

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: S. Mithrasaran

Name of the College: Government Degree College (men)

Registration Number: 21E2001562024

Period of Internship: From: 12/09/2023 To: 20/01/2024

Name & Address of the Intern Organization: Grama Sachivalayam,

Dr. B. Ambedkar University
YEAR

An Internship Report on

Sachivalayam.

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Govt degree

Under the Faculty Guideship of

M. Srinivas Rao

(Name of the Faculty Guide)

Department of

Govt. degree college (men)

(Name of the College)

Submitted by:

S. Malle Suman

(Name of the Student)

Reg.No: 210001562024.

Department of

Govt degree college (men)

(Name of the College)

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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Student's Declaration

I, S. Malle Suman, a student of _____
Program, Reg. No 2122200142004 of the Department of Analytical Chemistry
College do hereby declare that I have completed the mandatory internship
from 18-08-23 to 30-07-23 in Sachinbhaiyan (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of
Analytical Chemistry Gaut. Degree College (Co-Ed) Sion.
(Name of the College)

S. Malle Suman
(Signature)

Official Certification

This is to certify that S. malle Sanku (Name of the student) Reg. No 21020000162024 has completed his/her Internship in _____ (Name of the Intern Organization) on Sachinayyam (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 (m) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

C. S. A.
Digital Assistant
Grama Sachivalayam
Faculty Guide
Karajade
Govt Degree College (M)
Head of the Department

Principal
PRINCIPAL
Govt. Degree College (M),
SRIKAKULAM

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Acknowledgements

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Certificate from Intern Organization

This is to certify that S. mallekumar (Name of the intern)
Reg. No 2102000166 2024 of Gout. Degree College (Name of the
College) underwent internship in Sachinbhai (Name of the
Intern Organization) from 14/02/23 to 20/9/2023

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 to the functioning and structure to the Grama Sachivalayam organization.
 - * To develop skill in administration and electrical tasks related to day-to-day operation of the organization.
 - * To learn about the various govt scheme and programme implementation by the Grama Sachivalayam for the benefit of rural population.
 - * To have communication and interpersonal skill through interaction with villagers and other stake holder.
 - * To acquire knowledge of legal and regulatory frame work governing the activities of Grama Sachivalayam.
- Outcomes achieved:-
- * Improved knowledge of organization structure functions and verifiability 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 inter person skill through interaction with villagers, officers 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

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the internal 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 Sachivalayam (also known as village secretariat) is a secretariate setup in the Indian state of AP to decentralize the administration by making secretariat and welfare secretion of all govt. department available to one place it was the first state in India to launch village secretariat. Govt of AP appointed village volunteer to deliver services. It was launched on Oct 2, 2019 on the eve of Gandhi Jayanthi. There are found a total of 15,005 no of Sachivalayam in AP, 165 in rural.

Vision, mission & values :-

* Vision is to bring in a corruption free, transparent and accountable administration at village level.

* It also aim at strengthening and smooth functioning of Panchayat Raj institution.

The main mission is to centralise the administration by making source and welfare source all available at one place.

Prison and Responsibilities:-

Parichayal secretary:- Grama sachivalayam convenor, also to collect taxes and other welfare.

PO:- monitoring the land taken, 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 duties.

IA:- water supply, Grama sachivalayam, village worker.

Electrical assistant:- Electricity supply and street light.

Agriculture MPO's:- monitoring agriculture work, suggestion, marketing.

Digital assistant:- monitoring the village in single window system.

welfare assistant:- Person distribution, distribution mobile, house construction.

Policy to Grama sachivalayam:- Providing basic services like water, sanitation health, educated and social security to rural population.

Facilitating the delivery of govt scheme & and programmes to the

Grama sachivalayam organization structure:-

The Grama sachivalayam in an organisation structure

that is set up to that guarantee member the gram level level the

Grama sachivalayam constituted various 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 interns acquired.

* Packaged Day out - 1 day - that includes an early village of the growth & development in a reliable trend.

* On the 1st week to 3 days when they started here, several of the participants who were not as well as the others, they were not as well as the others.

* Generally the group was well organized. It has really helped the participants in understanding the village volunteer. They are to help get services to people who are.

* Generally using of technological skills and internet mainly use but like bio-metric, computer system.

* As a member of the group, they were well organized to

* Early solution of all problems.

* All services to do so.

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 to Partnership in each sachivalayam.		
Day - 2	Digital assistant introduced about all the status members.	I learned about how many sectors are organized in sachivalayam.	C. J. H.
Day - 3	Introduction with village volunteers.	I learned about how many houses are there to one volunteer.	C. J. H.
Day - 4	Parachayat secretary told about goanna donation.	I know about some problem of the rangga buala village.	C. J. H.
Day - 5	wellfare assistant told about the details of sachivalayam.	I understood about the establishment of sachivalayam.	C. J. H.
Day - 6	Digital assistant told about the vision and mission of sachivalayam.	The main mission in delivering services to the freedom step.	C. J. H.

WEEKLY REPORT

WEEK - 1 (From Dt to Dt)

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam is also known as village secretariate. It is the first state in India to launch village secretariate part of its agricultural village volunteer to deliver services. It was launched on 2/10/2019 on the Gandhi Jayanthi. Nearly 2 lakhs candidates are qualified.

* There were found a total of 5,005 no. of sachivalayam in 10
* 3842 in urban areas, 1163 in rural areas.
* There are total 950 in Kanyakumari district.

Urban areas: 95

Rural areas: 855

Departments:-

- | | |
|---------------------------|---------------------------------|
| * Panchayat secretary | * Village secretary |
| * Village Revenue Officer | * Animal husbandary assistant |
| * welfare & education | * ATM |
| * mobile Police | * village agriculture assistant |
| * Engineering 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.	C. Sh.
Day - 2	Panchayat Secretary explained about his job chart.	I learned about the role of Panchayat Secretary.	C. Sh.
Day - 3	He explained about the collection of taxes and maintenance of security.	I have learned about different types of taxes.	C. Sh.
Day - 4	He explained about the conducting of meeting in function committee.	I have learned about the way how meeting is conducted.	C. Sh.
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.	C. Sh.
Day - 6	collecting of taxes in surveyed in the village.	I have learned about how to collect taxes.	C. Sh.

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 work ^{work} .	C. Gh
Day - 2	Panchayat Secretary explained about his job chart.	I learned about the role of Panchayat Secretary.	C. Gh
Day - 3	He explained about the collection of taxes and maintenance of records.	I have learned about different types of taxes.	C. Gh
Day - 4	He explained about the conducting of meeting in function committee.	I have learned about the way how meeting is conducted.	C. Gh
Day - 5	He told that he have to provide the money collected in tax in basket.	I have learned how much money is paid on different taxes.	C. Gh
Day - 6	collecting of taxes in surveyed in the village.	I have learned about how to collect taxes.	C. Gh

WEEKLY REPORT

WEEK - 2 (From Dt. to Dt.)

Objective of the Activity Done: Panchayat Secretary.

Detailed Report:

- * It is the executive authority to grama Panchayat.
- * He/she shall collect taxes & non-taxes to grama Panchayat promptly and deposit there in the treasury regularly.
- * He/she shall implement the selection of the grama Panchayat and of the committees.
- * He/she shall maintain and act as a custodian of the entire recorder/register of the grama Panchayat including cheque books.
- * He/she convene the meeting of the grama Panchayat functional committee & discuss 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 officer and employees working under the village secretariat.

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 chart.	I learnt about the role of VRO in Panchayat.	C. H.
Day -2	VRO sir explained about his job chart.	I understood about his duties in Panchayat.	C. H.
Day -3	He told about the issue of certificates like caste income, OBC, etc.	I learnt about the requirement for applying for certificate.	C. H.
Day -4	He explained about how he protect the goat properties.	I understood that he is responsible for goat property in village.	C. H.
Day -5	He is responsible for maintaining the recorder and register.	I know that the maintenance of record was under him.	C. H.
Day -6	He told that he works under administration supervision of Panchayat department.	I understood that he is the play key role in Panchayat department.	C. H.

WEEKLY REPORT

WEEK - 3 (From Dt. to Dt.)

Objective of the Activity Done: Village Revenue & Officer

Detailed Report:

* Village Revenue Officer works under the administration department 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 records and all village revenue account promptly and accurately.

* Collection of water taxes, and other taxes pertaining to revenue department.

* Issue of Certificate: - The VRO shall issue the necessary certificate and revenue certificate in their respective jurisdiction only.

* Protection of Govt. lands Govt. tanks, trees and other Govt. properties and take effective steps to save Govt. the interest of Govt.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Digital assistant told about his job chart	I understood about his role in keeping Kargula village a sachinayam	P. H.
Day - 2	Digital assistant told about his job chart	I know all the responsibilities of him in sachinayam	P. H.
Day - 3	He told about he will co-ordinate and work in convergence with all villages	He divides the work to remaining stable members.	P. H.
Day - 4	He told that he acts as incharge of tant officers CSE/mee-seva centers	I understand that mee-seva and non-mee-seva services are done by him.	P. H.
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	P. H.
Day - 6	He will track physical & financial status of the work taking up from group.	Tracking of physical and financial in order him maintainance.	P. H.

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 base hd data collected by all the village volunteers in the village secretariat area about sort out the needs/beneficiaries/problems sector wise and calculate the same to Panchayat secretary.
- * He/she shall act as incharge of the front office i.e CSE/mee-seva centers.
- * The function of front office includes:
 - ⇒ Receipt of applications, applex and cash/cheque 100/-
 - ⇒ Delivery of services.
 - ⇒ Reception and information given to the public.
- * Management of data related to the local govt in all Panchayat interprive 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 side told about his job about	I understand about his job about	T.M.J
Day - 2	welfare side told about his job about	I understand his responsibilities in sachivalayam.	T.M.J
Day - 3	he told about the distribution of pensions every month	I understand about the ways of distribution in pension.	T.M.J
Day - 4	he told about logaranga annavadi scheme	I understand about the eligibility rules.	T.M.J
Day - 5	he told about logaranga vidya deena scheme	I understand about the eligibility rules.	T.M.J
Day - 6	vinayaktha chathuvathi	-	-

WEEKLY REPORT

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

Objective of the Activity Done: welfare & educational assistant

Detailed Report:

General duties:-

- ★ To create identification of eligible person for the below said welfare scheme.
- ★ 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, DC welfare, minority welfare.

Pensions:-

- ★ Shall monitor the distribution of pensions every month in the village
- ★ Shall draw cash and issue the village volunteer every month.
- ★ Shall collect the death vacancy of pensions and create in website through digital assistant.

Improving livelihood of SHG:-

- ★ YSR Bheema
- ★ YSR VCR scheme
- ★ YSR Aarava scheme
- ★ YSR dihi scheme.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Surveyor madam explain about her job chart	I understand about her job chart.	C. P. K.
Day - 2	Surveyor madam explain about her role & responsibilities.	I understand about her role & responsibilities.	C. P. K.
Day - 3	she told that she will attend the inspection of all higher officers.	I learn't about the inspection of higher officers.	C. P. K.
Day - 4	maintenance of survey instrument and equipment allotted to village surveyor.	I learn't about the instrument and equipment.	C. P. K.
Day - 5	maintenance of village maps, register, ground control points.	I learn't about the different things used by surveyor.	C. P. K.
Day - 6	She will re-survey the land if it required.	I understand when re-survey is occurred.	C. P. K.

WEEKLY REPORT

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

Objective of the Activity Done: Surveyor.

Detailed Report:

- ★ Inspection of 10% maintainable survey points / survey markers / ground control points in the village in his indication every month.
- ★ Should attend the inspection of all the higher tribunals as and when informed.
- ★ maintenance of stone deposits and balance stocks.
- ★ measurements and plottings of sub division in the village and mandal copy of FMB and
- ★ Correction of related village accounts.
- ★ Renewal of missing stones detected for which section 15(2) notices have been served
- ★ after completion of stipulated period.

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.)

CHAPTER 5: OUTCOMES DESCRIPTION

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

Student Self Evaluation of the Short-Term Internship

Student Name: S. malle Suman
 Registration No: 2122000156294
 Term of Internship: Short From: 18-08-2023 To: 30-09-2023
 Date of Evaluation:
 Organization Name & Address: Sachinvalayam Koppalga

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

Signature of the Student
 S. malle Suman

Date:

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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.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

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MARKS STATEMENT
(To be used by the Examiners)

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INTERNAL ASSESSMENT STATEMENT

Name of the Student: S. Mallewaru
 Programmer of Study: IIIrd and B.S.C (M.C.A)
 Year of Study: IIIrd Year (2021-2023)
 Group: B.S.C Chemistry (M.C.A.C)
 Register No/H.T.No: 2122001562024
 Name of the college: Govt. Degree college (men)
 University: Ahmednagar University.

Sl.No	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	15
2	Internship Evaluation	30	24
3	Report	25	23
4	Oral presentation	25	22
5	GRAD TOTAL	100	84

Signature of the Faculty Guide

Date: 27/10/2023

Certified by

Date:

Seal:

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

ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION
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