

SUMMER INTERNSHIP PROGRAM

At

ARAVALI ORGANIZATION

1ST MAY 2024 TO 30TH JUNE 2024

A REPORT BY

RISHABH TIWARI

Master of Business Administration

Development Management

2023-25

Under the Mentorship of

Dr. Ratna Verma

Associate Professor

IIHMR University Jaipur



ARAVALI

Association for Rural Advancement through Voluntary Action and Local Involvement
(Established by Government of Rajasthan)

First Floor, Ministerial Campus, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan (IGPRS)
Campus, Jawahar Lal Nehru Marg, Jaipur – 302015

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TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Rishabh Tiwari S/o Shri Dayanand Tiwari , student of MBA, Indian Institute of Health Management Research (IIHMR University, Jaipur) has successfully completed his Summer Training at ARAVALI, Jaipur from 01st May to 30th June 2024. He has worked on the Office Management and Data Analytic at ARAVALI Office.

His performance was found satisfactory. We extend his good wishes for a bright and successful career ahead.

Date : 08/08/2024

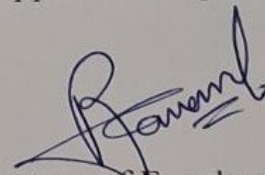

Anil Kumar Jain
OIC-Admin


IIHMR University Faculty Mentor Approval

This is to certify that **Mr. RISHABH TIWARI** of academic year 2023-25 of SCHOOL OF DEVELOPMENT STUDIES (SDS) has prepared a Poster with respect to his summer internship held during 1/05/2024 to 30/06/2024

He has carried out work as per guidelines. His poster is approved for presentation

DATE-



(Signature of Faculty Mentor)

Name- Dr. Ratna Verma

Designation: (Assistant Professor)

NAME – RISHABH TIWARI
CLASS- MBA DM 03
TOPIC – REPORT WRITING ON ARAVALI ORGANIZATION
WEEKLY REPORT

MAY 1 – On this date Sir is provided a letter of Aravali and I entry the letter in dispatch register I write the invoice no. Subject ,date in dispatch register file I write the serial no. Date, name and address place , subject file no. and signature.

MAY 2- On this date there are 5 letter came and I entry the Serial no. Date name address place subject file no. and signature and I do letter receipt on 2 may I write the serial no. date topic file head no. and signature and mohar is Attached also write the no. and date in mohar after I verify The letter to Varun sir and Dilip Kumar sir

MAY 3 - On this date I do the stock entry in stock register file those goods are come in organization and it entry the The register file like 14 item come in today and it write In stock register file for example 6 bottle of steel and 5 glass bottle and 10 packet of cup and this consumable Item is write the in stock register file

Price (OECD 1994) The 176 international NGO of 1909 Had blossom into 28,900 by 1993.

2nd Weekly Report

MAY 6 – On This date I learn how to make a salary slip to employee . It make a salary slip in MS word After make a salary slip. It approved by Anil sir Varun sir Vikram sir . After a cheque is made by employees and send It.

MAY 7 – On this date I learn how to create a table in excel sheet Puneet sir explain that how To create a table in excel sheet and he give Me one assignment to do in home .He tell me Social and behavioral change communication Employees a systematic process beginning with Formative research and behavioral analysis He explain me HBNC home base new born care And MCHN Material and child health and nutrition Asha worker posh an Pakwada 15 days

MAY 8 On this date Sir is given me a data and I create A pivot table in excel sheet I use pivot table in a given Data I put name of DC,SBCC in rows and put pivot Chart in presentation . I put district in rows and values after I use pivot chart and put pivot chart in presentation I put district in rows and values after I use pivot chart and put pivot chart in Power point presentation . I put new born child visited in rows and values after I use pivot chart in excel sheet and I put pivot chart in power point presentation .

MAY 9 On this date I do practice in office how to Make a pivot table in excel sheet and read a book Of non government organization performance And accountability I read a case study In many Field including poverty alleviation women emancipation and sustainable development NGO are ascribed a range of virtues, based partly on presumed advantage such as efficiency effectiveness flexibility participation approach.

3RD WEEKLY REPORT

MAY 13 – On this date I use google earth pro map to Find out the location of any place like Poornima university, IIHMR University, jodhpur Sweets

After I use placemark on the location I use flag sign
And use path sign to show the road map .

MAY 14 – On this date I show the picture of car in Road map to arrived in particular location After I Save the map . Write the location name in left side

MAY 15- On this date I do practice in google earth Pro map . I find out the location I choose the location Like Poornima University, Add new Placemark and Write P1 . After I choose flag to identify the location After I mark the path and write R1 and show the road Map . and increase the width size and color it to see It carefully I add polygon to shade the diagram .

I Add Polygon to shade the diagram I save the image Google earth pro map in download file . After save the file in download path

MAY16 – On this date I do the same work . I learn the new thing I add polygon in google earth pro map like
In garden I shade the garden and color it show that in This area the location is here . I outline the map and Bold.

MAY 17 – On this date I met the secretary and I introduce ourself in front of secretary . I put the Seal in accounted slip, amount slip ,I seal the UNICEF paper .

4TH WEEKLY REPORT

MAY 20 On this date I attend the session of Arisa in Aravali office In this session sir is talk about sustainability development goal there are 17 goal Achieved by 2030 .

MAY 22 On this date Cobble yards refers to areas typically outdoor ,where cobblestone are stored
Sorted and sometime processed before being used
For paving street pathways or other surfaces
Cobble yards play a crucial role in the supply chain of cobblestone paving ensuring that these timeline material are available for various construction landscaping needs .

1. Storage and Sorting
2. Processing
3. Distribution
4. Historical significance
5. Modern usage

5th Weekly Report

June 3 On this date Chand mam give me a lot of resume or CV to me and I check the address and places in resume . In excel sheet I put the address and place in excel sheet to maintain the record .

June 4 On this date Aakansha mam tell about RGSA

Rastriya Gramin Shashikiran Abhiyan RGSA was approved on 13/04/22 for implementation from 1/4/22 to 31/3/26 .

June 5 On this date mam tell me about Swachh Bharat Abhiyan represent a transformative phase

In India sanitation narrative driven by history enriched with ancient innovations and bolster by contemporary government efforts .

6th Weekly Report

June 10 DPRC = District Panchayat Resource Center

Typically function as a support and resource hub for local governance bodies ,particularly panchayat in a district . These center are designed to enhance the capacities of elected representatives and official and to improve local governance through various

Support mechanism and resources

1. Training and capacity building .
2. Resource and knowledge Hub.
3. Technical Support .
4. Facilitation and Coordination.
5. Monitoring and Evaluation .

June 11 SPMU State Program Management Unit

The function of state Program Management Unit will be to assist the Panchayat Raj Department of the State in.

1. Preparing annual Plan .
2. Implementation the Scheme as per the guideline of RGSA

June 12 BRCC Block Resource Center Coordinator • **Administrative**

Coordination: The coordinator oversees administrative tasks related to educational programs, resources, and activities within their designated block or cluster of schools.

- **Resource Management:** They manage and distribute educational resources such as textbooks, teaching aids, and other materials among schools within the block.

- **Training and Support:** They provide training and support to teachers and staff within the block, ensuring they are equipped with necessary skills and knowledge to effectively implement educational programs.

- **Monitoring and Evaluation:** They monitor the implementation of educational initiatives, assess their effectiveness, and provide feedback for improvement.

- **Communication:** Facilitate communication and collaboration among schools, teachers, parents, and local education authorities within the block.

- **Policy Implementation:** Ensure adherence to educational policies, guidelines, and standards set by higher authorities or educational boards.

7TH Weekly Report

June 17 On this date I am doing practice of home based new born care I Doing Data analytics of home based new born care I make bar graph ,pie chart , etc...

June 18 I am doing practice of pivot table in excel sheet I add value there are two value and I add two value like $1234 + 20673 = 21907$ and I join value like A b ab and I do pre fix like A00Z Aravali A00Z, Aravali and I do a separate Value like a b c d .

June 19 I am doing practice of pivot table in excel sheet I add value there are two value and I add two value like $1234 + 20673 = 21907$ and I join value like A b ab and I do pre fix like A00Z Aravali A00Z, Aravali and I do a separate Value like a b c d .

June 20 The Council of minister have Brainstormed on vision document for Viksit Bharat 2047 and detailed action plan for the next 5 years , said government sources on Sunday . The meeting was chaired by Prime Minister Narendra Modi .

June 21 After formation of new government in may 2024 and for quick implementation of the said plan a 100 days agenda for immediate steps has also been worked upon they said . A result of more than 2 years of intense preparation the roadmap of Viksit Bharat involved a whole of Government approach .

Compiled Reporting Format

Name of the Organisation: ARAVALI ORGANIZATION , JLN MARG JAIPUR

Area/ Department/ Project of Summer Internship Program: Home based new born care ,
Google earth pro map

Name of the Student: RISHABH TIWARI

Roll no: 0048

Stream: MBA-Development Management

Activity Done	• On 1st day a letter is received and I write the serial no., date , Name and address, Place, Subject File no. and signature • I make a Pivot Table in excel sheet. Sir is given me a data and I make a Pivot Table in excel sheet and power point . • I used google earth pro map in laptop. I find out any location and outline the road . I add Placemark ,Export image Design . • I learned about Cobble yards , Health and Safety, Child Labour ,Caste affected Community ,Supply Chain ,Sustainability . • I done the Practice of Work since last 3 week .I do Practice to make a Pivot table ,Google Earth Pro. UNICEFF. • I Collected the C.V. or resume I put the address or Place in excel sheet in Sequence wise . • I Learned and Understand How to doing Work in office and Learned about DPRC , BPRC SPRC BPMU, Block Coordinator , District Coordinator . • I learned about Vision 2047 Viksit Bharat @2047,Voice of Youth Campaign
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Linking theory (Classroom learning) with practice at your organisation	• In a classroom I learn how to make file in excel sheet. In organization I practice to make a file in excel sheet. • Data Analytics and Management ODK Collect, and Practice in Organization • This is my new learning that how to find out the location and outline the road map . • Sustainable Development goals 17 goals . • Data Analytics and management Taking classes Saturday Excel and Power Point . • Development Administration and Local Self Government . • Development Administration and local self Government.
Gaps identified on the working area.	• I Identify the Gaps in Working area that I should write the information in Proper manner . • I identify the gaps in working area So I write the Information in Proper Manner • I come in Proper Time and Proper manner • I do work in sincerity manner • Confident Speaking • I identify the gaps in working area that I should work in Laptop for 3 hour daily • I identify the gaps in working area that I should make Project Presentable . • I identify the gaps between working area that I should improve a communication skills .

Suggestions for improvement

- I improve my Communication skills
- I give Presentation in front of Stage
- I remove the stage fear .
- I improve my communication skills
- I give Presentation in front of stage
- I remove the Stage fear .
- I speak Confidently in Front of everyone
- I improve my communication skills
- I should speak all the faculty in office .
- I will make more and more friends So I easily solve problem . I will make the Friends all the University, office etc..
- Clarify about the thought , views, improvement etc..
- I improve my communication skills I speak everyone in college , school home etc..