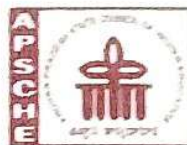


Model Program Book



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: Meesala Sai Kumar

Name of the College: Government Degree College [men]

Registration Number: 2122001562016

Period of Internship: 21.08.23 From: 18.08.23 To: 30.09.23.

Name & Address of the Intern Organization: Sachaivalayam [Ranshalam]
[Tappalavalsa]
Ranshalam.

Dr. B. R. Ambedkar **University**
YEAR

An Internship Report on

Sachayalagam [Tappalavala]

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

under degree B.Sc

Under the Faculty Guideship of

V.S.V.S. Satyanarayan

(Name of the Faculty Guide)

Department of

Analytical Chemistry Govt degree college

(Name of the College)

Submitted by:

Meesala Sai Kumar

(Name of the Student)

Reg.No: 2122001562016

Department of:

Government degree college (men) Srikakulam

(Name of the College)

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 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 activities 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, M. Sai Kumar a student of 2 months internship
Program, Reg. No. 2122001562016 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 _____ (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of
Analytical Chemistry Government Engineering College (men) Srirakulam
(Name of the College)

(Signature and Date)

Official Certification

This is to certify that M. Sai Kumar (Name of the student) Reg. No. 2122001562016 has completed his/her Internship in Tapp Agriculture (Name of the Intern Organization) on co-Operative (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Analytical Chemistry in the Department of Govt Degree College (Men) (Name of the College).

This is accepted for evaluation.

B. Rajanelli

(Signatory with Date and Seal)

Endorsements

Srinivas Rao
Faculty Guide

[Signature]
Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Meesala Sai Kumar (Name of the intern)
Reg. No 2122001562016 of Sri Jagad College Varanasi (Name of the
College) underwent internship in Sachdevalegam (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/Not Satisfactory).

Authorized Signatory with Date and Seal

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 essential 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 of legal and other state matters
- * To acquire knowledge of legal and regulatory frame work 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
- * improved communication and interpersonal skill through interaction with village officer and other stakeholders
- * understanding of the legal and regulatory frame work govt activities of grama sachivalayam.

Brief description of grama sachivalayam organization:-

The grama sachivalayam is a govt organization 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

- Introduction of the Organization
- Vision, Mission, and Values of the Organization
- Policy of the Organization, in relation to the intern role
- Organizational Structure
- Roles and responsibilities of the employees in which the intern is placed.
- Performance of the Organization in terms of turnover, profits, market reach and market value.
- Future Plans of the Organization.

Introduction :- Grama Sachivalayam (also known as village secretariate) are secretariate setup in the Indian state of AP to decentralize the administration by making redress and welfare receiver of all govt department available at one place AP was the first state in India to launch village secretariat movement AP appointed village volunteer to deliver services it was launched on oct 2, 2023 on the eve of Gandhi Jayanti there are found a total of 15,005 no of sachivalayam in AP 1165 in rural

Vision, Mission & 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

Roles and responsibilities :-

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

VRO : Monitoring the land and ration food supply in villages

Survey Assistant :- surveyor of village land

ANM : responsible for village health monitoring, conducting health camps

women police : counselling security and other important roles

GA : water supply, Grama Sachivalayam village worker.

Electrical assistant : electricity supply and street light

Agriculture MPOs : Monitoring agriculture work suggestion marketing

Digital Assistant : monitoring the village in single window system

welfare assistant : PDS distribution works, mobile house construction

Policy of Grama Sachivalayam :-

- * providing basic services like water sanitation health education and social security to rural population
- * promoting transparency and accountability in functioning of organisation through various measures like social audit
- * facilitating the delivery of govt scheme and programmes to the eligible

Grama Sachivalayam organization structure :-

The Grama Sachivalayam is an organization structure that is set up so that governance reaches the gram root level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of panchayat 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 skills the intern acquired.

- * panchayat pas out - 1994 days that level govt in every village of the growth & development in a motivale manner
- * cm of AP state vs jagan motion pretty started there secretariat at vijayawada the statement was made on oct 1919 15th anniversary of mahatma Gandhi
- * function of grama work sachivalayam it has mainly 11 types of obbices in secretariat the village volunteer system over to bring govt services to people doorstep
- * necessary using of technological skiller and instrument mainly we just like bio - metric computer system
- * the intership part there kind of skiller are very important listening and speaking confidence leadership acualities and time mangement
- * outcomes of worded sachivalayam to
 - Early solution of all problems
 - All services of to no stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I submitted the issue letter of intoship in each sachivalayam	—	—
Day -2	Digital assistant introduced about all the state members	I learned about how many sectors are organized in sachivalayam	
Day -3	introduction with village volunteers	I learned about how many houses are given to one volunteer	
Day -4	panchayat secretary told about grama dovutini	I know about some problem of the kangkulavala village	
Day -5	welfare 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 in delivering services to the there door step	

WEEKLY REPORT

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

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 Jayanti

* nearly 2 Lakhs candidates are audited

* there were found a total of 15,005 no. of sachivalayam in AP

* 3742 in urban areas 11163 in rural areas

* there are total 930 in srirakulam district

urban areas : 95

rural areas : 855

Departments :-

- panchayat secretary
- village revenue officer
- digital assistant
- welfare of Education
- Matka police
- Engineering assistant
- village surveyor
- Animal Husbandary assistant
- ATM
- village agriculture assistant
- Energy assistant

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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 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 recorder	I have learned about different types of taxes	
Day - 4	He explained about the conduction of meeting in function 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 on different taxes	
Day - 6	collecting of taxes in surveyed in the village	I have learned about how to collect taxes.	

WEEKLY REPORT

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

Objective of the Activity Done: panchayat secretary

Detailed Report

- * He is the executive authority of gram panchayat
- * He/she shall collect taxes & non-taxes of gram panchayat promptly and deposit them in the treasury regularly
- * He/she shall maintain and act as a custodian of the office record/register of the gram panchayat including cheque books
- * He/she shall implement the resolution of the gram panchayat and of the committee
- * He/she convene the meeting of the gram panchayat functional committee in accordance 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 grama sachivalayam	
Day - 2	VPO sir explained about his job chart	I understand about his duties in grama sachivalayam	
Day - 3	He told about the issue of certificates like caste Income, OBC. ... etc.	I learnt about the requirement for applying for certificate	
Day - 4	He explained about how he protect the govt properties.	I understood that he is responsible for govt property inviolage	
Day - 5	He is responsible for maintaining the recorder and registers	I know that the maintenance of record was under him	
Day - 6	He told that he work under administration supervision of penven department	I understood that he is the play key role in penven department.	

WEEKLY REPORT

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

Objective of the Activity Done: Village revenue officer

Detailed Report:

- * Village revenue officer work under the administration supervision of revenue department
- * They are answerable to village secretariat
- * They have to attend the meetings conducted by the village secretariat with relevant information
- * Maintaining of village revenue recorder and all village revenue account promptly and accurately.
- * Collection of water taxes and other sums pertaining to revenue department
- * ~~Issue of certification~~ The VRO shall issue the natuosity certificate and solvency certificate in their respective jurisdiction only
- * Protection of govt lander about tanker trees and other govt properties and take effective steps to safe guard the interest of govt.

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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 sachivalayam	
Day - 2	Digital Assistant told about his job chart	I know all the responsibilities of him in sachivalayam	
Day - 3	He told about he will co-ordinate and work in convergene with all villages	He divides the work to remaining staff members	
Day - 4	He told that he acts as incharge of front officers use/mee-seva counters.	I understand that mee seva and non mee seva services are done by him	
Day - 5	He said that he will manage and maintain the data base of village secretariat	I understand that whole data was maintained by him	
Day - 6	He will track physical and financial status of the work taken up from UPDP.	Tracking of physical and financial in under him maintainion	

WEEKLY REPORT

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

Objective of the Activity Done: Digital assistant

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 area about socio alt the needs / beneficiaries / problems sector wise and circulate the same to panchayat secretary
- * He/ she shall act as incharge of the front office i.e. CSE/mec-seva counters.
- * the function of front-seva office includes
100%
 - delivery of services
 - perception come information counter to the public
- * Management of data related to the local govt in all panchayat internet suite applications.

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 chart	
Day - 2	welfare sir told about his job about	I understand his responsibilities in sachivalayam	
Day - 3	he told about the distribution of pensions every month	I understand about the ways of distribution in pensions	
Day - 4	He told about jagannana ammauli scheme	I understand about the eligibility rule	
Day - 5	He told about jagannana vidyadevna scheme	I understand about the eligibility rule	
Day - 6	PONGAL HOLIDAY	—	—

WEEKLY REPORT

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

Objective of the Activity Done: welfare & educational assistant

Detailed Report:

General duties :-

- * TO sure identification of eligible person for the below said welfare schemes
- * To generate awareness among the public in the village secretariat jurisdiction about the scheme meant for the weaker section of the society being implemented by all welfare department: social welfare tribal welfare, BC welfare minority welfare pensions :-
- * shall monitor the distribution of pensions every month in the village
- * shall draw cash and issue the village valentia every month
- * shall collect the death vacancy of pensions and update in website through digital assistant

Improving livelihood of SHG:-

- * VSP Bima
- * VSP V/P scheme
- * VSP AASARA scheme
- * VSP Bidhi 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			
Day -2	mañila police mandalam told about her job chart	I learnt about her job note	
Day -3	mañila police told about her role responsibilities in sachivalayam	I learnt about her role and responsibilities	
Day -4	madam told that she is responsible for women & 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 the meal system	
Day -6	she said that she have to create awareness on the prevention of Alcohol and drugs.	I understand about selling alcohol in village in illegal	

WEEKLY REPORT

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

Objective of the Activity Done: Mañila police & women child welfare

Detailed Report:

- * women & child welfare duties
- * integrated child development service scheme
- * He/she should do supportive supervision and monitoring of day to day activities at facilities the aww
- * Enrollment 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
- * Mañila police duties.

Page No:

Student Self Evaluation of the Short-Term Internship

Student Name: Meesala Sai Kumar

Registration No:

Term of Internship: 2 months From: 18.08.2023

To: 30.09.2023

Date of Evaluation:

Organization Name & Address:

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:

M. Sai Kumar

Signature of the Student

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: Mec sala sai kumar

Registration No: 2122601562016

Term of Internship: 2 months From: 18.08.23

To: 30.09.23

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:

B. Ramuvali
Signature of the Supervisor

Page No:

Head Post Secretary
GP.
Ramathalasa Mandal

INTERNAL ASSESSMENT STATEMENT

Name of the Student: M. SAI KUMAR

Programmer of Study: Third BSC [MCAC]

Year of Study: 2023

Group: BSC [MCAC]

Register No/H.T.No: 2128001562015

Name of the college: Govt. Degree College (M) SKM

University: Andhra Pradesh University [SKM]

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	14
2	Internship Evaluation	30	22
3	Report	25	23
4	Oral presentation	25	21
5	GRAD TOTAL	100	80

Date: 27-10-23


Signature of the Faculty Guide

Certified by

Date:

Seal:

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



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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