

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)

An Internship Report on

Functioning of Grama Sachivalayam

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

BSC(HCI)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

Govt degree college (Hens) Sriakulam

(Name of the College)

Submitted by:

V. RAVI

(Name of the Student)

Reg.No: 2122001566048

Department of

B.Sc Industrial chemistry

(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.

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

Student's Declaration

I, VANA RAVI a student of B.S.C NITE
Program, Reg. No. 2122001566048 of the Department of Industrial Chemistry
College do hereby declare that I have completed the mandatory internship
from 18-08-2023 to 30-09-2023 in Vengal Rao colony (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
Industrial Chemistry, Govt Degree college Hons (SKLM)
(Name of the College)

V. Ravi
(Signature and Date)

Official Certification

This is to certify that VANA RAVI (Name of

the student) Reg. No. 2122001566048 has completed his/her Internship in

Vengal Rao Colony, Grama
Savachivalgam (Name of the Intern Organization) on

functioning Grama Savachivalgam (Title of the Internship) under my


supervision as a part of partial fulfillment of the requirement for the

Degree of B.Sc. NEEC in the Department of

Govt degree college (men) Srikakulam
(Name of the College).


This is accepted for evaluation.

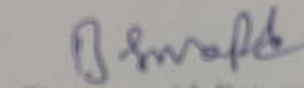
Endorsements


Faculty Guide


Head of the Department


Principal
Govt. Degree College (Men)
SRIKAKULAM



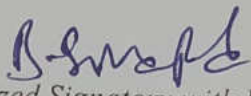
 29/09/2023
(Signatory with Date and Seal)

Ward Administrative Secretary
Ward Secretariat No-8, S.C. Colony-2
Vengal Rao Colony, Amalapuram Municipality

Certificate from Intern Organization

This is to certify that VANA RAVI (Name of the intern)
Reg. No 2122001566048 of G.Ovt.Degree College (Name of the
College) underwent internship in Vengal Rao Colony Amadalavalasa (Name of the
Intern Organization) from _____ to _____

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


Authorized Signatory with Date and Seal 29/09/2023
Ward Administrative Secretary
Ward Secretariat No-8, S.C. Colony-2
Vengal Rao Colony, Amadalavalasa Municipality

Acknowledgements

I am deeply grateful to all staff members to the Vengal Rao colony ward sarachivalayam. And also, my mentors & advisors during this reason their during this Internship. their valuable advice & guidance. Their Industry experience. and expertise and the Exposure they allowed. to make most of my Internship.

Through the Internship. The Vengal Rao colony Grama provided the valuable. insigun. guidance the helped with valuable guidance, helped, responsibilities. They are always available answer my a question. provide. their. tranfer. for this, time support. showing insigun.

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S.NO

1. Introduction to student -
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4. certification intern orgausion.
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9. Chapter - 3 Internship part -
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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.) Panchayat Raj Act - 1994. Says that local government once in every village for the growth & development in a notable manner.
- 2.) Implementation of Grama ward Sachivalayam to door to door services to the house holder and also developing the village in a notable manner.
- 3.) Function of Grama ward Sachivalayam It has mainly 10 types of function.
- 4.) Object of Grama ward Sachivalayam
 - 1.) Sustainable development-
 - 2.) Door to door service.
 - 3.) Health and hygienic condition
- 5.) Outcome of Grama ward Sachivalayam
 - * providing basic needs to the health
 - * All service at the on spot
 - * Early solution of the problems.

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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 of Grama ward sachivalayam:-

- * providing version citizen service at shortest possible type.
- * single window service system.
- * Door to door service & welfare to home
- * providing ambient environment for all living organization.
- * planning GRDP (GRAMA PRACHAYATI Development program).
- * citizen satisfaction in the ultimate aim of an organisation.

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 at Grama Sachivayam
- * various welfare schemes.
- * on going project / contraction.
- * public distribution system (PDS).
- * Grama Sabha
- * field visit
- * percellary at agriculture land
- * mental survey.
- * House hold survey
- * pre production at natural cultivation

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	organisation structure	B. Smith
Day -2	version functional & their defined were responsibility	organisation working hands	B. Smith
Day -3	various functions their defined were responsibility.	- do -	B. Smith
Day -4	field visit by AWM An mental survey	How AWMs are voluntary regular to pregnancy women	B. Smith
Day -5	field visit by AWM - pm day survey	Implement- at pm scheme	J. P.
Day -6	de-brief at whole last 5 days activities	same Acknowledgement received. regular G.W.	J. P.

WEEKLY REPORT

WEEK - 1 (From Dt. 24-8-27 to Dt. 26-8-27)

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam ~~W. Venkata Rao~~ colony functioning & 20 volunteers.

main functionation are in follows.

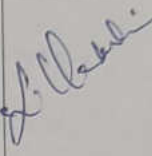


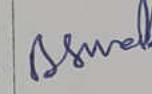


- * panchayat secretary.
- * Digital Aulotonic
- * welfare & educational Assistant.
- * engineering Assistant
- * village revenue officer.
- * Agricultural Assistant.
- * voluntary Assistant.
- * village surpex
- * mahila police
- * ANM
- * link man

overall in charge in panchayat. secretary who is maintain all the activation and the around

field visit by ANM gives an opportunity how was the organization staff behaving the village

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ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division & responsibility of digital Assistant welfare Education Assistant	Imp at various service citizen & type of welfare schedule.	
Day - 2	Division & responsibility of VRO & village surveyor.	Ration distribution system & Houthale recognition types of cards.	
Day - 3	Division & responsibility of voluntary, Awar & Agricultural Admin.	Give stores & type various. Immigration type group or seeds.	
Day - 4	Field visit by VRO - PDI distribution	door to door to at public distribution to the house hold.	
Day - 5	Field visit by AV - survey.	De-caption at land village. latest technology	
Day - 6	Dr. brief at last days activities	know what type division are in delivered	

WEEKLY REPORT

WEEK - 2 (From Dt. 18-8-23 to Dt. 24-8-23)

Objective of the Activity Done:

Detailed Report: Delivering at division (Citizen) at a

shortest possible time

- 1) Inverse at rate (G) Income
- 2) family member certificate
- 3) birth & death conforms.

Applying four schemes to the eligible candidate part field verification.

- 1.) YSR premium.
- 2.) YSR cheyutha
- 3.) Rice card
- 4.) YSR Ammaradi
- 5.) YSR vidya devena

Field activity:- Ration distribution to house hold at door steps by MPs.

Field activity:- hand Re-survey using GPS the local technology Rover for accuracy map point.

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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 mean men implementation safety at women & child.	K.B.
Day - 2	Division & responsibility at engorging panchal - secretary.	Organic work requirement - to previous mean when	K.B.
Day - 3	Field activist - SDG survey pm 30y. survey.	Knowing well document - sustainable development - growth process	tel
Day - 4	Field activist House hold survey. PDS distribution	knowing about types house hold, their eligibility	K.B.
Day - 5	Online service digital literacy.	know how to apply, for certificate income to a certificate more	tel
Day - 6	De brief on 1st 5 days activation	overhaul learned name maintenance which implement do better works.	tel

WEEKLY REPORT

WEEK - 3 (From Dt. 4-9-22 to Dt. 9-9-22)

Objective of the Activity Done:

Detailed Report: Doing unit by ANM we united
sevent have four any health unit at the pergen
women. four any diffusion. over. new people with.
ANM. the people. unit at ANM.

Also. accompanied by mobilia police visited
to the house to educate the children from the
good through child for to not enough any at
the happened should be initiated after caution
after review.

no. at online survey are going on
participations and activated at the government.

knowing, eligibility certain at the welfare
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 sea - open beyond sea - called beyond sea	shorter possible time at service	L. O. Okeke WEDPS
Day -2	Definition of Good as the objection to overcome	development process	JCF
Day -3	Find hold survey. Album 1, 2, 3, 4, 5	General view of with franc au- mandi	L. O. Okeke WEDPS
Day -4	Household survey. columns 6, 7, 8, 9, 10	more likely come survey	L. O. Okeke WEDPS
Day -5	House hold survey. 11, 12, 13, 14, 15	categories of Household	L. O. Okeke WEDPS
Day -6	House Field survey columns 16, 17, 18	- do -	L. O. Okeke WEDPS

WEEKLY REPORT

WEEK - 4 (From Dt. 11.9.23, to Dt. 16.9.23)

Objective of the Activity Done:

Detailed Report:

SLA - service level agreement -

In gram. ward zachavilagam ^③ There are more than 54.6 service can service having 10v egg

- ① Income certificate - 7 days
- ② caste certificate - 70 days
- ③ motivation - 5 days
- ④ Rice card - 120 days

GDDP Grama panchayat - development programme
IUP, at the planning programme
for the development gram panchayat.

- ① sanitation planning.
- ② Red pair planning.
- ③ street light position
- ④ non overlaid town,

Revenue fund House tax payment -
properties.

15th finance Account form

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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 welfare scheme Eligible.	welfare in the primary extension Government-	K.P.
Day -2	welfare calendar for the year 2022 - 2023	planned execution in the implementation welfare scheme	JP
Day -3	Field visit- what @ Grama Chetan How welfare work welfare	Basic knowledge of the village city boundary	K.P.
Day -4	e-Kyc mandatory for the welfare scheme of e-Kyc.	digital library using mobile small - phone	JP
Day -5	link kyc validation eligible & not welfare	digital library training online	JP
Day -6	re-brief at the all land 5 days. activation.	very informative (errable mobile)	JP

WEEKLY REPORT

WEEK - 5 (From Dt. 18.03.23 to Dt. 24.03.23)

Objective of the Activity Done:

Detailed Report:

State government welfare scheme and its
eligible - certain - at application program field
verification. E-KYC program

YSR pension holder.

DAD widow single women disability holder

All these types person have different certain

welfare calendar show the decimated -
planning implementation at know at the right
project - produce manner.

E-KYC electronic know your citizen
which given all the live session session
citizen ID - modification at the house for only water
scheme.

① water Government - at home hold

② water come at tax pay. House hold.

③ water max. at square Agriculture.

④ water four welfare holds.

⑤ 1000sq field commercial and

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 of people in the organization all staff are very good people attending office.

They had shown an interest in technology on how the system work and administration activities are handled in procedure manner.

The time they put in for us be have behaviour working skills schedule appreciative to and we thank them all for their extended operation co-operation ~~Intenship~~ ^{Intenship} programme.

The digital aids used for helping to learning are very good, advanced needs at the moment for the form pregnancy activities which kept the system healthy.

Self myself Improved at this organization working

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

③

* Each work in systematically managed

Application. program → Digital Aham-

Field verification → Welfare Aham-

third part verification → Administrative staff.

pre applied - VRO.

Final applied - mpoo/MRO.

Everyone is using the technology hand warble to avoid delinquency and ensure transparency and ensures the eligibility of any scheme.

① Biomolecular division

② Andurial smart phones.

③ IPIL scanner.

④. Face Automations.

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 very realistic and given the framework compared to analog skills.

Every work is time bounded and can be regulated whole world in observation the activity & decision making, very important.

For doing any task professional knowledge in mind should second planning and teaching 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 skills are modest and
improve myself with communication. different people
different place

my written communication in per improve
it by writing my evaluation description though

my confidence levels are very high
and will continue with the same

my Anxiety level and very low. I am
an very patient. listen to municipality whenever
anything learn more anxiety management to
technology.

I always greet every one when see
them those then whenever they good though

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 at what I am saying.

I also encourage others to participate in the discussion to share ideas.

I always conclude the group discussion in a 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)

firstly things.

- * Handling of smart phones
- * Bio mark divisions.
- * IRIS scanner.
- * face authentication programme

which gives the relative programme at the user.

secondly

using L per machine port

thirdly

* using copier & even card name.

programme

→ using DONS In Identification at mark and Alignment- programme

Student Self Evaluation of the Short-Term Internship

Student Name: NANA RAVI

Registration No: 2122CO1566048

Term of Internship: From: 18 - 09 - 2022 To: 30 - 09 - 2022

Date of Evaluation: 30 - 09 - 2022

Organization Name & Address: Vengal Rao Colony, Amadavalasa

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

N. RAVI

Signature of the Student

Date:

Page No:

Evaluation by the Supervisor of the Intern Organization

Student Name: VANA RAVI

Registration No: 212200156448

Term of Internship: From: 18-08-23 To: 20-09-23

Date of Evaluation: 20-09-23

Organization Name & Address: Vengal Rao Grama Sachivalayam

Name & Address of the Supervisor
with Mobile Number

Please rate the student's performance in the following areas:

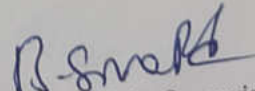
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

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Signature of the Supervisor
Ward Administrative Secretary
Ward Secretariat No-8, S.C. Colony-2
Vengal Rao Colony, Amadalavalasa Municipality



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.

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INTERNAL ASSESSMENT STATEMENT

Name Of the Student: VANA RAVI
Programme of Study: functioning of GRAMA ward secretariat
Year of Study: BSC 2023
Group: B.S.C M.C.I.C
Register No/H.T. No: 2122601566048
Name of the College: Govt degree college men: Srikakulam
University: Dr. B.V. Ambedkar University.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	20
2.	Internship Evaluation	50	39
3.	Oral Presentation	25	19
	GRAND TOTAL	100	78

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal:

INTERNAL ASSESSMENT STATEMENT

Name of the Student: V. RAVI

Programmer of Study: function of Gramee Ward
Sachivalayan

Year of Study: 2021 to 2024

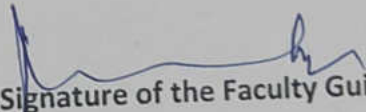
Group: D.S. (MCI)

Register No/H.T.No: 2122001566048

Name of the college: Govt degree college Mens, Sriakulam

University: Dr. B.V. Ambedkar University.

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


Signature of the Faculty Guide

Date:

Certified by



Date:

Seal:

Signature of the Head of the Department/Principal
PRINCIPAL
Govt. Degree College (Mens)
SRIKULAM



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