

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

Name of the Student:

Nadagana Santosh Kumar.

Name of the College:

Govt. degree college (men) skp.

Registration Number:

21020136037

Period of Internship:

From: 18-8-23 To: 30-9-2023

Name & Address of the Intern Organization

p.s.N.M school srirakulam

Dr.

Ambedkar

University

YEAR



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Registration Number:

219220136037

Period of Internship:

From: 18-8-2023 To: 30-9-2023

Name & Address of the Intern Organization

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By:

Ambedkar

University

YEAR



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.

An Internship Report
On
(Title of the Internship)

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

Name of the College: Government Degree College (men) Sirkukulam

Department: EDUCATION - school

Name of the Faculty Guide: DR. K. Vasudhena Rao

Duration of the Internship: From 17/10/22 To 18/12/22

Name of the Student: Nadapana. Santosh Kumar

Programme of Study B.A (H.E.P)

Year of Study: IIIrd Year

Register Number: 2022 2122001036037

Date of Submission: 03/10/2023

HEAD MASTER
P.S.N.M.C.H. SCHOOL
SIRKULAM

I, Nadapra Santosh Kumar a student of

I, Nadagana Jankar, a student of Program, Reg. No. 912200103638 the
Department of Govt degree College do hereby declare that I have
completed the mandatory internship from 18/8/23 to 20/9/23 in School Education
(Name of the intern organization) under the Faculty Guideship
of Dr. V. V. K. V. V. (Name of the Faculty Guide), Department of Economics
Govt degree College men (Name of the College)

Endorsements

~~Q. 10~~ Q. 10 Ans

Paul



Certificate from Intern Organization

This is to certify that Nadhyana Santal (Name of the intern) Reg.
No. of Gosh Degree College (Name of the College) underwent internship
in school education (Name of the Intern Organization) from 17/10/2021
to 20/11/2021

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


Authorized Signatory **HEAD MASTER**
PENNICH SCHOOL
SRIKAKULAM

ACKNOWLEDGEMENTS

This school internship report is the result of an way of two months. It would not have been possible without the participation assistance of numerous brave and courageous people along the way they I have to thank them all.

First foremost I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead. I am indebted to my college teachers and the principal for their vision encouragement and enduring continuous interest in the Internship.

I entered my gratitude to my class-mates and especially our group members with whom I started my dark days of together we sort out academic and social problems. special thanks must be given to the teachers and students of srirakuber p.s.p.m school skm. 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.

The internship programme aim to provide our students the opportunity to consolidate through practical implement. It provided a direct learning experience to the intern on various roles of including teaching the subject.

School internship is designed to need to the development of a repertoire of proper presentation, professional capabilities teacher disposition, sensibilities, and skill student, teacher diverse needs of learners in school.

I am second year B.Sc "B.A" graduated of Govt degree College (Men) Salem. College is then BA 2nd year students for internship in different department they have sent to P.S.N.M. school. Sivakasi for the internship & for two months & completed to October and continued till November 30 2022

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.

The Organization I have worked on the education department in Sriekakulam p.s.n.m school. It is vision is to empower children in education system and to prepare bright students for future. The policy of the school with respect to interns is to that the students instructions follow time period correctly and follow the instruction of Head master.

Our duty is to obey the respective instruction of head master while as a substitute teacher to observe the environment, save the solution at a possible leave the performance of p.s.n.m of p.s.n.m school. School was going very well. The students of the school was good.

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.

school internship requires interns to do a variety of activities, teaching students with various learning methodologies under a head instructions.

We the interns should search the school at 9:00 AM we have to go to the classes that are assigned us and help the students in academic preparing. we can also use the smart TV for digital learning we have to give and observe the students environment of the problems.

we also have to make the students to understand about new system like the online sheets exams.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	As it my first day, I have conducted self introduction for 8th class and 9th class	It was great day as a teacher and come to know about some students	
Day - 2	I went to 7th class and taught them social and general knowledge way	I have been prepared for come to know how about teaching	
Day - 3	Again I was spend with 9th taught them I have noticed some problems in them.	I come to know about teacher education story	
Day - 4	I went to 10th class and taught them every day things in proper months - weeks.	I come to know about how to feed the children nearby	
Day - 5	I taught 9th class and social lesson explain them	I observed about their know in English	
Day - 6	I have interacted with 10th students through activities	I come to know about their mind state and knowledge.	

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this entire weekly, I have conducted extra activities like self introduction and quiz programmes and gave their mind to connect with them.

I have also taught them few lessons from their syllabus in understanding manner so that they have come to know about some new things find. I have observed their educational perhelene knowledge.

To tally, I learn that some students are not very well in studies and they like to teach in fun and learning.

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I went to 9th class I have observed some students who needs to be discipline	I have to know how to discipline the students of my standard	Don
Day - 2	I went to 10th class students. I have what is your goal and aims	I got to know about their like style, goals	Don
Day - 3	I taught 8th class students social lesson & by them through sentences	I have managed the students to read in their mother language	Don
Day - 4	I have conducted activities for 7th class students on History	I have taught subject. In App manner	Don
Day - 5	I have taught the 6th class students some rhymes & moral stories	I come to know about Communication & Empowerment	Don
Day - 6	I have taught the 10th students how to behave in practical place	I have to come to know about entering behavior	Don

WEEKLY REPORT

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

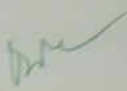
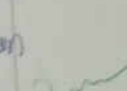
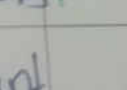
Objective of the Activity Done:

Detailed Report:

In this intense week, I have observed about the students, their performance in their studies and I have observed also what are their capability to serve the nation. I have discussed about how to be good & become better in academic year performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active & clam.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about the 10th class students awareness on how to live in line society.	I have known as many things that kids will say they would do.	
Day - 2	I have taught 9th class students about English books.	I got to know about teaching new things to the students.	
Day - 3	I have conducted a few activities to 7th class & have helped many ways.	I have developed my Communication & Marking skills.	
Day - 4	I have helped the teachers in their work.	I came to know about the working of school.	
Day - 5	I have taught 10th students about social - 84.	I have learned to teach about to solve problems.	
Day - 6	I have taught Freedom struggle lesson also.	I have learnt to teach in practical way.	

WEEKLY REPORT

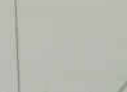
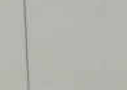
WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills from syllabus lessons to a practical approach which enhanced my communication skills very well. And I have also interacted with respected government teachers, and students' parents about the situation's problems etc. I have also tried to teach the students in a free manner, but the all students very talented people.

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about Sunday class of the 10th class.	I have to come to know about the problems in school.	
Day - 2	I have conducted a game for explaining their talent.	I have interacted & helped them in their doubts.	
Day - 3	I have taught Economy for 8th class students.	I have developed my teaching skills from H.M.	
Day - 4	I have interacted with students regarding their problems.	I tried to solve students' problem at a +ve level.	
Day - 5	I have taught 6th class students about animals.	I have dealt with 6th class students' digital way.	
Day - 6	I have taught 8th class about rationalization.	I have increased my communication skills.	

WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

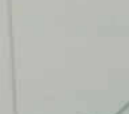
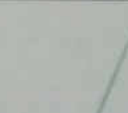
Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching, mentoring, communication managing and team participation skills when compared to previous weeks.

I have also observed the school environment students performance & I have also tried to solve them.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught 9th class about discipline followed in class room	I have interacted with students about discipline	
Day - 2	I have taught the 10th class about seminar - v skills	I have tried to teach the seminar skills	
Day - 3	I have interacted the 6th class with digital way	I have allowed the digital device in school	
Day - 4	I have taught the 7th class about politics lesson	The students have learned & going good in studies	
Day - 5	I have taught the 8th class about Indian Constitution	The students are doing well.	
Day - 6	I have interacted with all students about previous works	I have known so many things in this journey	

WEEKLY REPORT

WEEK - 5 (From 1st to 12th)

Objective of the Activity Done:

Detailed Report:

As per the plan this week, I have been able to know that I have learnt many things in this journey. I have developed my Communication, Interactive teaching & other skills which is handled me very well.

I have been able to know that few good things & also some problems which I have had to solve & made better out of it.

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.)

Interns work environment is one of the aspects of interns quality addressed in this report, the people of p.s.nm sriratham school were a good interactive staff. We are given a desk for our work and with basic things like chalk pieces on the side to enhance the students, observe them and any other negatives one eyes the activities of students and staff our timings are from 9:00 Am to 4:00 pm.

The head master and teachers are very polite and humble the students are very friendly and interact which made me socialize with them very easily the other interns as a team were very active and focused in work.

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

There were some technical skills I have acquired from this internship.

I have known about how to put my knowledge & skills into practice such as mentoring. I learned how to communicate and build relationship with the people. I have worked & learned that every department has its own culture. I quickly learned that every company has essential often learning new skills. I learned that important to communicate with teachers, H.M.s

Asking and receiving feedback is very important. It is essential to take note on both the positive and negative point of future.

I learned that sometimes asking for feedback.

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.

There are some managerial skills I have acquired from this internship. I learned how to effectively deal with developing management goals. As a team we planned about scheduling with respect to time & we all as a leader every time we have kept notes for observing every one improvement weekly wise we are discussing about all pros & cons of the working skills and journey we also have developed our decision making skills.

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.,)

we have improved our Communication skills in this internship out p.s.r.M school serikakulam.

As we have been interacting with each other students, we have improved our oral Communications written Communications we assigned to class room. we are confident while Communication, understanding each other we also come to getting understand by others. we improved our speech skills from prepared to extempore level.

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

Team work is one of the most taught extra skills in the work place.

We, the entry of primary school - shikakulam formed as a team to enhance and improve our work in an team spirit way.

Firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Every week one of us will lead the team to work leadership. we have discussed with each other about work, performance.

Working as a team members and also as a leader also made me know about how to work as a team member. It's like in the team in my way to interact, co-operate and manage team as a unity in every activity it gave me experience and knowledge about team work.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The Government has taken a big gap in implementing technology in education system. To implement by digital transformation of schools.

The pspm high school at Sitakulam was coming in the procedure.

The head updates the information of school through smart phone. They also have a system for checking every teacher and headmaster of school make their attendance pass through the new system.

There is a smart TV which is used for teaching practicing the primary students more than academic syllabus in English medium when compared to primary systems that are followed in government schools. Now the present system blackboard chalk have old use only technology they have used.

Student Self Evaluation of the Short-Term Internship

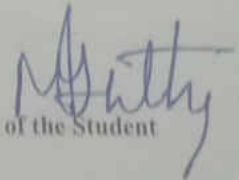
Student Name: & Registration No	Nardayana Santosh Kumar 20010312100103 (237)
Term of Internship: From	To 17/10/2021 - 18/12/2021
Date of Evaluation:	03/10/2023
Organization Name & Address:	P.S.N.M School - Srikulam, MASTER P.S.N.M.C.H. SCHOOL SRIKULAM
Name & Address of the Supervisor with Mobile Number:	Phanikan Rao

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


 Signature of the Student

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No:	Nadagana, Santosh Kumar 2122001036037		
Term of Internship:	From	19/12/2022	To 30/09/2023
Date of Evaluation:			
Organization Name & Address:	P.S.N.M. School Palakulam		
Name & Address of the Supervisor with Mobile Number:	M. Sankar		

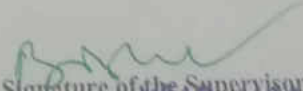
Please rate the student's performance in the following areas:

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

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2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
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Signature of the Supervisor


HEAD MASTER
P.S.N.M. SCHOOL
PALAKULAM



HEAD MASTER
R.S.N.H.C.H. SCHOOL
SRIKAKULAM





HEAD MASTER
B.S.N.M.C.H. SCHOOL
SRIKULAM

35
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: Savara Simhachalam

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

Registration Number: 2122001036049

Period of Internship: From: August To: September

Name & Address of the Intern Organization : Goidi, Grama ward

Sachin shyam

Instructions to Students

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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.
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An Internship Report
On
(Title of the Internship)

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

Name of the College: Govt. degree college (men) Sritakulam

Department: Economic BA (HED) 3rd year

Name of the Faculty Guide: Dr. K. Vasudevanad Sir.

Duration of the Internship: From 18/7/23 To 30/9/23

Name of the Student: S. Simhachalam

Programme of Study functioning of Grama ward Sachinulayam

Year of Study: 2021 - 2024

Register Number: 2122001036049

Date of Submission: 03/10/2023

Student's Declaration

I, S. Simhaachalan student ofProgram, Reg. No. 212200103604 of the
Department of COMMERCE College do hereby declare that I have
completed the mandatory internship from 19/1/22 to 30/6/22 in Sachivalayam
(Name of the intern organization) under the Faculty Guideship
of E. V. Lakshmi (Name of the Faculty Guide), Department of COMMERCE
Govt. degree college (men) SKLM (Name of the College)

S. Simhaachalan
(Signature and Date)

Endorsements

Faculty Guide

K. V. Lakshmi

Head of the Department

C. V. Lakshmi

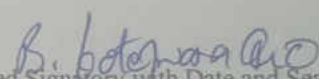
Principal

B. V. Lakshmi

Certificate from Intern Organization

This is to certify that Sachivalayam (Name of the intern) Reg. No. 2122001036019 of Govt. degree Arts (Name of the College) underwent internship in Sachivalayam (Name of the Intern Organization) from August to September.

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


Authorized Signatory with Date and Seal

PANCHAYATH SECRETARY
GOIDHI Village
Seelampeta Mandalam
Srikakulam Dist.

ACKNOWLEDGEMENTS

I am S. Simbachalam, i deeply grateful to All staff members to the Grama and Sachivalayam, and also my mentors and advisors during this internship for their aid and experience of guidance.

I thought the internship extended my gratitude to my chairman andship of my group members in whole two months in the Grama Sachivalayam and members in the all technical members.

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 organisation and summary of all the activities done by the intern during the period.

→ Panchayati Raj Act - 1954 says that Local Governance in every village for the growth and development in a noticeable manner.

→ Function of Grama ward Sachivalayam it has mainly 10 types of functions are in which deals with all the activities required in a village.

⇒ Object 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 needs to the Health
2. All service of to monitor
3. early solution to all problems.

CHAPTER 2: OVERVIEW OF THE ORGANISATION

Suggestive contents

- Introduction of the Organisation
- Vision, Mission and Values of the Organisation
- Policy of the Organisation, in relation with the intern role
- Organisational Structure
- Roles and responsibilities of the employees in which the intern is placed
- Performance of the Organisation in terms of turnover, profits, market reach and market value
- Future Plans of the Organisation

Introduction of Grama ward Sachivalayan

- providing various citizen services at a chosen possible type
- single window service system
- Door to door service and welfare no home
- providing environment for all living organisation
- each functioning has a specific value to full the required at the village
- planning GPP (Grama ward) development programme
- citizen participation in the ultimate aim of unification.

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 Gyama Sachivalayam
- version welfare scheme
- on going projects / contribution
- public distribution system (pos)
- Gyama Sahlg
- working culture of each functionalization
- Fielded visits

1. Renewey of Agriculture land
2. Ahenal survey
3. House hold survey

⇒ preproduction of natural colomition

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	welfare education assistant et nature	S. Chin
Day - 2	version functions and their assigned were responsibility	welfare education assistant welfare system	S. Chin
Day - 3	version functions and their assigned are and responsibility	welfare education Assistant for education scheme	S. Chin
Day - 4	field visit by WEA education (out school children)	welfare education Assistant for education scheme	S. Chin
Day - 5	field visit by WEA education (out school education)	welfare education Assistant for (ole scheme)	S. Chin
Day - 6	DE - Brief of whole to with 5 days activities	some knowledge has achieved regular 9 days	S. Chin

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam

main functions are in follows.

1. Grama panchayat Admin Secretary
2. Grama data processing Secretary
3. Grama welfare Secretary
4. Grama women protection Secretary
5. Grama Revenue Secretary
6. Grama Health Secretary
7. Grama entitled Secretary
8. Grama Agricultural Secretary
9. Grama Engineering Assistant Secretary
10. Grama digital Assistant Secretary

over all in-charge in Grama admin -
Secretary who in maintaining all the activation
in and around

field visits by ANM give
an a opportunity how well the organization
staff is be having with streets (wards).

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Devision and Responsibility of data processing and welfare secretary	ime of various services to citizen types of welfare schemes	S. Chandra
Day - 2	Devision and Responsibility of VRO & village secretary	Ration Distribution system and Harebhat Panchayat and types of cards	S. Chandra
Day - 3	Division and responsibility of Digital Assistant Rice card	Eligibility check scheme	S. Chandra
Day - 4	Field visit by VRO-PDS Distribution	Door to Door - delivery of public distribution to the House	S. Chandra
Day - 5	Field visit by - pension services	door to door distribution to the pensioners	S. Chandra
Day - 6	De. Review of last 5 days Activities	Knowl what types of devision are being delivered and ongoing activities	S. Chandra

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

OSE

out of school children age 1 to 19 years

→ school or college open tenth or open inter
no one out of school children should be in the
also never enroll the is or it the child complete
5 years and completes 6 years and is not
enrolled a school also, if is called never enroll.

Drop out ÷ After joining the school, it is
called drop out. (Absent for more than 30 days
it called drop out.)

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Definition of NBM open open beyond NBM closed beyond NBM	consumer offers good and civil服 ment	<i>AS</i> <i>per</i>
Day - 2	scheme eligibility check	scheme applying to Digital Assistant.	<i>AS</i> <i>per</i>
Day - 3	definition change of address in rice card	Address card open and permit not address	<i>AS</i> <i>per</i>
Day - 4	definition - member addition in rice card	a person rice card adding Digital Assistant	<i>AS</i> <i>per</i>
Day - 5	Definition - surrender of rice card	Any un scheduled eligibility list like can be given Saddan rice card	<i>AS</i> <i>per</i>
Day - 6	De - Brief of all the first 5 days activities	overall learned in Digital Assistant for the whole	<i>AS</i> <i>per</i>

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

NBM

National Biometric portal check

NBM portal login :-

a person rice card in adding it so should be Birth certificate, marriage certificate

Birth certificate also be used for children in 20 years, marriage certificate is for marriage. those we dont know have a rice card can apply with Ahar card

⇒ consumers affairs, food and civil department

* change of address in ration card

* adding correctional using other siding.

* member addition in rice card

* member delete on rice card

* new rice card

* splitting of rice card

* Surrender of rice card

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Defined - member delete on in Rice card	certificate is required for a person to get a rice card	(Signature)
Day - 2	Defined - national blue card portal check	NISM portal login	(Signature)
Day - 3	Defined - splitting of rice card	Digital Assistant is splitting how to rice card	(Signature)
Day - 4	Defined - un employed sheet to we A	youth un-employed presentation to better assistant	(Signature)
Day - 5	And to Grama ward to approved	Digital login to any form approved to	(Signature)
Day - 6	DE - Brief on last 5 days activities	very informative	(Signature)

WEEKLY REPORT

WEEK - 4 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

Welfare scheme :-

→ six step variant below

- * current bill
- * four villas
- * employee
- * dry land / wet land
- * income tax
- * equal property

⇒ Splitting of Rice card :- If a family has people, splitting can be done for both of the in family and there should be made a female.

example :- if you want to do splitting or pension, you can do single splitting rice card if husband or wife died.

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	Division and Responsibility of महिला police	Hygienic means implementation lefty women and child	<i>[Signature]</i>
Day - 2	Division and Responsibility of implementation and admin. secretary	on going work requirement and personnel of manual	<i>[Signature]</i>
Day - 3	Field activity :- Dist. how to using in circuit women.	Knowing well about Disha app click	<i>[Signature]</i>
Day - 4	Field Activity :- (Dorco)	protection of children from sexual offences Act	<i>[Signature]</i>
Day - 5	online service in phones . . .	Known how to Apply for card, in district police	<i>[Signature]</i>
Day - 6	De. Dist. on last 5 days Activation		<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

DISHA, POCSO Janch to 2012

The full form of POCSO is the protection of children from sexual offences. The act has been enacted to protect children from offences of sexual assault, sexual harassment and pornography and provide for the establishment of special courts for the trial of such offences and related matters and incidents.

DISHA - Recently, the minister of law and justice has informed LRS Sabha that designing innovative solutions for Holistic Access to Justice (DISHA) Scheme was launched for a period of five years 2021-2026.

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 and kind people in the organization as that are very punctuality in office.

they had more an interest in technology on how the system works and administration activities are handled.

the time they spend for in being working schedule are appreciable and we thank them all for their extend operation and co-operation in our internship programme.

the digital tools used for helping us in learning are very advanced and needed at this movement for accountability which keeps the system worthy.

my self input at this digital frame (ward sashivabayan) working system

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 - grama education clerk
processor secretary

field verification - welfare secretary

third party verification - ward grama administrator
staff pre - Applied Grama
(ward) reviewer.

Secretary final - applied - MRO

Everyone in using the technology
bounded work to avoid duplicacy and
error frequency in a certain

He.

1. Biometric Division

2. Android smart phones

3. TRTS Scanners

4. face Authentication.

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 production which is very realistic and given time management competence and analysis skills

Every work is time bound and can't be neglected while working in observing the activity and decision making is very important

For doing any professional knowledge in ment and should secondly planning and thirdly the 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 mostly and improve my self with communication different people in different places.

my writing communication in per improve it by writing say evolution description I thought.

my anxiety level are very low iam very patient and listen to when ever I feel any thing and I learn more anxiety management technology.

my people speech ability by moderate and it will be improved by the communicating skills.

I always greet every one which I see then and those then when every 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.

~~1st~~

In group discussion is always space with point to point and don't let the improve i will be clear of what i am saying.

i also encourage often to participate in the describe to share their view.

i always the group discussion in a friendly and permanent 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. Handling of smart phones

Biometric division

IRIR scanner

Face Authentic programme

when given the realistic procedure of the lieven.

Secondly :- Using E-pos machine in PDS

thirdly :- using cop'l and Reven in land
rename program program.

using in digital system in DA and clear
in any described in sites and complete to
digital system.

Student Self Evaluation of the Short-Term Internship

Student Name & Registration No: S. Simhachalam , 2122001036049

Term of Internship: From To 18/6/2021 to 20/9/2023

Date of Evaluation:

Organization Name & Address: Sachinlalayam, Goidi, Seethampet (M) manyam pet, duram H)

Name & Address of the Supervisor
with Mobile Number:

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

Signature of the Student

S. Simhachalam

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: S - Simhachalam, 2122001036049

Term of Internship: From 15/8/2023 To 30/9/2023

Date of Evaluation:

Organization Name & Address: Sachivalayam goldi.

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) 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

Signature of the Supervisor

PANCHAYATHI SECRETARY

GOLDHI Village
Seethampeta Mandalam
Srikakulam Dist.

PHOTOS & VIDEO LINKS

