

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

Short Term Internship

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

**Program Book
for
Short-Term Internship**

Name of the Student: SHEIK . SHARIF

Name of the College: Govt. Degree college (men) Srikakulam

Registration Number: 2122001566037

Period of Internship: From: 20/09/23 To: 05/10/2023

Name & Address of the Intern Organization Kancharam Grama sachivalayam
Kancharam, Rajam (Rural)

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 (120 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 of 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 persons 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 with 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:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - 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 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.

An Internship Report
On
(Title of the Internship)
functioning of Grama ward sachivalayam
Submitted in accordance with the requirement for the degree of B.Sc (MCIC)

Name of the College: Govt. Degree college (men) Srikotulam

Department: B.Sc (MCIC)

Name of the Faculty Guide:

Duration of the Internship: From 26/09 To 05/10/2023

Name of the Student: SHEIK SHARIF

Programme of Study functioning of Grama ward sachivalayam

Year of Study: 2023

Register Number: 2122001566037

Date of Submission:

Student's Declaration

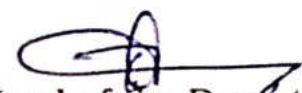
I, S.K. Sharif, a student of B.S.C. (MCIC) Program, Reg. No. 2122001566037 of the Department of MCIC College do hereby declare that I have completed the mandatory internship from 20/9 to 05/10/23 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of..... (Name of the Faculty Guide), Department of..... (Name of the College)

S.K. Sharif

(Signature and Date)

Endorsements


Faculty Guide


Head of the Department

Principal
PRINCIPAL
Govt. Degree College (Men),
SRIKAKULAM



Certificate from Intern Organization

This is to certify that Sk. Sharif..... (Name of the intern) Reg.
No. 212200156633 of Govt. Degree College Name of the College) underwent internship
in sachivalayam, Kancharam (Name of the Intern Organization) from 20/09/2023
to 05/10/2023

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

K. Reelless

Authorized Signatory with Date and Seal

PANCHAYAT SECRETARY
GRAMA PANCHAYAT
KANCHARAM
Rajam Mandalam

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) Panchayati Raj Act - 1994. Says that local government in Every village for the growth & development in a nutive manner.
- 2) Implementation of grama ward sachivalayam to under door to door deicen to the howe holder, and also developing the village in a Joinible maner.
- 3) function of Grama ward sachivalayam. It has mainly 10 types of functions
- 4) ~~Do~~ objection of Grama ward sachivalayam
 - * Sustainable development
 - * Door to door service
 - * Health and hygenic condition.
- 5) out come of Grama ward sachivalayam
 - * Providing benic needs to the health had.
 - * All service of to on stops.
 - * Early sdution 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 with 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 of Gram ward sachivalayam:-

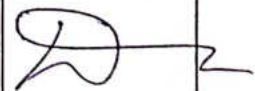
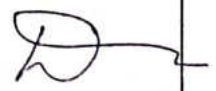
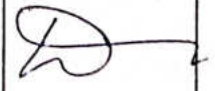
- * Providing version citizen serves at a short-term possible type
- * Single window service system.
- * Door to door service & welfare of home.
- * providing ambient environment for all living organization.
- * planning GRDP (Grama Panchayat Development program)
- * citizen satisfaction in the ultimate 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.

- * Version service of Grama sachivalayam.
- * ~~Version~~
- * various welfare schemes
- * on going Projects / contraction.
- * Public distribution system (PDS)
- * Grama sabha.
- * working of each functionalization.
- * field weights.
 - Necessary of agriculture land.
 - Aerial survey
 - House hold survey.
- * pre production of natural calamities.

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	
Day - 2	Version functionation & the their defined were & responsibility.	organization working hand.	
Day - 3	Various functionation & their defined were & responsibilities	- ab. -	
Day - 4	field visit by ANM an mental survey	How Anm's are visiting regularly to pergnancy women	
Day - 5	field visit by ANM PM - Jay survey	Implement of PM Jay scheme	
Day - 6	DC - brief of whole the last 5 days activation	some knowledge has achieved regular GW	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama sachivalayam kancharam has 11 functionaries & volenteries.

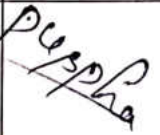
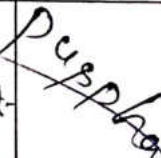
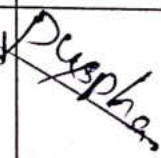
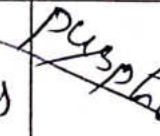
Main functionation are in follow:-

- * Panchayat Secretary
- * Digital Assistant
- * Welfare & Education Assistant
- * Engineering Assistant.
- * Village revenue officer.
- * Agricultural Assistant
- * Veterinary Assistant
- * Village surveyor
- * Mahila police
- * ANM
- * Line Man

overall - in - charge in panchayat secretary. who is mantaing all the activation in and a round

field visits by ANM give an oppertunity. how well the organisation staff is behaving with the villages.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division & responsibility of digital assistant & welfare education assist -ant-	Imp. of various service of digital & type of welfare scheme	
Day - 2	Division & responsibility of VRD & village surveyor	Ration distribution system & Honorable recognition & type of card	
Day - 3	Division & responsibility of veterinary Asst. & Agriculture Asst.	live stolen & type various imagined -ion type of crops seeds.	
Day - 4	field visit by VRD - PD distribution	door to door driver of public distribut ion to the house hold	
Day - 5	field visit by -', Resurvey	Re. caption of land in village using latest technology	
Day - 6	De. brief of last 5 days activities	know. what what type of deviations are being delivered.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Delevering of devision (citizen) of a shortent possible time.

1. Immverse of case & Income
2. family members certificate
3. hiealth & death conforms.

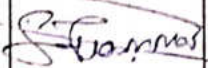
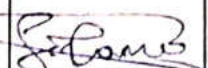
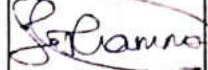
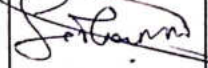
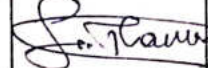
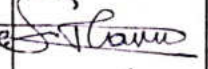
Applying for schemes to the eligible candidate part field verification

1. YSR premium.
2. YSR cheyutha
3. Rice card
4. YSR Ammavadi
5. YSR vidya and vasathi devena.

field activity:- Ration distribution to household at door step by mens.

field activity:- Hand Re-survey using 'orops' the local technology & Rover for 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	Division & responsibility ANM & mahila police	Hygienic mensum impl emetation safty of women & child	
Day - 2	Division & responsibility of Engineering Assitant & Panchayat secretary	Ongong work Requirement & premeasures of maneres.	
Day - 3	field activity Houx hold survey PDS distribution	knowing about type of houx hold & their eligibility	
Day - 4	field activity SDG Survey PM. Jay survey	knowing well about sunterible development growth Procdl	
Day - 5	Online service Digital literas	known how to apply for cast/ Income certificate & move service.	
Day - 6	De-berief on last 5 days activation	overall learned name mainlanee which implement to do better works	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

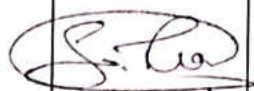
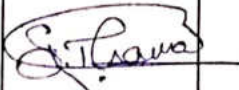
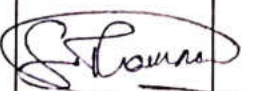
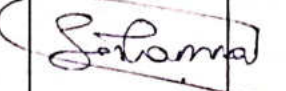
Doing Unit by ANM. we untiled served have for any health. IMU. & recommended few medican. Also spoke to pre-pregnant women for any difficulties otherwed the well being & king new of the people with the ANM.

Also accompaigned by mahila police visited to house to educated the children for good touch & bad touch. Awerness for the girl child for not being shy. Any hannment happned should be intimated after carlint.

No. of online servey are going on & par participaul and accuied knowledgment about how a system women on demand of the government.

knowing eligilibity certain of all the welfare schemes, of state government

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of SCA - open beyond SCA - closed beyond SCA	shortest possible time for service	
Day - 2	Definition of GPDP & if objection & overcome	Development Process.	
Day - 3	funds Allocated to Grama panchayat.	General text for 15th finam full marrri	
Day - 4	Household survey of Aulem 1, 2, 3, 4, 5.	Most likely a come survey	
Day - 5	Household survey of cloths 6, 7, 8, 9, 10	categories of Household	
Day - 6	Home field survey of clothing 11, 12, 13, 14, 15 16.	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Services for life agreement

In grama ward sachivalayam, there are more than 500 services. each service is having their own SLA.

for eg:- 1. Income certificate - 7 days

2. cast certificate - 30 days

3. Motivation - 3 days.

4. Rice card - 180 days.

GPDP - Grama panchayat development programme.

It is a planning programme for the development of grama panchayat

* sanitation planning

* Road repair planning

* street light position/repair.

* New overhead town.

General fund - House tax payment / properties tax
15th finance - Co-terminus state government

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Types of state government welfare scheme & their eligibility	welfare in the Primary concern for the existing Government	
Day - 2	welfare calendar for the year 2022-2023	planned execution in implementation of welfare scheme	
Day - 3	field visit. what is Gram chashan? what is Agriculture land? what is Dry land?	Basic knowledge of a village & its boundary	
Day - 4	'E-kyc' mandatory for all the welfare scheme How 'E-kyc' done.	Digital literacy using mobile / smart phones	
Day - 5	six-step validation of eligibility all welfare & non-welfare scheme.	Digital literacy training acquired	
Day - 6	De-brief-brief of all the last and 5 days activation	very informal-itive.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

State government welfare schemes and its eligibility certain, application program field verification 'E-kyc' program.

Eg:- YSR Pension / conver
↓ ↓ ↓
DAP widow single women Disability Holder.

All these type of persons have difference eligibility criteria.

welfare cabnder shown the demand planing & imple implementation of knows at the right time in a project & procedural manner.

'E-kyc' electronic - know your citizen which given on then live station of the citizen It's mudisar for all the households for any type of welfare schemes

Six-step verification:-

- 1) No Government employees in the house hold.
- 2) No income tax pay in house hold.
- 3) Net man the 3 Areas of Agricultural land
- 4) No four welfare hold.
- 5) Eledvichy • complition next more then 300 unit
- 6) 1000 sq field commerial land in urban area

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.)

I experienced a very good working environment with professional, knowledge & kind people. In this organization all staff are very punctual in attending office.

They have shown an interest in technology on how the system works and administration activities are handled in a procedure manner.

The time they spent for us in being working schedule are applicable, and we thank them all for their extended operation & co-operation in our internship programme.

The Digital aids used for helping us in learning are very advanced & need at this moment for from & accountable, which keeps the system working.

Soil myself improved of this organization working culture.

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

* Each work in systematically managed

Application program - 1 Digital Assistant.

field verification - 1 welfare Assistant.

third party verification - 1 Administrative staff.

pre-applied - VRO.

final-applied - MPDO/MRO.

Everyone is using the technology hand work to avoid duplicacy and annas terancepan-cy in amcertes the eligibility of any scheme

1. Biomoslaric division.

2. Android smart phone

3) TRII 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 competencies, goal setting, decision making, performance analysis, etc.

I achieved the real-time governance procedural practice which is very realistic and given the management competence, & analyzing skills.

Every work is time bounded and can't be neglected, ~~use~~ whole world in observing the activity & decision making is very important.

•
for doing any task, procedural knowledge in mind & should, secondly 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 modite and in improve myself with communication different pepole in different.

My written communication in per, I improve it by writeing say evolution scription thoughts.

My confidence lovely are very high and i will continue with the name.

My Amriety level are very low, I am very patient and listen to munie whenever I feil anything & I leann move annicky manegungment techonolog.

I always great every one when i see them. & those then ~~ea~~ whenever they do good things

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

In group discussion. I always space with point to point and don't log to improve I will be clear of what I am saying.

I also encourages often to participate in the discribe to share their deas.

I always conclude the group discussion in a friend & family 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 things:

- * Handling of smart phone.
- * Bio metric disson.
- * IRIS scanner.
- * face Autentication programm.

which given the seative procedure of the livey.

Secondly:-

using E-pos machine in pos.

Thirdly:-

* using "COPi" & "REVEN" is land Re namdy programment programme.

⇒ using "DRONES" in identification of mark is land Assigment programs.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: Sk. Sharif 2122001566039

Term of Internship: From 26/9 To 05/10/2023

Date of Evaluation:

Organization Name & Address: Gram sachivalayam kancharam.

Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5 ✓
4) Interaction with staff	1	2	3	4	5 ✓
5) Attitude	1	2	3	4 ✓	5
6) Dependability	1	2	3	4 ✓	5
7) Ability to learn	1	2	3	4	5 ✓
8) Planning 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	1	2	3	4	5 ✓
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4	5 ✓
14) Adaptability to organization's culture/policies	1	2	3	4	5 ✓
15) OVERALL PERFORMANCE	1	2	3	4	5 ✓

Sk. Sharif
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Sk. Sharif 2122001566039.

Term of Internship: From 20/09/23 To 05/10/2023

Date of Evaluation:

Organization Name & Address: Grama Sachivalayam Kancharam.

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) Initiative	1	2	3	4 ✓	5
4) Interaction with staff	1	2	3	4 ✓	5 ✓
5) Attitude	1	2	3	4	5 ✓
6) Dependability	1	2	3	4	5 ✓
7) Ability to learn	1	2	3	4	5 ✓
8) Planning 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	1	2	3	4	5 ✓
12) Productivity	1	2	3	4	5 ✓
13) Progress of learning	1	2	3	4	5 ✓
14) Adaptability to organization's culture/policies	1	2	3	4	5 ✓
15) OVERALL PERFORMANCE	1	2	3	4	5 ✓

K. P. N. N.
Signature of the Supervisor
PANCHAYAT SECRETARY
GRAMA PANCHAYAT
KANCHARAM
Rajam Mandalam

INTERNAL ASSESSMENT STATEMENT

Name of the Student: *sheik. sharif*

Programmer of Study: *Sachivalayam.*

Year of Study: *2022 - 2023*

Group: *MCIC BSC*

Register No/H.T.No: *2122001566037*

Name of the college: *GOVERNMENT Degree College (MEN) SKLM*

University: *Dr. B. Ambedkar.*

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	17
2	Internship Evaluation	30	20
3	Report	25	21
4	Oral presentation	25	20
5	GRAD TOTAL	100	78

Date:
Guide


Signature of the Faculty

Date:

Seal:

Department/Principal



Certified by

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