

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

From:

To:

Name & Address of the Intern Organization

Goke Sathuvalayam,
P.O. Annadavilas,
Andhavarai,
Tamil Nadu.

University

YEAR

An Internship Report on

Functioning of ~~Finance~~ Island Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.Sc (MCIC)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Comm. degree college (men) Seikakulam

(Name of the College)

Submitted by:

B. Vinodhan

(E)

(Name of the Student)

Reg.No: 2122001566006

Department of

B.Sc Industrial Chemistry

(Name of the College)

Student's Declaration

I, BANOT. GIRI DHAR a student of B.Sc (MCSC)

Program, Reg. No. 2122001566006 of the Department of MCPC

College do hereby declare that I have completed the mandatory internship

from 18/01/2023 to 30/01/2023 in cate sachinwajen (Name of

the intern organization) under the Faculty Guideship of

_____ (Name of the Faculty Guide), Department of _____

Industrial chemistry, Group degree collage (men)

(Name of the College)

B. Gini box

(Signature and Date)

Certificate from Intern Organization

This is to certify that BANDI GIRIDHAR (Name of the intern)
Reg. No 2122001566006 of Govt Degree College (men) (Name of the
College) underwent internship in Cake Sachivalayan (Name of the
Intern Organization) from 18-08-2023 to 30-9-2023

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


Authorized Administrative Secretary,
Ward No. 7, Gate,
Ward No. 7, Gate,
Amara, Valasa Municipality.
Amara, Valasa Municipality.

Official Certification

This is to certify that BANDU GIRIDHAR (Name of the student) Reg. No. 212200566006 has completed his/her Internship in State Sachivalaya (Name of the Intern Organization) on Functioning of State Secretariat (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (MCIC) in the Department of Govt (Men) (Name of the College).

This is accepted for evaluation.


Ward Administrative Secretary,
Ward Secretariat No.7, Gate,
Alimadala Varaha Municipality.
(Signed on behalf of the Municipality)

Endorsements


Faculty Guide


Head of the Department


Principal
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM



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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Acknowledgements

I am deeply grateful to all staff members to the ~~management~~ ^{management} and also my advisor during the internship and also advising and guiding their industry exposure and help be me to better understand the company & the industry and allowed to make most of internship.

Through the internship ~~management~~ ^{management} provided me with valuable insights - they are guidelines that help me to navigate my tasks and responsibilities they are always available to answer my questions to us. In an earlier insight exposure and proven support and their wisdom and expertise helped support for sharing valuable insights with me.

Contents

S. No	contents
1	Introduction to student
2	student declaration
3	official certification
4	certification form Intern organization
5	Acknowledgement
6	contents
7	chapter - 1 = executive summary
8	chapter - 2 = overview of organization
9	chapter - 3 = Internship part
10	Activity log for 1) 1st week 2) second week 3) third week 4) fourth week 5) fifth week
11	chapter 5 : outcomes of session

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. Panchayat Raj Act - 1954. By that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of Grama Sadak Sachivalayan to render door to door service to the house holder, and also developing the village in a better manner.
3. Function of Grama Sadak Sachivalayan. It has mainly 2 types of functions.
4. Objective of Grama Sadak Sachivalayan
 - 1. Sustainable development
 - 2. Door to door service
 - 3. Health and hygienic condition
5. Out come of Grama Sadak Sachivalayan
 - * Providing basic need to the health and
 - * All services to be on spot
 - * Early solution to 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 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.

Intoduction of grama wasol sachivalayan

* Pooling region citizen services at a shastan
possible type

* single window service system

* Door to door service & welfare of home

* providing ambient environment for all
living organization

* planning group : GRAMA PANCHAYAT

DEVELOPMENT PROGRAM

* citizen satisfaction in the ultimate
aim of an organization

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- * vision service of Grama Sachivalayan
- * various welfare schemes
- * on going projects / construction
- * public distribution system (PDS)
- * Grama Sabha
- * working of each functionalization
- * field visit
- * Rencellary of agriculture land
 - * Aerial survey
 - * house hold survey
- * reproduction of natural catemelon

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	N. B. N. N.
Day - 2	various functions & their defined work & responsibility	organization working hand.	N. B. N. N.
Day - 3	various functions & their defined work & responsibility	- cb -	N. B. N. N.
Day - 4	Field visit by AMN - pm - Jay survey	Implement of PM Jay scheme	N. B. N. N.
Day - 5	Field visit by AMN an metal survey	How AMN are visiting regularly & u pegang	N. B. N. N.
Day - 6	re. bat. of whole the last 5 days activation	same knowledge hat achieved regular h/w.	N. B. N. N.

WEEKLY REPORT

WEEK - 1 (From Dt. 21-8-2023 to Dt. 26-8-23)

Objective of the Activity Done:

Detailed Report: Grama Sachivdham hillipalen has 11 functionaries & 16 volunteers

main functionaries are in following:-

- * panchayat secretary
- * Digital Assistant
- * welfare & Educational Assistant
- * Engineering Assistant
- * Village Revenue Officer
- * Agricultural Assistant
- * Veterinary Assistant
- * Village surgeon
- * Mohila police
- * Line man

over all in charge in panchayat secretary who is maintaining all the activities in a sound.

Field visits by A.M. given an opportunity how well the organization staff is behaving with the village

WEEKLY REPORT

WEEK - 2 (From Dt. 28.4.2023 to Dt. 2-9-2023)

Objective of the Activity Done:

Detailed Report:

relieving of 'decision (citizen) of a
shantent possible time

1. Increase of job & income
2. Family member certificate
3. birth & death conditions

Applying for schemes to the .cligas
candidate post field verification

1. YLR pension
2. YLR cheyutha
3. Rice cash
4. YSR Annaadi
5. RLR vidya devena

Filed activity : Ration distribution to household or door
step by step

Field activity:- hand re survey wing . cups the local
technology & Ration box 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	vision & responsibility and & richard police	vision & responsibility implementation of action & plan	
Day - 2	vision & responsibility of engineering at & technology society	vision & responsibility of engineering at & technology society	
Day - 3	Field activity & survey on. by survey	vision & responsibility of engineering at & technology society	
Day - 4	Field activity & survey on. by survey	vision & responsibility of engineering at & technology society	
Day - 5	online service digital library	vision & responsibility of engineering at & technology society	
Day - 6	online service digital library	vision & responsibility of engineering at & technology society	

WEEKLY REPORT

WEEK - 3 (From Dt. 4-9-2022 to Dt. 9-9-2023)

Objective of the Activity Done:

Detailed Report: During visit by ANM, we visited school house for - any health risk & provided low median also spoke to pregnant women for any diffraction observed and the well being & kind new of the people with ANM.

Also accompanied by mahila police visited to house to educate the children for good touch & bad touch. Advised for the girl child for not being shy. Any harassment happened should be initiated after consulting.

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

knowing eligibility criterion of all the welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day -1	definition of sentences beyond sentence beyond sentence	shortest possible line from sentence	
Day -2	definition of good & bad of good & bad	explanation of good & bad	
Day -3	finds attached to even paragraphs	central text from 15th line of text	
Day -4	finds help survey of Pugh 1, 2, 3, 4, 5	most likely a core survey	
Day -5	finds help survey of cloth 6, 7, 8, 9, 10	catalogue of house hold	
Day -6	Home field survey of cloth 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

WEEK - 4 (From Dt. 09-09-2023 to Dt. 16-09-2023)

Objective of the Activity Done:

Detailed Report:

SIA - service life agreement
In govt work sakhilagan. these are more
than 45 service each service in having their own
SIA

- For eg:-
1. Income certificate - 7 days
 2. - caste certificate - 30 days
 3. Motivation - 3 days
- Rice card . 150 days

capital create panchayat development programme

In a planning programme
cover the development of govt package

- * Sanitation planning
- * Road repair planning
- * street light position work
- * new area need work

central board house tax payment receipt
tax

15th Finance commission
state government

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Type of soil given and well as school & their eligibility	well as in the primary school and the existence of the school	
Day - 2	well as school for the year 2023-2023	Planned execution in implementation of well as school	
Day - 3	Field visit what is near the school? what is agricultural land? what is open land?	Basic knowledge of a village & its boundary	
Day - 4	Large monoblocks all the well as school from the school	Digital literacy using mobile / smart phone	
Day - 5	Small validation of eligibility all well as non-well as school	Digital literacy training acquired	
Day - 6	De-brief of all the well as school activities	very informative & enable mobile	

WEEKLY REPORT

WEEK - 5 (From DL 18.9.2023 to DL 22.9.2023)

Objective of the Activity Done:

Detailed Report:

state government welfare schemes and its eligibility
condition application present field verification E-key register.

Eg: ysa pension scheme

new widow single women only would be entered.

all those type persons have differentiation

eligibility criteria

welfare condition shown the demand planning
& implementation to know as the right time in a proper
& procedural manner

E-key ligere - know your citizen which given
on their line station of the citizen it's register for all
the household have any type of welfare. Several site step
will be take.

1. no work employe in the household
2. no income tax pay in black hold
3. not more the 3 Acre of agricultural land
4. no house welfare hold
5. electricity connection not more than 300000 month
6. 1000 sq - feet chonion land

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.)

In extends every working environment with professional knowledge & kind people. In the organization all staff are very punctual in attending office.

They had shown an interest in technology on how the system and automation activities are handled in a precise manner.

The time they spent for so in being working scholars are applicable and we loose then all for their extended operation & co-operation in our internship programmes.

The right aids used for helping us in learning are very advanced & needs as this moment for poor memory & accountability which keeps the system healthy.

Soil any the improved of bin organization working culture.

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

* Each week in systematically managed
application program - digital assistant
Petid verification - welfare Assistant
Thial party verification - administrative staff
Pse - applied - VRO
Pinal applied - MRO / MRO

Every one is using the technology hand out
to avoid discrepancy and ensure transparency in the
the eligibility of any share

1. Biometric division
2. Android smartphone
3. IRIS scanner
4. Live Auto station

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.

In achieved the real-time government's personal
Relative which is very realization and given the
improvement, competence & analogy skill

every work is time bound and can't
be neglected while working in obscure by the
activity & devising as making very impressions

For doing any long-term project demands
in mind & should seriously for and thereby
secondly planning and thereby the project
for implementation.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.)

my communication skill are modits and in
improel with communication different people in different
place.

my anxiety commuione in per of in pource
it by cooking say evecton . soripion . thought.

my confiante lovely are very . high . and
and is will centilene with . the none .

my Anicely Paer are very low of one
very . phients and listen . to music when every
of cell Eng theisty . of & of least rose
anixicty manegment teacher.

2 always great every one when
i ect them . & these then chances . they
do . good . thingl.

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

In course group discussions, I
always space with point to point and done
log to improve I will be clear of
what I am saying

I also encourage others to participate
in the discussion to share their views

I always conclude the group
discussion in a kind & friendly 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)

Pixly thing:

- * Handling of smart phone
- * Bio metric id mission
- * QR scanner
- * Face authentication programme

which given the seative procedure
of the liver

secondly:- using c - pos machine in poms

thirdly:- using 'Epi' & "REVEN" is
land re mandy program
program

using 'nrcs' in identification of mask
in land alignment programme.



Evaluation by the Supervisor of the Intern Organization

Student Name: Banbi Giridhar

Registration No: 2122 001 566006

Term of Internship: short term From: 18-08-2023 To: 30-9-2023

Date of Evaluation: 30-09-2023

Organization Name & Address: Erate, Sachivalayan

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:


Ward Administrative Secretary
Signature of the Secretary
Amadalavalasa Municipality

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Bandi. Giridhar</u>	Registration No: <u>9102001566006</u>
Term of Internship: From: <u>12-02-2023</u> To: <u>30-09-2023</u>	
Date of Evaluation: <u>30-09-2023</u>	
Organization Name & Address: <u>Indra. Sachin Academy</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:

B. Giridhar
Signature of the Student

Student Self Evaluation of the Short-Term Internship

Student Name: Bandi. Giridhar

Registration No: 2122001566006

Term of Internship: From: 18-08-2023 To: 30-09-2023

Date of Evaluation: 30-09-2023

Organization Name & Address: Crato . Sachinaleym

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:

B. Giridhar
Signature of the Student

PHOTOS & VIDEO LINKS



EVALUATION

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)

INTERNAL ASSESSMENT STATEMENT

Name of the Student: Bandi. Anishas

Programmer of Study: Anna Seethalayan

Year of Study: 2021 to 2024

Group: IIIrd B.Sc (MSc)

Register No/H.T.No: 2122001566006

Name of the college: Govt. degree college Srikakulam

University: O.S. O.S. Ambedkar University

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	17
2	Internship Evaluation	30	22
3	Report	25	21
4	Oral presentation	25	21
5	GRAD TOTAL	100	81

Date:
Guide


Signature of the Faculty

Date:

Seal:

Department/Principal

Certified by


Signature of the Head of the
PRINCIPAL
Govt. Degree College
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
www.apsche.ap.gov.in