Ambedkar university (Srikakulam)

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	19
2	Internship Evaluation	30	28
3	Report	25	23
4	Oral presentation	25	23
5	GRAD TOTAL	100	93

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)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
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