

गुरु घासीदास विश्वविद्यालय  
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)  
कोनी, बिलासपुर - 495009 (छ.ग.)



Guru Ghasidas Vishwavidyalaya  
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)  
Koni, Bilaspur - 495009 (C.G.)

Department : Economics		
Academic Year : 2023-24		
Sr. No.	Programme Code	Name of the Programme
01.	107	B.A. Economics(Hons.) IVth Semester (Internship)

*Manisha*

Head  
Deptt. of Economics  
GURU GHASIDAS UNIVERSITY  
BILASPUR (C.G.)

Signature and Seal of the Head



## INTERNSHIP REPORT



Session 2023-2024

Submitted To:

**Dr. R.K SHARMA**

Assistant Professor  
Department Of Economics  
GGV, Bilaspur

Submitted By:

**MOHAMMED SUFAIK P**

B.A Economics 4<sup>th</sup> semester  
**Roll No:** 22087138  
**Enroll No:** GGV/22/08138  
GGV, Bilaspur

**DEPARTMENT OF ECONOMICS**

GURU GHASIDAS VISHWAVIDYALAYA BILASPUR (C.G.)  
(A Central university Establishment Under Central University ACT 2009, No.25 of 2009)



PARAPPUR GRAMA PANCHAYAT

(ISO 9001:2015)

PARAPPUR GRAMAPANCHAYAT, P.O PARAPPUR-676503, (VIA) KOTTAKKAL, MALAPPURAM DISTRICT, KERALA E-  
MAIL:-mpmparappurgp@gmail.com, PHONE: 0483 -2742290  
Phone : 04832742290, E-mail : mpmparappurgp@gmail.com

No : 400898/HRAS08/GPO/2024/3297

Date : 24.06.2024

CERTIFICATE

This is to certify that Sri.MOHAMMED SUFAIK Fourth semester (BA Economics) student of Guru Ghasidas Vishwavidyalaya, Bilaspur has successfully completed internship programme from 24.05.2024 to 24.06.2024 at Parappur Gramapanchayat in Malappuram (DT), Kerala

During the period of internship he was found punctual, hardworking and inquisitive.

Secretary  
Parappur Grama Panchayat



Document certified by SAJEEESH S.sajeev@gmail.com

Digitally signed by SAJEEESH S  
Date: 2024.06.25 12:28 IST  
Reason: ILGMS Govt. of Kerala



## TABLE OF CONTENTS

1. Introduction
2. Understanding the Grama Panchayath System
  - 2.1 Role of Elected Members
  - 2.2 Administrative Functions of Grama Panchayath
  - 2.3 Some Statistical Data About Parappur Grama Panchayath
3. Daily Activities and Responsibilities
  - 3.1 Document Management
  - 3.2 Public Grievance Redressal
  - 3.3 Meeting and Event Coordination
  - 3.4 Financial Record Keeping
  - 3.5 Field Visit
4. Learning And Outcomes
  - 4.1 Interaction With Public
  - 4.2 Preparation for Grama Sabha Meeting
  - 4.3 Voters List Preparation
5. Conclusion