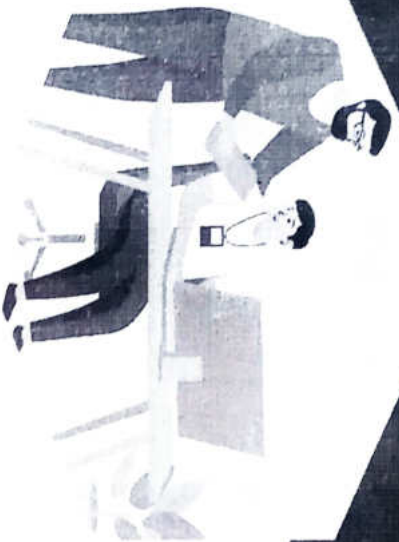


Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

BAROCCASIA HOSPITAL

SHORT-TERM INTERNSHIP

(Onsite / Virtual)

NAME OF STUDENT

DUVVARAPU VASU

NAME OF COLLEGE

GOVERNMENT DEGREE COLLEGE MEN
SRIKAKULAM

REGISTRATION NUMBER

2122001566015

DATE OF INTERNSHIP

FROM 18/8/23 TO 30/9/23

NAME OF SUPERVISOR

DR. P. V. S. RAO
TK PURAM GRAMA SOCIWALAYAM
TK PURAM SRIKAKULAM (URV)

UNIVERSITY

An Internship Report on

Functioning of Grama Ward Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSc [MCIT]

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: 2122001566015

Department of

(Name of the College)

GDC MEN Srikakulam

Page No:

Student's Declaration

I, D. Valsu a student of _____
Program Reg. No. 21122001566015 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 15/8/23 to 30/9/23 in TK Poram Sachwadyam (Name of
the intern organization) under the Faculty Guideship of

(Name of the Faculty Guide), Department of
_____, Government degree collage [men]
(Name of the College)

D. Valsu
(Signature and Date)

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.

-----<<@>>-----

Page No:

Official Certification

This is to certify that D. VASU (Name of the student) Reg. No. 21122001566015 has completed his/her Internship in Sachivalayam Tk puzos (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of _____ in the Department of _____ (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal
Govt. Degree College (Men)
SRIKAKULAM

Page No:

Certificate from Intern Organization

This is to certify that DUVVARAPU VASU (Name of the intern)
Reg. No 2122081566015 of GODE MEN Casteledah (Name of the
College) underwent internship in Sachivalayam ET to puram (Name of the
Intern Organization) from 18/08/2023 to 30/09/2023

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


SECRETARY
TM. PURAM ET to puram
Author: Sachivalayam Dist
Author: Sachivalayam Dist

Acknowledgements

Page No.

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 following function and structure of the grama sachivalayam organisation.
- * To develop skill in administration and electrical tanker related to day to day operation of the organisation.
- * To learn about various govt. schemes and programme implementation by the grama sachivalayam for the skill through interaction with benefit of rural population.
- * To prove communication and interpersonal skill through interaction with villagers and other stakeholders.
- * Outcome 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. schemes and programs such as sanitation education of housing
- * Improved communication and interpersonal skill through interaction with villagers, officer and other stakeholder

Brief description of grama sachivalayam organization
The grama sachivalayam is a govt organization that
function at the village level in Andhrapradesh. It's
primary objective is to ensure the effective implementation
of govt schemes and programmes for the welfare of
rural people.

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 Sachivalayam are secretariats set up in andhrapradesh state decentralize the administration by making reduces and welfare relievem of all govt. departments at one place. AP in the first state in india to launch village secretariats. Govt. of AP appointed village volunteers to deliver

There are total 15,005 sachivalayams in AP state.

Vision, mission and values

- * vision is to bring in a corruption free transparent and accountable administration at village level.
- * it also had main mission to decentralize the administration by making service and welfare service all available at one place.

Roles and responsibilities

panchayat secretariate :- sachivalayam convenor & to collect taxes.
VRO :- monitoring land, ration and food supply in villages.
ANM :- responsible for villager health monitoring conducting health.
women police :- constelling security and other important roles.
digital assistent :- monitoring the village in single window system.
welfare assistent :- pension distribution & dwakra mahila & house construction etc..

Policy of Grama Sachivalayam :-

- providing basic services like water, sanitation health, education and social security to rural population.
- promoting transparency and accountability in functions program and schemes.
- facilitating the delivery of govt schemes to beneficial.

Grama Sachivalayam organization structure :-

- * the Grama Sachivalayam in an organization structure that is set up to that the governance reaches the village root level.
- * the Grama Sachivalayam competes various administration post that are responsible for the smooth functioning of Panchayati raj 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 Raj act 1994 days that level govt in every village of the growth & development in a motirable manner.
- CM of AP state Ys Jaganmohan reddy stated the grama sachivalayam system at Secretariate in vijayawada. The statement was made on oct 2 - 2019 on 150th anniversary of mahatma gandhi.
- function of grama work sachivalayam. It has mainly 11 typed of officers in secretariat. The village volunteer system has to bring govt service to people doorsteps.
- Generally using of technological and instrument mainly we just bio metric computer system.
- The 'internship part' these kind of skills are very important listening speaking confidence leadership qualities and time management.
- outcomes of ward sachivalayam.
- early solution of all problem.
- all services of to non stop.

ACTIVITY LOG FOR THE FIRST WEEK

Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
I submitted the issue letter of internship in the sachivalayam	-	-
digital assistant introduced about all the staff member.	I learned about how many sector are organized in sachivalayam	<u>chylard</u>
Introduction with village	I learned about how many houses are given to one volunteer	<u>chylard</u>
Panchayat secretary told about grama panchayati	I had been known some problems of the T.K puram village	<u>chylard</u>
welfare assistant told about the details of the sachivalayam	I understand about the establishment of sachivalayam	<u>chylard</u>
digital assistant told about the vision and mission of sachivalayam.	The main mission in delivering receiver to their door step.	<u>chylard</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam is also known as village secretariats. AP in the first state in India to launch village secretariats. Govt. of AP appointed village volunteers to deliver services. It was launched on 2/10/2019 on the eve of Gandhi Jayanthi.

- * Nearly 15,005 no. of Sachivalayam found a total of 15,005 no. of qualified.
- * Nearly 2 lakh candidates were qualified.
- * 3842 are in urban areas, 1163 are in rural areas.
- * There are total 930 Sachivalayam in Srikakulam district.

- * Panchayat Secretariats
- * Village Revenue Officer
- * Digital Assistant
- * Welfare Education
- * Mobile Police
- * Engineering Assistant
- * Village Saviour
- * Animal Husbandry Assistant
- * Village Agriculture Assistant

Page No.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Panchayat Secretariat explained about his job chart	I learned about the responsibilities of Panchayat Secretariat.	<u>Chyland</u>
Day - 2	Panchayat Secretariat explained about his	I learned about the role of Panchayat Secretariat.	<u>Chyland</u>
Day - 3	It explained about the collection of taxes and maintenance of record.	I have learned about different types of tax.	<u>Chyland</u>
Day - 4	He explained about the conduction of meeting in the function committee.	I have learned about the way how meeting is conducted.	<u>Chyland</u>
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.	<u>Chyland</u>
Day - 6	collecting taxes in the surveyed village.	I have learned about how to collect tax.	<u>Chyland</u>

Page No. _____

- The first step in the process of the formation of a new country is the process of the formation of a new country.
- The second step is the process of the formation of a new country.
- The third step is the process of the formation of a new country.
- The fourth step is the process of the formation of a new country.
- The fifth step is the process of the formation of a new country.
- The sixth step is the process of the formation of a new country.
- The seventh step is the process of the formation of a new country.
- The eighth step is the process of the formation of a new country.
- The ninth step is the process of the formation of a new country.
- The tenth step is the process of the formation of a new country.

Page No. _____

ACTIVITY LOG FOR THE THIRD WEEK

Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
VRO sir explained about his job chart.	I learnt about the role of VRO in Grama Sachivalayam	K.S
VRO sir explained about his job chart.	I understood about his duties in the Grama Sachivalayam	K.S
He told about the issue of certificates like caste income, obc, etc..	I learnt about the requirement for applying for certificate.	K.S
He explained about how he protect the government properties	I understood that he is responsible for Govt property in village.	K.S
He is responsible for the maintenance of records register.	I know that the maintenance of record was under him.	K.S
He told that he work under administration supervisor of revenue department	I understood that he is the player key role in revenue department.	K.S

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 department.
 - * They are answerable to village secretariat.
 - * They have to attend the meeting 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.
- The VRO shall issue the nativity certificate and solvency certificate in their respective jurisdiction only.
- * Protection of government lander, tankard, trees and other government properties and take effective steps to safeguard the interest of government.

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 her job chart.	I understand about his job role in Sachivalayam	
Day - 2	digital Assistant explained how to operate computer first.	I know all the work he do in the computer.	
Day - 3	he told about he will co-ordinate and work in convergence with all village.	he divided the work to remaining staf members.	
Day - 4	he told that he acts as Incharge of front office CSE / me - seva collectors.	I understand that me seva and non-me seva service are done by him.	
Day - 5	he said that he will manage and maintain the data base of village secretariate.	I understand that while data was maintained by him	
Day - 6	he will track physical and financial status of the work taken up from group	tracking of physical and financial in under him maintained.	

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

Digital Assistant

Detailed Report:

- Detailed Report:
- * the co-ordinate and work in convergence with all village secretariats functionaries.
 - * the shall computerise the household data collected by all the village volunteers about sortout the voter (benefits) problems.
 - * sectors were and calculate the same to panchayat secretariats.
 - * the shall act as incharge of front office.
 - * the function of front office includes:
 - ↳ receipt of application and cheque book
 - ↳ delivery of service
 - ↳ reception counter to the public
 - ↳ reception counter to the local government.
 - ↳ management of data related to the application.
 - in all panchayat

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 understood about his job chart.	<u>Chafred</u>
Day-2	welfare sir told about his job chart.	I understood his responsibilities in sachivalayam.	<u>Chafred</u>
Day-3	the told about the distribution of pensions every month.	I understand about the way of distribution in pensions.	<u>Chafred</u>
Day-4	the told about jagananna ammavadi scheme.	I understood about the the eligibilities	<u>Chafred</u>
Day-5	the told about jagananna vidya devena scheme.	I understood the eligibilities.	<u>Chafred</u>
Day-6	vinayaka chaturthi holiday	-	

WEEKLY REPORT

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

Objective of the Activity Done: welfare and educational Assistant

Detailed Report:

General duties

- * To sure Identification of eligible person for below paid welfare schemes.
- * To generate awareness among the public in the village secretariate Jurisdiction about the scheme mat for the welfare Section of the society being implemented by all welfare departments. social welfare, tribal welfare, minority welfare

Pensions

- * Shall maintain the distribution of pensioner every month in the village.
- * Should draw the cash and issue the village volunteer every month.
- * Shall collect the death vacancy of pensioner and update in website through digital assistent.

Improving livelihood of str

* YSR Ghema

* YSR YLR scheme

* YSR Aapana scheme

* YSR didhi scheme

ANALYSIS OF WORKING CULTURE

Normally the work environment can have experienced the system of people, information, knowledge, and material resources. Generally, the system of people, information, knowledge, and material resources is the most important factor in the working culture.

A supervisor is a very good working environment with professional knowledge and good people in his organization all the staff are very proud in attending their

they had shown an interest in technology as how the system and administration activities are handled in a professional manner

the time they spent in it is being working schedule is applicable and as those than all in their extended operation

and in operation in an interesting programme the officials and are used to helping us in learning

are very interested and needs at this moment from ability and accountability which keeps the system working

my staff I have improved at this organization working culture

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

- each work is systematically managed
- application program - digital assistant
- field verification - welfare assistant
- third party verification - Administrative staff
- pre-applied - VRO
- final applied - MPDO/MRO
- everyone is using the technology hand work to avoid duplicacy and ensure transparency in the eligibility of any scheme.
- 1. biometric division
- 2. Android smart phone
- 3. IRTI scanner
- 4. face automation.

Describe the managerial skills you have acquired in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in computerisation, good settings, decision making, performance analysis, etc.

I achieved the real time governance procedural for which is very realistic and given the management competence and employing skillfully.

- the very work is time bounded and i they can not be neglected, while it is observing the activity of decision making is very important.

- for doing any time, projected knowledge is must of study, secondary planning and thirdly the procedure 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 modified and I improved my self with communication different people in different places.

my written communication in became better. I improved by writing say evolution scription I thought.

my confidence became high and I will continue with their confidence and attitude.

my anxiety level became low. find I have acquired more patience how and I learned how to more anxiety management. technology.

I always greet everyone when I see them they also treat me as their own student.

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

In group discussions, I always faced everyone with point to point and don't lag to improve I always have an idea of what I am saying and I was clear about what I am saying. They also often appreciated me for what I am saying in group discussions.

I also encouraged to participate in those group discussions to share by ideas and to learn their ideas. I always conclude the group discussion in a friendly and fairly 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)

Firstly thing :-

- holding of smart phones
- biometric divison
- IRIS scanner
- face authentication programme

with given the relative procedure.

secondly thing :-

using E-POS machine in por

thirdly thing

- using cop & reven in land Renamely programme
- using "drones" in identification of marker in lander alignment programme

Student Self-Evaluation of the Short-Term Internship

Student Name	DOVVOAGA VASU	Registration No: 212200156605
Term of Internship	From: 18/08/2023	To: 30/09/2023
Date of Evaluation		
Organization Name & Address	T.K. PUVAN Grama Sachivalayam	

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:

Signature of the Student
D. VASU

Evaluation by the Supervisor of the Intern Organization

Student Name: **DUVVAPU VASU** Registration No: **21200156605**
Term of Internship: From: **18/08/2023** To: **30/09/2023**
Date of Evaluation:
Organization Name & Address: **T.K. Puram Grama Sachivalayam**
Name & Address of the Supervisor **Giri**
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

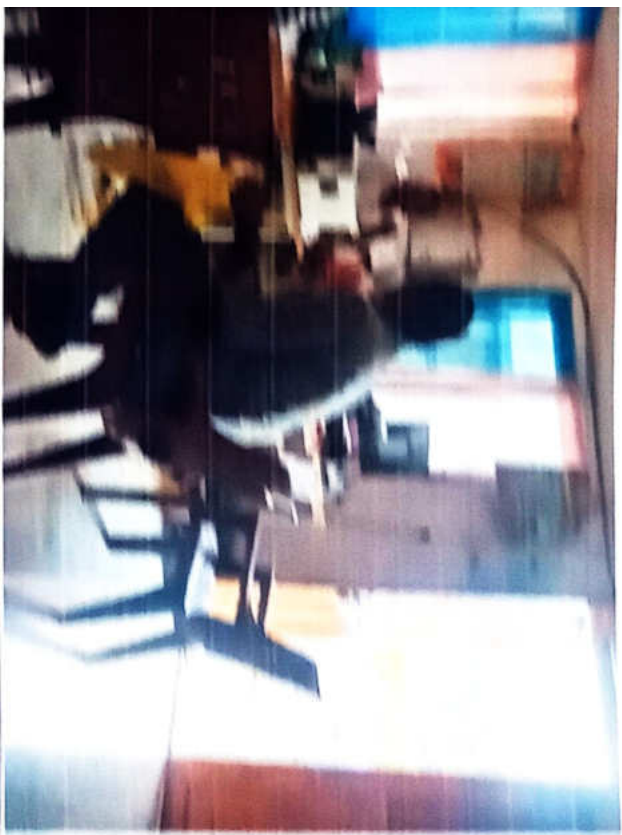
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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:

Page No:

Signature of the Supervisor
T.K. Puram, LN Peta Mdl
Srikakulam Dist

PHOTOS & VIDEO LINKS



EVALUATION

Page No.

Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SCPA 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.



MARKS STATEMENT
To be used by the Examiners)

Page No:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: DUVVURAPU . VASU
Programmer of Study: Girama Sachivalayam
Year of Study: 2021 - 2024
Group: MCIC 3rd BSc
Register No/H.T.No: 2122001566015
Name of the college: GDC Men's Srikakulam
University: Dr. B. Ambedkar University .

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	20
3	Report	25	21
4	Oral presentation	25	21
5	GRAD TOTAL	100	80

Date:
Guide

Signature of the Faculty

Date:
Seal:
Department/Principal

Certified by
Signature of the Head of the
Govt. Degree College (Men)
SRIKAKULAM