



SHORT-TERM INTERNSHIP

(On-Site/Virtual)

Designed & Developed by



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

Name of the Student: T. Laxmana Rao

Name of the College: Government Degree college (men)

Registration Number: 2122001566046

Period of Internship: From: 18-08-23 To: 30-09-2023

Name & Address of the Intern Organization: Grama Sachivalayam
ghanasara, Sriketulam,
Andhra Pradesh 532455.

D.R. Bababhikar **University**
YEAR

An Internship Report on

Grama Sachivalayam Services

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science MGIC (B.S.C)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Government degree collage (MGN) Sriekulam

(Name of the College)

Submitted by:

Ankita . Lakshana Red

(Name of the Student)

Reg.No: 2122001566046

Department of

B.Sc Chemistry (MGIC)

(Name of the College)

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Submitted by:

Bankala . Lakshmana Reddy

(Name of the Student)

Reg.No: 2122001566046

Department of

B.Sc chemistry (MGIC)

(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, T. Lauriana Rao a student of INTERNSHIP

Program, Reg. No. 212200156606 of the Department of MGT. C

College do hereby declare that I have completed the mandatory internship from 18-08-23 to 30-09-2023 in Grimasachivaleyan (Name of the intern organization) under the Faculty Guideship of

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

B.Sc (chemistry) MJC, Government degree college (men)
(Name of the College)

T. Lexmana Rao
(Signature and Date)

Official Certification

This is to certify that TANKALA LAXMANA RAO (Name of the student) Reg. No. 2122001566046 has completed his/her Internship in Ganasara Sachivabhyam (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 B.Sc chemistry (MCU) in the Department of GDC (MGW) (Name of the College).

This is accepted for evaluation.

Endorsements


Faculty Guide


Head of the Department


Principal
PRINCIPAL
Govt. Degree College (Ment)
SRIKAKI.


(Signatory with Date and Seal)
Drawing & Disbursing Officer
Panchayat Secretary
Ghanabara Gramapanchayat
Bhamini Mandal

Certificate from Intern Organization

This is to certify that TANKALA LAXMANA RAO (Name of the intern)
Reg. No 2122001566046 of GDC (MGR) (Name of the
College) underwent internship in ghanasara sachivalayam (Name of the
Intern Organization) from 18-09-2023 to 30-09-2023

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


Drawing & Disbursing Officer
Authorized Signatory with Date and Seal
Panchayat Secretary
Ghanasara Gramapanchayat
Bhamini Mandal

Acknowledgements

I am deeply grateful to all staff members to the ghanasara gram sachivalayan and also my advisors during this internship for their valuable advice and guidance. Their industry experience and helped me to better understand the company and the industry and allowed me to make the most of my internship.

Through the internship the ghanasara gram sachivalayan provide me with valuable introductory and guidance that helped me to navigate my tasks and responsibilities.

They were always available to answer my questions and provide support and their wisdom and helped me to grow as a professional helped thankful for their insights with me.

I am grateful Thanks for ghanasara gram sachivalayan support and that enabled me to complete this internship without their guidance.

Sincerely I would like to thank for
provide the funding and support enabled
me to complete this internship without their
assistance

I would not have been able to gain
this valuable experience.

It was a great experience and I learned
a lot from the people I worked with. I was
able to gain a lot of experience and I was
able to learn a lot from the people I worked with.

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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) Panchayathi: Ray act 1994 says local government in every village for the growth and development in a sustainable manner.
- 2) Implementation of Grama Eward Sachivalayam to under done to more delence to the house holdy and also developing the village in a sustainable manner.
- 3) function of Grama Eward Sachivalayam it has mainly 10 types of functions.
- 4) objection of Grama Eward Sachivalayam
 - (i) sustainable development
 - (ii) door to door service
 - (iii) health and hygienic conditiny

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 gyana evad sachivalayan :-

- ① providing various citizen services at a shortest possible time
- ② single window service system
- ③ door to door services and website at home
- ④ providing an pleasant environment all living organization
- ⑤ planning grdp (grama panchayat development programme)
- ⑥ 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.

- ① Vision service & grama sachivalayan
- ② Verical evafare scheme
- ③ on going project and contrubution
- ④ public distribution system (pds)
- ⑤ grama sabha
- ⑥ working & each funetionization
- ⑦ field work
- ⑧ nersary & a Aggricutur land
- ⑨ House hold serve
- ⑩ pre production & postword calanetion

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction & staff and volunteer	organization structure	Mohan Rao
Day - 2	version functioning & Their defined work & responsibility	organization working work	Alisha
Day - 3	version functioning & Their defined work & responsibilities	c.b.	Balakrishna
Day - 4	Field visit by ARM AM hotel survey	How ARM are visiting regularly to pregnancy women	Aruna
Day - 5	Field visit by ARM AM day survey	Implement of pregnancy scheme	Sudhakar
Day - 6	OC - brief of whole the last days extinction	same knowledge has achieved regularly	Pooja

WEEKLY REPORT

WEEK - 1 (From DUALS/12.11.2020 to DUALS/13.11.2020)

Objective of the Activity Done:

Detailed Report: Grama Sadivalayam ghaneswari

has 11 function aries & 16 volunteers

main functions are in following

- ① panchayat secretary
- ② digital assistant
- ③ welfare & educational assistant
- ④ engineering Assistant
- ⑤ village Revenue Officer
- ⑥ Agriculatral Assistant
- ⑦ Veterinary Assistant
- ⑧ Village Surveyor
- ⑨ Mahila police
- ⑩ ANM
- ⑪ Life man

Overall in charge is panchayat secretary who is
maintaining all the activities in end a ground.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & responsibility digital Assistant & welfare education assistant	Imp of welfare service to citizen & type & outcome statement	Suethi
Day - 2	Devillation & responsibility of UHO & village surveyor	Auction distribution system & movable recognition type	Suethi
Day - 3	Devision & responsibility of veterinary asst & agricultural asst.	live stallentype various image -nation type & crops seeds	Suethi
Day - 4	field visit by UHO - PDS - distribution	down to earth delivery of public distribution to the have note	Raju
Day - 5	field visit by UO asurveyor	Re caption of land in village during latest	Raju
Day - 6	re brief of last 3 days activities	known what type of devision are being delivered	Raju

WEEKLY REPORT

WEEK - 2 (From Dt. 28.12.20... to Dt. 29.12.20...)

Objective of the Activity Done:

Detailed Report:

Delivering of deviation (action)

1) Inventory of cash & income

2) family member certificate

3) birth & death confirms

Applying for scheme to the eligible candidate - part

field verification

1) YSR pension

2) YSR chaitra

3) Rice card

4) YSA Annaudi

5) YSA vidya devine

field activity: Ration distribution to household at door step by mns

field activity!: hand re-survey using a 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 & health police	Myganic mensun improument in suffly & women & child.	Sahyavale
Day - 2	Division & responsible & engineering master panchayat secretary	on going work equipment & por service & man cost	Prathap
Day - 3	field activity & or. survey pm. jay survey	knowing well about sustainable development growth process	Alister
Day - 4	field activity house hold survey pos distribution	know how to apply for car Income certificate & move service	Alister
Day - 5	one service digital intereul	know how to apply for car Income certificate & move service	Balekrishna
Day - 6	de brief on last 5 days activation	overall learned name maintenance which implement to do best quarterly	Balekrishna

WEEKLY REPORT

WEEK - 3 (From Dt. 01-12-2020 to Dt. 07-12-2020)

Objective of the Activity Done:

Detailed Report:

Doing unit by Ann we united several have for any health issue & recommended few medium. Also spoke to pregnant women for any diffication observed. The people with The Ann

Also accompanied by Mahila visited to house to educate The children for good touch & bad touch. Avenly for The girl child. Do not being shy. Any movement happend should be initiated after consult.

No. of online survey are going on a participant and acquired know ledgement above how a system women on demand of The government

knowing rightly certain of all The except 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 SCAT open beyond SCAT closed beyond SCAT	Shortest possible time for service	Balakrishna
Day - 2	Defin of GPPD & its objection & overcome	Development policy	Balakrishna
Day - 3	find Allotment to given punchcard	general test for with further full monochi	Pierthop
Day - 4	House hold survey of cloth	most likely for come survey	Balakrishna
Day - 5	House hold survey of cloths 6, 7, 8, 9, 10	categorizing of house holds	Mohan Rao
Day - 6	Home field survey of clothing 11, 12, 13, 14, 15, 16	- d b.	Mohan Rao

WEEKLY REPORT

WEEK - 4 (From Dt. 11-9-23... to Dt. 16-9-23...)

Objective of the Activity Done:

Detailed Report:

SLA → Service Life Agreement

In Grama ward Sachivalayam there are more than 546 service each service is having their own SLA

For eg:

- 1) Income certificate → 7 days
- 2) Cst certificate → 30 days
- 3) Motivation → 3 days
- 4) Rice card → 180 days

G.P.P.P. → Grama panchayat development programme
in a planning programme

for the development of gram panchayat

① sanitation planning

② Road repair planning

③ street light postural repair

④ P.W. overneed town

general fund - house tax payment / propertis tax

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	type of state government welfare scheme & their eligibility	welfare being the primary concern for existing government	Mohan Rao
Day - 2	welfare calendar for The year 2023 - 2024	planned execution in important nation of welfare scheme	Mohan Rao
Day - 3	Right visit! what is grama chatra what is gramacut and what is my land	Basic knowledge of a village & still boundary	Alisha
Day - 4	E-kyc "mandatory for all The welfare scheme How E-kyc done	Digital literacy using mobile smart phone	Alisha
Day - 5	six-step validation eligibility all welfare & non welfare school	Digital literacy training acquired	Mohan Rao
Day - 6	DC-brief of all the land & days activation	Very in far-maintenance & (enable)	Alisha

WEEKLY REPORT

WEEK - 5 (From Dt. 18-9-23 to Dt. 23-9-23)

Objective of the Activity Done:

Detailed Report:

state government - welfare scheme and its eligibility criteria application program field verification & kyc program

Eg:- YSR Pension / Conver

One window singloventas disability holder therapy

All these types of person have difference eligibility criteria

welfare calendar shown the need planning & importance of knowing at the right then in a project & procedure manner

1- kyc electronic - know citizen when given on then give station to the citizen its condition for all the households for any type of welfare scheme

- 1) No Govt employee in house hold
- 2) No income tax pay in House hold
- 3) not more than 3 acres of agricultural
- 4) no poor welfare hold

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	ANM says That she has to visit at least 30 houses hold in her allocated area per day	she check That what kind of problems face by people	Satyawathi
Day - 2	ANM uploading & daily report like I.M.I. Hip. I.D.S etc	she e-mail The daily healthy report in government mont records	Satyawathi
Day - 3	Rigestor pregnant women in 12 weeks ensure care & women's health	she can't in pregnant and child birth	Satyawathi
Day - 4	ensure mahila suraksha karyadeshi to visit anganwadi centre	she visit angana vadi centre and check The quality The food	Arum
Day - 5	she prohibits the awareness & child marriage	awareness of per internal community committee	Arum
Day - 6	group produce a warning on domestic violence at work act	awareness of people about social act	Arum

WEEKLY REPORT

WEEK - 6 (From Dt 27-9-23 to Dt 30-9-23..)

Objective of the Activity Done:

Detailed Report: Auxiliary nurse midwife & mahila police

ANM:

- ① work under the administrative control of the medical officer primary health centre (PHC) and technical supervision and guidance of the female health supervisor
- ② Maintain all the records & reports as possible under reproductive and child health care (RCH)
- ③ prepare the plan for progress with the help of female health supervisor

mahila police

- ① Create awareness on the prevention of alcoholism during abstinence
- ② Create awareness about gender based violence
- ③ Awareness on domestic violence, sexual harassment of women & work at work places, out child marriages, prohibition act and enforce constitution and functioning of internal compliance committee

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 partial in attending office

They had 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 appreciable 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 needs at this moment for precision & accountability when keep the system worthy.

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 - i Digital, Assistant field
verifications we four Asst Third part - i
verification - Administrative staff

pre - applied - URO

final - Applied - MRO/MRO

Everyone is using the technology hand work
to avoid display and annore temporary in
arrests eligibility & any scheme

- 1) Biometric division
- 2) Android smartphone
- 3) IRIS scanners
- 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 skill every work there bounded and can't be neglected whole work on observing the activity & decision making is very important

for doing any large project knowledge in mind should secondary planning and thirdly the procedure 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
people in different places

my written communication in per improve it
writing say evolution scription thoughts

my confidence level are very high and i will
continue with the same

my Anicity level are very low i am very patient
and taken to music whenever feel anything &
I learn more an exist management technology

I always greet every one when i see them
& thank 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 discussing I always speak with point to point and don't try to improve

I will be clear of what I am saying

I also encourage others to participate

In the discussion to share taken ideas 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 Thing

① Holding of smart phone

② Bio metric disession

③ IRIS scanning

④ face authentication programme

which given the reactive procedure of the city

Secondly

using pay machine in POS

Thirdly

① using 'COP' & Reven. is land

Be namely program programme

⇒ Using 'driver' in identification

of mark in land alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: T. Laxmana Rao

Registration No: 2122001566016

Term of Internship:

From: 18-03-2023 To: 30-09-2023

Date of Evaluation: 30-09-2023

Organization Name & Address:

Grama Sahakariya, Ghanseta

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:

T. Laxmana Rao

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: T. Lakshma Rao

Registration No: 2122001566046

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

Date of Evaluation: 30-09-2023

Organization Name & Address: Grama sechivalayam, ghanaseta

Name & Address of the Supervisor Pageewara Rao
with Mobile Number 8247552423

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:


 Drawing & Disbursing Officer
 Panchayat Secretary
 Gramapanchayat
 Bhamini Mandal

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

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name of the Student: TANKALA, LAXMANA RAO

Programmer of Study: Enania Sathivalayam

Year of Study: 2021 TO 2024

Group: B.Sc (MCS)

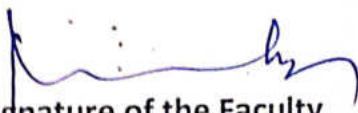
Register No/H.T.No: 2122001566046

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

University: Dr. B.R. Ambedkar

Sl.NO	Evaluation Criterion	Maximum marks	Marks Awarded
1	Project log	20	18
2	Internship Evaluation	30	20
3	Report	25	20
4	Oral presentation	25	19
5	GRAD TOTAL	100	77

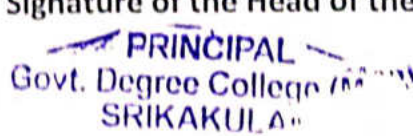
Date:
Guide


Signature of the Faculty

Certified by

Date:

Seal:
Department/Principal

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)

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