

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: KURANGI. Baby Saravani
Name of the College: Govt. Women's Degree College - for (M.C.W.) Srikakulam
Registration Number: 2122001036032
Period of Internship: 2 From: 21.8.23 To: 30.9.23
Name & Address of the Intern Organization Sachivalayam Dapootemmel -
(Khagipate) Srikakulam
Srikakulam (Dist)

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of.....

Name of the College: Govt. Anna - Dargah College for (men) Srikakulam

Department: Economics

Name of the Faculty Guide: K. V. S. D. Rao

Duration of the Internship: From 21.8.23 To 30.9.23

Name of the Student: K. V. S. D. Rao

Programme of Study BA (H.C.P.)

Year of Study: 2020-2024

Register Number: 2122001036032

Date of Submission: 3/10/2023

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 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.

Student's Declaration

I, K. R. S. S. S., a student of B.A. Program, Reg. No. 2122001036032 of the
Department of Economics College do hereby declare that I have
completed the mandatory internship from 18/08 to 24/09 in Sachivalayam
(Name of the intern organization) under the Faculty Guideship
of K. V. S. S. S. (Name of the Faculty Guide), Department of Economics
Govt. Degree College for Men (Name of the College)

K. Baby Suresh
(Signature and Date)

Endorsements

Faculty Guide

K. v. Lew

Head of the Department

Chub

Principal



Student's Declaration

I, K. Baby Sreelakshmi a student of B.A. Honors Program, Reg. No. 212200103603 of the Department of Economics Government College do hereby declare that I have completed the mandatory internship from 18/08 to 24/09 in Sachivalayam (Name of the intern organization) under the Faculty Guideship of K. Vasanthakumari (Name of the Faculty Guide), Department of Economics Govt. College for Women (Name of the College)

K. Baby Sreelakshmi
(Signature and Date)

Endorsements

Faculty Guide

K. V. Sreelakshmi

Head of the Department

C. S. Sreelakshmi

Principal

Certificate from Intern Organization

This is to certify that KURANGI BARN Suman (Name of the intern) Reg. No. 219900103608 of Govt. Dora (19.102) (Name of the College) underwent internship in Khegipata Sachivalayam (Name of the Intern Organization) from 12/02/2023 to 30/09/2023.

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


Authorized Signatory with Date and Seal
PANCHAYAT SECRETARY
GRAMA SACHIVALAYAM
VOPPANGI
SRIKAKULAM (MAD & DIST)

ACKNOWLEDGEMENTS

This Sachivalayam Internship report is the result of an and of a way of two months. It would not have been possible without the participation - assistance of brave and courageous people along the way. They we have to thank them all.

—First and foremost. I would like to give special a gratitude to my parents who gave me every opportunity to keep my stem ahead. I extend my gratitude to my mentor and class teacher. especially to Oka Principal sir and Oka group members with whom I started sharing my dark days and together we sort out academic and social problems.

Special Thanks must be given to the Sachivalayam staff of Sakakulam, Khejipeta for their feedback, love and support with which I achieved skills and development.

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.

- Panchayati raj Act - 1994. That local government in every village for the growth & development in a sustainable manner.
- Implementation of Grama ward Sachivalayam to provide door to door service to the house holder, and also developing the village in a sustainable manner.
- Functions of Grama ward Sachivalayam. It has many (to) 10 types of functionaries, which deal with all the activities occurred in a village.
- Objectives of Grama ward Sachivalayam.
 - 1- Sustainable Development.
 - 2- Door to door service.
 - 3- Health and Hygienic Condition.
- Outcome of Grama ward Sachivalayam
 - 1- Providing Basic need to the house hold.
 - 2- Easy solution 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 wad Sachivalayam :-

- 1 - Providing of Citizen services with in short time
- 2 - single window service system
- 3 - Door to Door service & welcome to house hold
- 4 - Providing amblied- environment- for all living organization.
- 5 - Each functionary has a specific value to ~~people~~
 the members of the village
- 6 - Planning (GRDP) (Grama Panchayat Developed- Program)
- 7 - Citizen satisfaction is the ultimate aim of the 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 - Various service of Grama Sachivalayam.
2. Various welfare schemes
3. On going projects / contacts.
- 4 - Public Distribution system (PDS)
- 5 - Grama Sabha
- 6 - Working culture of each functionalization.
- 7 - Field visits
 - > Recovery of agricultural land.
 - > Hodge hold survey
- 8 - Pre- Production of Natural Cremation.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Democratic Decentralisation - Panchayati raj system	Democratic Decentralisation - from top level to village level or grass root level	<u>Laxmi</u>
Day - 2	Gram ward Sachivalayam	What are the Powers in the Panchayati Raj system India - are position.	<u>Laxmi</u>
Day - 3	Andhra Pradesh Panchayati raj - Act - 1994	How the Panchayati raj system is set up explanation of how the Panchayati raj system	<u>Laxmi</u>
Day - 4	Welfare Schemes	Who gets what - Schemes & which ministry is main objective.	<u>P.P</u>
Day - 5	Structure and Powers of Gram Panchayati	Establishment of Gram Panchayat - its structure and Powers.	<u>P</u>
Day - 6	Gram Panchayati Duties	Gram Panchayat - Powers - Functions and their (Powers)	<u>Laxmi</u>

WEEKLY REPORT

WEEK - 1 (From Dt. 19/09/2023 to Dt. 24/09/2023)

Objective of the Activity Done:	Democratic Decentralization - Panchayati Raj
Detailed Report:	
SYSTEM -	29 Items, added to 11 th schedule by 73 rd Constitution Amendment.
→	Constitution of India, Article 243(g) describe Panchayat raj system democratic decentralization, contains government - state government, village Panchayat, mandal Panchayat, Grama Panchayat.
→	Sub Index, of Devolution Index, - functions finance, fund raising
→	20 Items, included in Constitution, 11 th schedule that can be assigned to Panchayats, 1- Economic Development, related A) Agriculture - extension B) Animal husbandry.
→	Gram Ward Secretariat - This, secretariat system has been started in a effort to ensure corruption free and - free transparency policy so that the people can go around the office, for the certificates and documents they need and do not have to pay Bribe to anyone.
→	To provide welfare schemes to all the deserving without caste, creed, race, without any condition and age, Pension, health card, SHS services, etc available with in a specified period and this system is to provide services to the remote villages, started as Sarki Post office to provide basic services, to the availability of.
NOW -	Fulfilled of Panchayati Raj -
	are the and institutions

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Sarpanch, Panchayat - And Duties	How the Sarpanch is elected, The Powers and Duties of the Sarpanch	Se
Day - 2	Sarpanch Duties and responsibilities	The Duties and responsibilities of the Sarpanch	Se
Day - 3	Gram ward Sachivalayam Organization.	How the Integration of the Gram Sachivalayats was established at the village level. They explain.	Se
Day - 4	Gram Panchayat - meetings	What kind of meetings should be held by the Gram Panchayat when and how.	Se
Day - 5	Work, Secretary in Gram Sabha	The Secretary At the time of the Gram Sabha, the declaration.	Se
Day - 6	Secretariat Staff or duties.	Secretariat staff main Duties to be performed and their Duties.	DP

WEEKLY REPORT

WEEK - 3 (From Dt. 28-9-2015 to Dt. 30-9-2015)

Objective of the Activity Done:

1. Define, and Power, of Sarpanch (Art 25)

Detailed Report:

- As per Andhra Pradesh Panchayat Raj Act - 1994

Sarpanch is elected by the villagers through Direct Election for proper management of the administrative activities of each Gram Panchayat.

① Legal Powers → fixing dates, Presiding and conducting Gram Panchayat meetings, Section 37 = Power of the Administrative Control over Secretary to implement Gram Panchayat resolutions Section 28 - Secrecy of all Gram Panchayat record Art 28.

② Administrative Powers → Can issue orders, whether written or verbal, and collect information for legal purposes, Officers under Section 25 = Authority to sign checks, issued by Gram Panchayat - taking immediate action to write replies to reports & inspection, Officers.

- Obtaining Photo Identity Cards by Village Panchayat Officers

③ Delegation of Sarpanch's Powers - Delegation of Powers is subject to conditions and term imposed
⇒ Sarpanch can delegate some of his Powers to Sub Sarpanch. If the Post is vacant where there is no Sub Sarpanch, it can be delegated to any member.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Gram Panchayat - functioning of Action Committees	Importance of common utility, their role - functions.	J. S. S. S.
Day - 2	Ordeal Drinking water supply	How drinking water supply is done in village	A. K. M.
Day - 3	Gram Panchayat - Election Management	Process and procedure for election in gram Panchayat	DR J. S. S. S.
Day - 4	Gram Panchayat - Sanitation	Awareness of sanitation in gram Panchayat.	DR
Day - 5	Personal hygiene of sanitation	Sanitation work in village, personal hygiene, matters	DR J. S. S. S.
Day - 6	Field work - Anganwadi Centre.	Anganwadi what work is given to children and women	P. L. S. S.

WEEKLY REPORT

WEEK - 3 (From Dt. 1-9-23... to Dt. 7-11-23...)

Objective of the Activity Done:

YSR Complete Nutrition Kit is given

Detailed Report:

to Pregnant Women and Lactating Women

- (1) Items included in that kit: 1. Fingernail brush 1 kg.
2. Soagham flower 1 kg 3. Paste 1 kg 4. Gullendat flower
5. Chalk 6. Deter 7. Milk 200 gm. Anganwadi Center (A/C)
Women Police Sangray (WPX)

Slip on Wixen

Child Development Project Officer (CDPO)

Project Officer (PO)

- (2) Grama Panchayat Action Committee - significance strengthening
Action Committee means - Section 404 Andhra Pradesh Panchayat
Act 1994 towards, strengthening local bodies
- G.O.M.S. No. 174 Date: 04.06.2003 issued Order, Consti-
tuting functional Committee in the various - Aspects, and
responsible for the Gram Panchayat work divided
into 5 parts.

1. Operational Committee

2. Natural resource Committee

3. Human resource, Development Committee

4. Employment - coordination self help group Committee

5. Work, Infrastructure Committee

5. Financial Planning Committee

At least 7 to 21 members may be appointed in committee
natural resource management Action Committee.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Infrastructure - facilities - (roads and Comatex)	How are roads, - Sewer, and Amc over constructed in Village?	
Day - 2	Establishment of Comatex management.	Comatex are established and their development - funding program.	
Day - 3	Grievance monitoring system And Energy Assistant of role	What is the role of Energy Assistant.	
Day - 4	Gram Panchayat - financial resources	How financial are resources and used in gram Panchayat	
Day - 5	How Tax Appraised And Demand Preparation	How how tax is levied Demand generation.	
Day - 6	Gram Panchayat - Assets - are Auctioned	Safeguarding To gram Panchayat Assets and their Auctioned.	

WEEKLY REPORT

WEEK - 4 (From Dt. 8-9-23 to Dt. 15-9-23...)

Objective of the Activity Done:

Basic facilities (roads, sewerage, cemeteries)

Detailed Report:

- Important Street - Section 45 (1) mainly three -

Types - material used for their construction = Place where they are located = ownership 1) construction materials = and

Earthem road = Gravel road = metal road = Cement -

roads, 2, Based on their location = main roads = Interclass

roads, = Approach roads = field roads = forest roads, =

roads to mineral and burning grounds, = Roads to public

institutions Section 14 Classification of roads under

Grama Panchayat - Based on their ownership = National

highways, = R and B and state highways - etc.

Panchayat highway.

= mandal Panchayat highways, Gram Panchayat roads.

2, maintenance of roads 3. construction of roads,

- Plan 1, construction of roads.

(1) 15th - finance Commission - fund.

(2) Employment - Guarantee Scheme - fund.

(3) S.C.S.I. sub Plan - fund.

(4) Pradhan Mantri Gram Sadak Yojana - fund.

(5) legislature, members of Panchayat - fund.

(6) state - finance Commission - fund.

(7) Agriculture market - Committee - fund.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Tax Management-	How to levy taxes How to pay taxes - Procedures.	A. Gaurban
Day - 2	Work in Gram Panchayat	Gram Panchayat, in work and their Procedures.	P. H. H. H.
Day - 3	Gram Panchayat- Development Plan	Gram Panchayat- Development- Programme.	on <u>Sanjay</u>
Day - 4	CEMs. PEI - Application and Integration.	How to apply for CEM (and) PEI etc.	✓ V. Chah
Day - 5	Gram Panchayat- Protection of Assets	Panchayat- Preser- vation of Assets who Develop them	<u>Sanjay</u>
Day - 6	Gram Panchayat- Conservation Policy	How Assets are to be preserved And their Preser- vation Policy.	✓ V. Chah

WEEKLY REPORT

WEEK - 5 (From Dt. 16.12.23 to Dt. 22.12.23)

Objective of the Activity Done:

Tax and Other, Procedures -

Detailed Report:

Revenue Receipts. Now income two types :- Now income

(1) House tax (2) library tax (3) Utility charges -

(4) Pier tax 2. - tax income yielding Assets - taxes levied by Gram Panchayat.

① House taxes Collection Procedure Panchayat Act 1994

② Library taxes Each village an additional 8% of the Panchayat - shall be collected - from the people and paid by the village Corporation.

③ Utility charges: According to Section 71 of the Panchayat Act - The Gram Panchayat - may - levy some special tax on the houses.

— According to G.O. No 289. Dated 27.12.1997 these special taxes, can be levied as a surcharge on top of house tax explained in G.O. No 97 Dated 14.3.2002.

2. - tax. - tax are important -

① Licence - tax

② - tax on irregularities.

③ Banala dodi - tax licence for granting permission lay out, and house construction.

④ Private tap - tax.

⑤ Private Plumbing - tax.

⑥ Licence for Dog / pig.

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.)

WORK ENVIRONMENT :-

I exp a very good working environment with Intership in this organisation All staff are very Punctual in attending office.

They had shown technology and how the system works and Administration Activities, are - Handled in a Procedure manner.

The time they spend - for working schedule is appreciable, and they extended their - Cooperation in my Intership Programme.

The Digital Aids used - for helping in learning are very Advanced and need, at - the moment - for transparency - Accountability, which keep the system trust - worthy.

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

Technical Skills :-

Each work in systematically managed - Application Program - Digital - Assistance

- Field Verification - Welfare - Assistance Force -
- Applied - VMD

Every one is using the technology, So and work to
- Avoid Duplicity And Enhance Transparency In To The
- Applicants eligibility of any scheme.

- (1) Bio - metric Device
- (2) Android smart- phones
- (3) JIRA software
- (4) Face Authentication.

I have tried to perform all duties
efficiently and effectively to avoid any bad -
operation that could occur and lead to -
wastage of time but I didn't practice more
about what I have learnt in theory. I
expected to practice it during internship
experience.

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.

Managerial Skills :-

I achieved the real governance procedural practice which is very realistic and given time management. Competence and analytical skills. Every work is time bounded and are. Be neglected whole world is observing, the activity and decision making is very -

Important

For doing any project firstly we have proper knowledge, secondly planning and thirdly the procedure for implementation.

The way in which intern, here, change a part of internship experience :-

①. Planability :- This is the most important and emphasized thing which helps in fulfilling the

goal, objectives

② Time management :- As a result of internship, interns learn how to perform duties - responsibility in short term.

③ Confidence :- A intern gets used with the external environment of school and a teacher has to be confident especially on work.

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.,)

Communication Skill :-

With this internship I have improved my communication skill both oral and written.

My confidence level are very high and will confidence with the same.

With the help of internship I have learned many quality managerial- techniques, and - speaking ability and overall communication skill. Core also improved.

My self, I conclude that in the And Sachivalayam, I perform very efficiently and obediently. There was a improvement- way, to existing my colleague, helped, on to cope - with all challenges at work and they are always there for me. I am understand and learn- so many a matter from - Sachivalayam. That is most- important- and emphasized thing which help in fulfilling my goal, and objectives, to must maintain- punctuality.

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

I also encouraged others to participate in discussions, and to share my views.

I always, encourage in the group discussion with friends and family members - my self.

I was considered as a new comer in the organization. I had to first introduce myself to the fellow workers, which is a bit without any problem. I performed my responsibilities, I was trained by my supervisor and other staff depending on task to be performed in the working environment. With the existing my colleagues helped to cope with all challenges at work. And they are always there for me. And I have to avoid any bad reputation that could occur and lead to wastage of time.

This is the most important tip, and emphasized thing which helps in the fulfilling.

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 :-

① Handling of Smart Phones.

② BiD - motoric Device

③ - Face - Authentication Process

which gives the realistic procedure of the work.

Secondly :-

Using E-Pot, machine in PD

Thirdly :-

→ using 'Copt' and Department of Revenue in land survey program.

→ Using Drones in Identification of map in land survey program.

In my opinion Sachivalayam and Vallentat, system already proved to be efficient - way of handling government - scheme right from Application - to recovery to finalizing Beneficiary, towards Public welfare schemes it processing at the fast and handle. - for many that never done before and it would have not possible at Sachivalayam Vallentat and staff.

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No:	Kharangi Baby Sravani Reg No: 2122001036032
Term of Internship: From	30/07/2025 to 30/09/2025
Date of Evaluation:	
Organization Name & Address:	Sachivalayam, Khagipeta.
Name & Address of the Supervisor with Mobile Number:	Aman Khagipeta Sachivalayam.

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

K. Baby Sravani
Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: Konangi. Betty Sravani Reg No: 2122001036032

Term of Internship: 30/9/13 From 30/9/2013 To

Date of Evaluation:

Organization Name & Address:

Sachivalayam, Khajipata.

Name & Address of the Supervisor
with Mobile Number:

Amar Khajipat sachivalayam

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	2	3	4	5
1) Oral communication					✓
2) Written communication				✓	5
3) Initiative				✓	5
4) Interaction with staff				✓	5
5) Attitude			✓	4	5
6) Dependability				4	✓ 5
7) Ability to learn				✓	5
8) Planning and organization				✓	5
9) Professionalism				✓	5
10) Creativity				4	✓ 5
11) Quality of work				4	✓ 5
12) Productivity				4	✓ 5
13) Progress of learning				4	✓ 5
14) Adaptability to organization's culture/policies				✓	5
15) OVERALL PERFORMANCE				4	✓ 5

Signature of the Supervisor

[Signature]
PANCHAYAT SECRETARY
GRAMA SACHIVALAYAM
VOPPANGI
SRIKAKULAM (MAD & DIST)

PHOTOS & VIDEO LINKS





