

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



ANDHRA PRADESH

STATE COUNCIL OF HIGHER EDUCATION
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University

An Internship Report on

BELAMARA POLAVALASA VILLAGE SECRETARIA

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

B.A (HEP)

Under the Faculty Guidance of

CH.RAMAMURTHY SIR

(Name of the Faculty Guide)

Department of

ECONOMICS, GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

Submitted by:

TUNGANA BHAGYA

(Name of the Student)

Reg.No: 2122001036057

Department of

ECONOMICS, GOVERNMENT DEGREE COLLEGE (MEN)

(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 whenever 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 instrument/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, TUNGANA BHAGYA a student of B.A. (HEP)
Program, Reg. No. 2122001036057 of the Department of ECONOMICS
College do hereby declare that I have completed the mandatory internship
from 18.08.2023 to 30.09.2023 in Belamata Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ch. Ramamurthy Sir (Name of the Faculty Guide), Department of
Economics, Government Degree college (MEN)
(Name of the College)

T. Bhagya
(Signature and Date)

Official Certification

This is to certify that TUNGANA BHAGYA (Name of the student) Reg. No. 2122001036057 has completed his/her Internship in Belamara Sachivaleyan (Name of the Intern Organization) on Short - term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A. HEP in the Department of Government Degree College (MEN) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that TUNGANA BHAGYA (Name of the intern)
Reg. No 2122001036057 of GDC (MEN) (Name of the
College) underwent internship in Belamara Sachivalayam (Name of the
Intern Organization) from 18.08.23 to 30.09.23

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

SECRETARY
Grama Panchayat (10) unnikrish (194) 19194
BALAMARAPALAYASAM
Tahsil (MD) Srikalahasti (197) 20197
Belamara Sachivalayam
SECRETARY

Acknowledgements

I have taken efforts in this project to the best of my knowledge. However, it would not have been possible without the kind support and help of many individuals and organisation. I would like to extend my sincere thanks to all of them.

I am highly indebted to A. Hazi Prasad Sir, Secretary of the Balanasa Polavasa Sahityaagam for his guidance and constant supervision as well as for providing necessary information regarding the project and also for his support in completing the project.

I am also grateful to our principal madam, Dr P. Sureshla madam for the endorsement, being a wall of support to us all the time. In addition, I am grateful to all the teaching and non-teaching staff for their insights.

All great creation is fuelled by inspiration and I have to thank Ch. Rammurthy Sir, Head of the Department of Economics and my class master for his contribution and constant source of support throughout the time period of project and in completing the project.

I would like to express my special gratitude towards the staff of Balarama Polavala Sachivalayam for their conscious efforts in teaching me the skills required and also encouraging me towards understanding the work and meeting the needs and requirements of people.

I am also thankful to the volunteers who helped me to be patient in meeting the demands of each and every villages in time.

I am grateful to the Sarpanch of my village, Ch. Raghava Sir who taught me how to be the intersection of every villages problems and finding the real solutions to it.

In addition, I am grateful to all those who provided me the initiation and facilities required to contribute myself to this project. If at all, I have overlooked anyone I would like to apologize and offer my acknowledgement to them.

T. BHAGYA

B.A (HEP)

GDC MEN, SKLN

Reg. No: 2122001036057

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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.

Learning objectives:

- * To gain an understanding of the functioning and structure of the village secretariat
- * To develop skills in administrative and technical tasks related to the day-to-day operations of organisation
- * To learn about various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population
- * To improve communication and interpersonal skills through interaction with villagers and other stakeholders
- * To acquire the knowledge of legal and regulatory framework governing the activities of the Grama Sachivalayam

Outcomes achieved:

- * Improved knowledge of the socio-economic status of people
- * Understood the managerial way of solving the problems of villagers
- * Gained an idea about the structural development the villagers and administrators willing to happen

- * Understood the reasons behind the lag in some developmental projects
- * Gained knowledge about the implementation of various governmental schemes and programmes
- * Learnt about the performance of organization in terms of turnover, profits, market reach.

Back Description:

Grama Sachivalayam are local government facilities set up in the Indian State of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

I am allowed to do internship in the Sachivalayam for a period of six weeks during the months of August and September. During this weeks the public was provided with the benefit of no of governmental schemes such as Chedodu, Vidya Deevena, Chayutha etc.

Few Aadhar Dives were conducted for the sake of rural people to make them eligible for governmental schemes and help them to easily access the opportunities provided by the government through the Rythu Bazaras. Kondram, farmers were provided with the facilities like Urea, Gramins at subsidised rates.

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.

A. Belamata village is located in the Polaki mandal of Srikakulam district in Andhra Pradesh. The village Secretariat consists of 5 villages in total and lies behind the water tank of village. The Sachivalayam has a total of 11 members in staff.

B. To create vibrant and self-sustaining rural communities, where every citizen has access to basic amenities, opportunities and a high quality of life. The values of Grama Sachivalayam are aligned with the principles of good governance, transparency, accessibility, accountability, efficiency, empathy, integrity.

C. Providing basic services like purified water, Sanitation, health, education and social security to the rural population. The organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of Panchayat Raj Institutions (PRIs). It consists of (i) Village Secretary (ii) Village Revenue officers (iii) Mobile Police, Women & Child Welfare Asst (iv) Digital Asst (v) Engineering Asst (vi) Welfare & Education Asst (vii) Agriculture Asst (viii) ANM (ix) Surveyors (x) Jt. Line man

E. The Grama Sachivalayam is responsible for managing the day to day affairs of village. The employees are responsible for a wide range of tasks including maintaining records, implementing government schemes, maintaining law and order, mobilising resources, conducting surveys, organising community events etc.

F. The village Secretariat is not profit-driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural areas efficiently and effectively.

G. Looking to the future, it is likely to revolve around promoting sustainable development, improving education and healthcare services, creating more economic opportunities and these by increasing the socio-economic status of rural population. It also focuses on promoting entrepreneurship, improving access to digital technology, addressing the growing environmental concerns in the villages.

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.

I, T. Bhagya, studying B.A. HEP in the Government Degree College (MEN) Saikakulam, was allowed to join in the intern organization for a period of six weeks from 18th of August to 30th September to learn about the administrative works in village level and acquire knowledge about the real solutions to basic problems of villagers.

During the first week of the internship, when I joined, the government scheme "cheedadi" ^{Chayudha} was in processing stage. The eligible candidates from the panchayat has to be selected and their details has to be submitted to the MPDO office by the thorough verification of their income, electric units consumed whether they have fans, wheelers or not etc.

As the elections time is approaching, the new voters list has to be updated. Their details has to be filled in the Form-6 applications with the applicants Aadhar proof, SSC certificate along with their passport size. There were a total of applications I had filled in a few days gap.

The villagers were requested to bring the 3 sets of recent papers of their passport, aadhar and passport size photos for the purpose of recovery by the government of Andhra Pradesh. During the fourth week of the internship the state government has released the Jagananna Vidyalasa Deanshi Scholarship funds to the mother accounts of the degree students.

Aadhar drives were conducted twice in the village Secretariat during the tenure of internship for the sake of people by making them easily access to the government schemes. The Rythu Bhaosa Karamam has got the 200 bags of urea to distribute to the villagers under the subsidised rates.

Agriculture assistant is responsible for distributing it to the villagers and maintaining records of it. The Chagutha Scheme was announced by the government and the eligible candidates has to submit their labour certificate along with caste and income certificates.

The Gram Sabha was conducted many times to know the sufferings of every villager under the pandemic and the solutions were provided to them by the Secretary and Sarpanch. I have learned a lot of things under the internship, the administrative solutions to their problems, use of technical systems etc.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge signature
Day-1	Day-1 was the reporting day in MPDO office and I was allotted to the Delemara Palavola Subvillage	I was explained about the procedures of internship in the village secretariat	<i>[Signature]</i>
Day-2	I introduced myself to the Village Secretary and to the staff of Sachivalayam	Learned about the designations and work's allotted to the staff	<i>[Signature]</i>
Day-3	I was assigned with the work of filling the chagutha forms of eligible candidates	Came to know about the eligibility requirements of the chagutha scheme	<i>[Signature]</i>
Day-4	I have to fill the caste and income certificates details of applicants of Scheme	Learned about how to apply for these certificates with the help of digital asst	<i>[Signature]</i>
Day-5	Thereafter I was told to scan the forms of chagutha in docscanner	Learned how to upload the scanned certificates in the govt NDMT portal	<i>[Signature]</i>
Day-6	The Caste and income certificates of eligible candidates was also scanned and compressed	The scanned certificates were also uploaded and submitted to NDMT portal	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 1 (from Dt.18/08/23 to Dt.24/08/23)

Objective of the Activity Done

Detailed Report:

On 18th of August, I got the instructions from the Dr. G.R. Ambekar University to join in the village Secretariat for a period of six weeks' internship. I had to report in the Mardol Parishad Development office and allotted to the Dalawasa Polavadasa Sachivalayam by the MPDO madam.

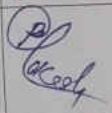
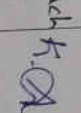
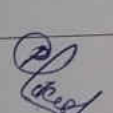
Thereafter, I handed over the allotment letter signed by MPDO madam to the Secretary of Dalawasa Polavadasa Sachivalayam and I was granted the permission to do the short term internship.

I was explained to the designations and works allotted of the staff of Sachivalayam in the first week. I came to know the process of government scheme Chayutha in which the candidates must be 45 to 60 years women and they get the amount of Rs.18,000 from the government.

The applicants need to submit their Aadhar card, Caste and income certificates in order to

apply for the scheme. Their forms needed to be upload in the govt's Navasakam Beneficiary's Portal.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	The photographic proofs of Chayutha eligible Candidates were taken	Learn to upload their photos in the Navasakam Portal for efficiently management	
Day-2	The new voters list in the Parachayat was collected and listed down their names and details	Learned about how to collect their details and list it down	
Day-3	The voters details and their SSC certificates, Aadhar card were collected	Came to know about the systematic manner in which their details has to be filled	
Day-4	I was told to fill the form & applications to apply for new voter id	Learned about the requirements for a voter id card	
Day-5	Aadhar drive was conducted in Secretariat to update their Aadhar details of people	Knew about the systematic approach to update their Aadhar	
Day-6	Jagananna Vidyaladevna scholars was released to the degree students	Their details were checked down.	

WEEKLY REPORT

WEEK - 2 (From Dt.25/8/23 to Dt.31/8/23)

Objective of the Activity Done:

Detailed Report:

The photographs of Chayutha Scheme granted candidates along with the Welfare and Education Assistant were taken for the purpose of visual proofs and uploaded to NDM portal.

The new voter id applicants details were collected. The proofs of them like SSC certificate, aadhar card and passport size photos were collected. Their details were filled down in the Form-6 applications.

Many villagers attended to the aadhar drive for updating their details in aadhar in "myaadhar.ccidai.gov.in" website. Number of services were provided to the people like linking to the pan card, updating their details etc.

In the last days of the week, the Vidya deevena Scholar was released to the mother accounts of the degree students and it has to be filled to the colleges again.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	The beginning of the month is ^{the} time to distribute the pensions to the members of panchayat	Came to know about ^{how} the welfare assistant distributes the pension money	<i>P. Laksh</i>
Day-2	The volunteers gets the money from the welfare ast and distributes it to the people.	Learned about the process how they gives pension to the eligible people.	<i>P. Laksh</i>
Day-3	Pension was distributed to the people of remaining villages	I got to know about the persons who are eligible in other villages	<i>P. Laksh</i>
Day-4	The Agriculture dept received 200 bags of urea and it has to be distributed at Subsidy rates	All the urea bags were uniformly distributed to village people	<i>P. Laksh</i>
Day-5	The record of urea bags was maintained by the agriculture ast madam	Learned has to be transparent in uniformly distributing the urea bags	<i>P. Laksh</i>
Day-6	Agriculture ast madam helped me to learn the operating of	Got an idea about the administration of Sythu Huzasa Kandanam	<i>P. Laksh</i>

WEEKLY REPORT

WEEK - 3 (From Dt. 11/9/22 to Dt. 17/9/22)

Objective of the Activity Done:

Detailed Report:

Third week of the internship was the month of September and pension amount was distributed to every village and panchayat. It should be done under the headship of Education and Welfare asst. The volunteers in turn go to the home of every beneficiary and distribute the amount by taking their biometric.

The pension record has to be maintained by the Welfare asst and in case, if the amount remains for any reason, it has to be repaid to the state government.

During this week, the RTE received 200 bags of rice and it has to be distributed by the Agriculture asst at subsidised rates to the farmers of panchayat in transparent manner.

The records also was maintained and the revenue generated by selling this bags is looked after by

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	I was explained the process of re-survey by the VRO and Surveyor in our state.	Came to learn about the re-survey carried out by AP government	18/01/2020
Day-2	The details required for the re-survey was collected from every form of Panchayat	Learned about the requirements for the process of re-survey	18/01/2020
Day-3	Three sets of re-survey copies of Panchayat, aadhar and photos were collected	Know about the systematic approach for the re-survey	18/01/2020
Day-4	Women and Child welfare asst madam allotted me the work to note details of eligible candidates	Learned about the nutritional supply to conceived women's child by the govt	18/01/2020
Day-5	Anganwadi was looked after by the women and child welfare asst madam and inspection was done	Got an idea about the working of anganwadi and its administration	18/01/2020
Day-6	Pictures were taken by me for the visual profile of township with noted latitude & longitude	The photographs were posted to the MPDO madam through whatsapp	18/01/2020

WEEKLY REPORT

WEEK - 4 (From 18/5/23 to 19/5/23)

Objective of the Activity Done:

Detailed Report:

This week I was taught about the process of co-savings that has been carrying out by the state government. Every farmer under the Panchayat has to submit the recent copies of their passports of land, aachas card and passport size photos.

I learnt about the nutritional kit provided to the conceived women and children by the state government. It is really a good scheme to eradicate any diseases in the beginning stage itself.

ANM in the Sachivalayam also takes care about these processes. They also distributed the iron tablets to eliminate the iron deficiency and thereby the diseases that comes with the iron deficiency.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	The weights of anganwadhi students were noted down by the ANM worker.	Learned about the health index of children in age-wise.	Dr. P. S. Ramesh 19/11/2022
Day-2	The Jagavara nutritional kit was given to concerned women and children in the panchayat.	The items in the nutritional kit and its uses were learnt by me.	Dr. P. S. Ramesh
Day-3	Inspection of the Mid day meal scheme in MPUP school, Belamada by the village Education asst. Sir.	Came to know about the diet provided to students by the state govt.	Dr. P. S. Ramesh
Day-4	Mid day meal scheme records, surroundings of school and kitchen was noted after by village asst.	Learnt about the requirements and maintenance of records by school staff.	Dr. P. S. Ramesh
Day-5	Inspection was done by Mandal Engineering officer to the newly constructing rythu bhazara, anganwadhi.	Learnt about the official proceedings during an inspection.	Dr. P. S. Ramesh
Day-6	Anganwadhi drive was conducted again for the sake of people.	Learnt about the updates required for any govt related work in anganwadhi.	Dr. P. S. Ramesh

WEEKLY REPORT

WEEK - 5 (From Dt: 16/12/23, to Dt: 22/12/23)

Objective of the Activity Done:

Detailed Report:

ANM weighed the anganwadi childrens and listed down their details. The photographic proofs were taken and she posted the photos to her supervisor. Mafare assistant has to post the photos of mid day meal scheme functioning in the school

Mafare assistant has to check the Surround-ings of MDM place, kitchen of school, MDM records maintained by the school staff and the photos has to be uploaded

Another aachas drive was conducted in this week so that the rural public can access to their services quickly. Their aachas update history has to be maintained. Inspection was done to the construction of anganwadi and RBT beside the Sachivalayam

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	Graham Sadra was conducted under the leadership of Secretary Sx to know the problems	Found out the administrative solutions to the problems of villages	Adair
Day-2	I was explained about the Chedodu Scheme and assigned with the work of filling applications	Learned about the Govt's Chedodu Scheme and its perks	Adair
Day-3	Filled out the application known about the terms of Chedodu of all villages in my parbhani for the scheme	Learned about the eligibility criteria for the scheme	Adair
Day-4	Labour, income and caste certificates were printed out under the guidance of digital asst Sx	Learned how to apply for those certificates to the government	K.A.P.
Day-5	The photographs of beneficiaries along with welfare asst Sx were taken and uploaded	Learned about how to upload details	Adair
Day-6	Nearly 500 pension books were given to the people in the presence of Sx, Secretary, staff	Learned about the eligibility requirement to apply for a pension	Adair

WEEKLY REPORT

WEEK - 6 (From Dt: 22/12/23 to Dt: 28/12/23)

Objective of the Activity Done:

Detailed Report:

In the first day of the week, Gram Sabha was conducted under the leadership of Panchayat Secretary and in the presence of Saparanch to know the problems of villagers and the solutions were suggested to them and guaranteed them ^{with} the written agreement.

The Chododu scheme was announced for the sake of tailors (all communities), Rajakas and Mayas Brahmins. The beneficiaries will be provided a one-time amount of ₹ 10,000 per year for a period of 5 years. The proceedings of this scheme was looked after the welfare assistant.

Newly granted pensions books were given to the beneficiaries by the Saparanch and their details were noted down. A family with personal disputes reached to the Saparanch and seek the solution by Saparanch with regard to the problems facing by them.

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.)

My role as an intern in the Telamara

Pavalasa Sachivalayam had a very pleasant experience. It was a newly constructed building and so it was well equipped with all facilities and assisted with required technological assets.

I had gained a good knowledge of official protocols and administrative procedures followed for various things in the government organisation. It plays a crucial role in terms of people interactions, meeting their needs in all dimensions as it is the root level of decentralised administration.

I was taught the essential qualities by the members of Sachivalayam like teamwork, mutual support etc which are the real insights for me. All the staff were very cordial and supportive to everyone and I learned all the work ethics from them. There is also the maintenance staff for the organisation who looks after every external things required.

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

I was well taught with the technical skills required for the administrative works in the intern organisation. I acquired the knowledge related to every designation and its work which is involved with the use of specialised tools, software and essential equipment.

I had learned various checking authorities of the work carried out by staff like application programme by digital assistant, field verification by welfare assistant, distributing fertilisers by the agriculture assistant, revenue related affairs by VRO, construction affairs by engineering assistant, electricity related affairs by line man, health related by ANM, women and child welfare assistant etc.

I was guided well by creating optimal environment by staff of the intern organisation and helped me to acquire the knowledge about dealing with the technical equipment like biometric division, IRTS scanner, system and computers available in the village secretariat.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, teamworkship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc).

I had gained a good understanding of the management carried out in the Sachivalayam. The staff was inspired and motivated by the Secretary and Subparth to achieve their specified goals in time which was setup by the state government.

I was taught how to be enthusiastic in meeting the needs of every citizen with patience and humbleness. The staff explained me about the decisions which were taken by the heads of Sachivalayam in respective spheres which is included with the productive use of time etc.

With regard to the skills of customer service, performance analysis, Secretary Sir taught me how to be able to become efficient while doing a teamwork, achieving the goals in pre-set time.

In every single week of internship, I was allowed to deal with the new work through which I competed with myself and improved a lot in terms of productivity, socialization, interaction with people etc.

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 fixities and precedents, greeting, thanking and appreciating others, etc.)

This short term internship instilled in me all of the above suggested communication skills. The mentioned reason has to be the group ethics conducted, field verification times, aachar drives conducted

In the meetings group discussions or presentations i had practised self-assurance which helped me in building confidence and i became a better person in understanding the demands of public

By carefully listening the speeches of Secretariat heads, i learnt how to take decisions at times to make people satisfactory. For this, i observed the niceties followed by the staff and improved my conversational ability

Finally, in the vote of thanks i was able to articulate the key points that were mentioned by every single member and learnt how to foster a positive environment by acknowledging others' contributions.

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

Respect for others is the key to make any meeting or group discussion successful. Therefore, listening skills I had improved. Patience is another thing which makes the person different from remaining

I had acquired these things by taking part of official works done in the village secretariat. Completing the work allotted is the real contribution as a team member and I learned this with the help of Sachivalayan staff.

Leading a team or activity requires the complete knowledge about it. For that, a team leader has to be prepared so that he/she can tackle by any type of issue or problem.

By knowing the complete information of activities being done in the Secretariat, I enhanced my ability to answer anyone in the respective sphere of work carried out by the staff of different designations.

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

Improved use of digital technology in every work carried out by the 'inter organisation clearly indicates the technological development from the root level. Training sessions were also conducted for the panchayat Secretaries by the Ministry of Panchayati Raj to improve the use of digital technology.

Gram Sabhas were carried out in the meeting hall which was equipped with the virtual LED so that the people can better understand the future developments and schemes and render their support to the government.

Bribes were completely gone with the increased transparency through digital payments. E-governance was widely developed to benefit the rural local people.

With this technology, updates about any thing or work is easily available to the people so that they can't be misguided. The beneficiaries will be able to track the status of schemes which they are funded with.

Student Self Evaluation of the Short-Term Internship

Student Name: TUNGANA BHAGYA	Registration No: 21220010300067
Term of Internship: From 18.08.23	To: 30.09.23
Date of Evaluation: 30.09.2023	
Organization Name & Address: BELAMARA POLAVALASA 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	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: 30/9/23


 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: TUNGANA BHAGYA	Registration No: 2422501039057
Term of Internship: From: 18.08.2023	To: 30.09.2023
Date of Evaluation: 30.09.2023	
Organization Name & Address: Belarama Polavajasa Sachivalayam, Belarama (vill) Polak (man), Srikalant (dist), 532430	
Name & Address of the Supervisor: ARANGI HARI PRASAD	
with Mobile Number: 7702816591	

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

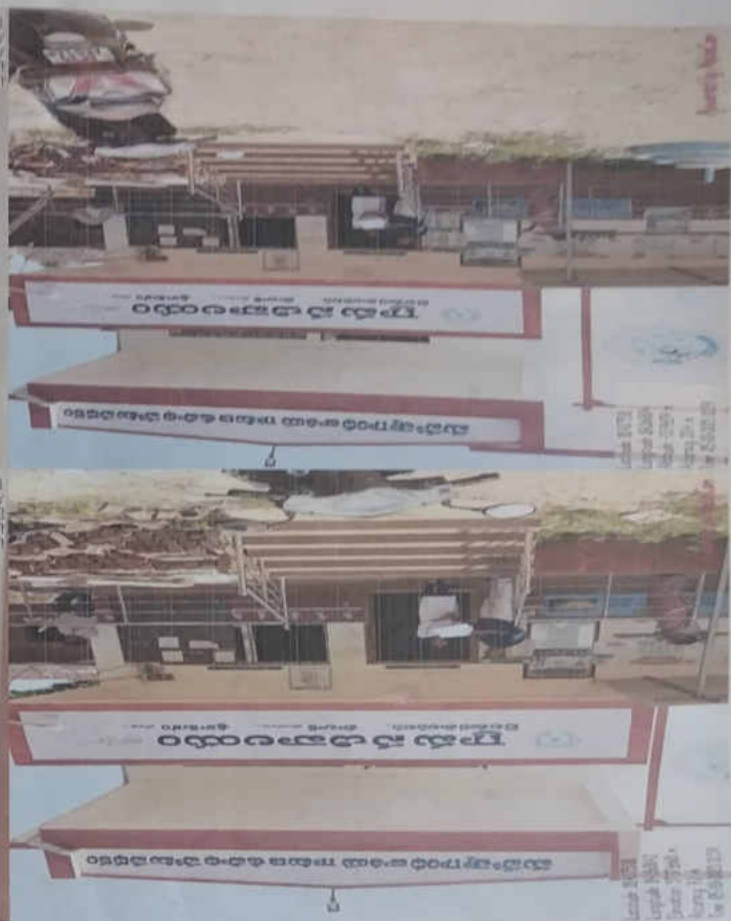
Please note that your evaluation shall be done independent of the Student's self-evaluation

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: 02/10/23

Signature of the Supervisor



Latitude: 11.433089
Longitude: 80.156117
Altitude: 22.97 m
Area: 11000 m
Time: 05-10-2023 11:54

Latitude: 11.433089
Longitude: 80.156117
Altitude: 22.97 m
Area: 11000 m
Time: 05-10-2023 11:54

Office Attendance

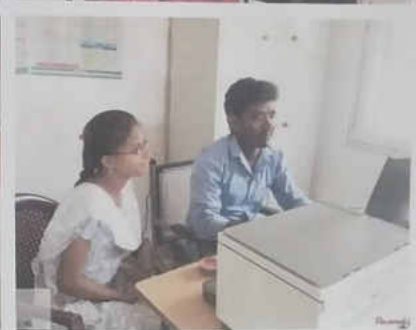
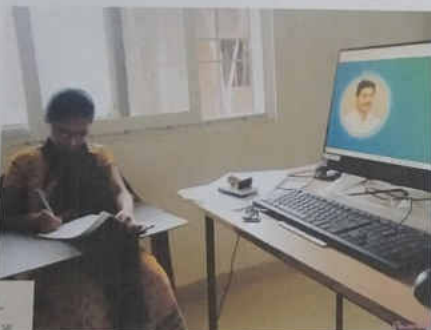
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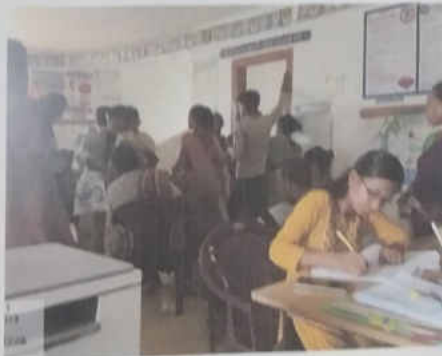
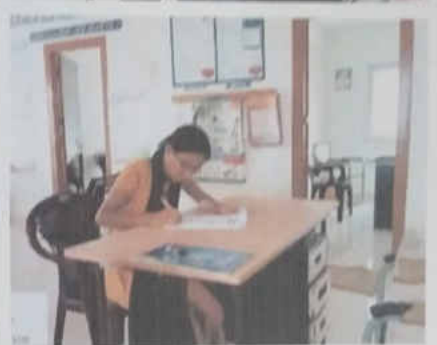
Office Attendance

Register

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Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



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

Name of the Student: **TUNG NIN CHAI**

Name of the College: **GOVERNMENT DEGREE COLLEGE HONG KONG**

Registration Number: **90220103057**

Period of Internship: From **8/20/23** To **8/31/23**

Name & Address of the Intern Organization: **Deutsche Post DHL Services East Asia
Deutsche Post DHL Services East Asia
Singapore**

DIS FRANGEDKAS **University**
2023 YEAR

An Internship Report on
BELAMARA POLAVALASA VILLAGE SECRETARIA

(Title of the Internship)

Submitted in accordance with the requirement for the degree of
B.A (HEP)

Under the Faculty Guideship of
Ch.RAMAMURTHY SIR

(Name of the Faculty Guide)

Department of
ECONOMICS, GOVERNMENT DEGREE COLLEGE (MEN)

(Name of the College)

Submitted by:

TUNGANA BHAGYA

(Name of the Student)

Reg.No: 2122001036057

Department of
ECONOMICS, GOVERNMENT DEGREE COLLEGE (MEN)

(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, TUNGANA.BHAGYA a student of B.A. (HEP)
Program, Reg. No. 2122001036057 of the Department of ECONOMICS
College do hereby declare that I have completed the mandatory internship
from 18.08.2023 to 30.09.2023 in Belamara Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Ch.Ramamurthy Sir (Name of the Faculty Guide), Department of
Economics, Government Degree college (MEN)
(Name of the College)

T. Bhagya
(Signature and Date)

Official Certification

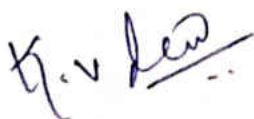
This is to certify that TUNGANA.BHAGYA (Name of the student) Reg. No. 2122001036057 has completed his/her Internship in Belamara Sachivalayam (Name of the Intern Organization) on Short - term Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A. HEP in the Department of Government Degree College (MEN) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal



Certificate from Intern Organization

This is to certify that TUNGANA.BHAGYA (Name of the intern)
Reg. No 2122001036057 of GDC (MEN) (Name of the
College) underwent internship in Belamara Sachivalayam (Name of the
Intern Organization) from 18.08.23 to 30.09.23

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

SECRETARY
Grama Panchayat
Polaki (Md) Srikakulam (Dt)
BALAMARAPALAVALASA
Polaki (Md) Srikakulam (Dt)
Date and Seal

Acknowledgements

I have taken efforts in this project to the best of my knowledge. However, it would not have been possible without the kind support and help of many individuals and organisation. I would like to extend my sincere thanks to all of them.

I am highly indebted to A. Hazi Prasad Sir, Secretary of the Belamasa Polavalasa Sachivalayam for his guidance and constant supervision as well as for providing necessary information regarding the project and also for his support in completing the project.

I am also grateful to our principal madam, Dr. P. Sureskha madam for the endorsement, being a wall of support to us all the time. In addition, I am grateful to all the teaching and non-teaching staff for their insights.

All great creation is fuelled by inspiration and I have to thank Ch. Rammurthy Sir, Head of the Department of Economics and my class mentor for his contribution and constant source of support throughout the time period of project and in completing the project.

I would like to express my special gratitude towards the staff of Belamasa Polavaram Sachivalayam for their conscious efforts in teaching me the skills required and also encouraging me towards understanding the work and meeting the needs and requirements of people.

I am also thankful to the volunteers who helped me to be patient in meeting the demands of each and every villager in time.

I am grateful to the Sarpanch of my village, Ch. Raghava Sir who taught me how to be the intersection of every villager's problems and finding the real solutions to it.

In addition, I am grateful to all those who provided me the initiation and facilities required to contribute myself to this project. If at all, I have overlooked anyone I would like to apologize and offer my acknowledgement to them.

T. BHAGYA

B.A (HEP)

GDC MEN, SKLM

Reg. No: 2122001036057

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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.

Learning Objectives:

- * To gain an understanding of the functioning and structure of the village secretariat
- * To develop skills in administrative and technical ~~skills~~ tasks related to the day-to-day operations of organisation
- * To learn about various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population
- * To improve communication and interpersonal skills through interaction with villagers and other stakeholders
- * To acquire the knowledge of legal and regulatory framework governing the activities of the Grama Sachivalayam

Outcomes achieved:

- * Improved knowledge of the socio-economic status of people
- * Understood the managerial way of solving the problems of villagers.
- * Gained an idea about the structural development the villagers and administrators willing to happen

- * Understood the reasons behind the lag in some developmental projects
- * Gained knowledge about the implementation of various governmental schemes and programmes
- * Learnt about the performance of organization in terms of turnover, profits, market reach

Brief Description:

Grama Sachivalayam are local government facilities set up in the Indian state of Andhra Pradesh to decentralize the administration by making services and welfare services of all government departments available at one place.

I am allowed to do internship in the Sachivalayam for a period of six weeks during the months of August and September. During this weeks, the public was provided with the benefit of no. of governmental schemes such as Chedodu, Vidya Deevena, Cheyutha etc.

Few Aadhar Drives were conducted for the sake of rural people to make them eligible for governmental schemes and help them to easily access the opportunities provided by the government. Through the Rythu Bhavosa Kendram, farmers were provided with the fertilisers like urea, Groomax at subsidised rates

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.

A. Belamasa village is located in the Polaki mandal of Srikakulam district in Andhra Pradesh. The village Secretariat consists of 5 villages in total and lies behind the water tank of village. The Sachivalayam has a total of 11 members in staff.

B. To create vibrant and self-sustaining rural communities, where every citizen has access to basic amenities, opportunities and a high quality of life. The values of Grama Sachivalayam are aligned with the principles of good governance, transparency, accessibility, accountability, efficiency, empathy, integrity.

C. Providing basic services like purified water, Sanitation, health, education and social security to the rural population. The organisation is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

- D. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of Panchayati Raj Institutions (PRIs). It consists of (i) Village Secretary (ii) Village Revenue Officer (iii) Mahila Police, Women & Child Welfare Asst (iv) Digital Asst (v) Engineering Asst (vi) Welfare & Education Asst (vii) Agriculture Asst (viii) ANM (ix) Surveyor (x) Jc. Line man
- E. The Grama Sachivalayam is responsible for managing the day to day affairs of village. The employees are responsible for a wide range of tasks including maintaining records, implementing government schemes, maintaining law and order, mobilising resources, conducting surveys, organising community events etc
- F. The Village Secretariat is not profit-driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural areas efficiently and effectively
- G. Looking to the future, it is likely to evolve around promoting sustainable development, improving education and healthcare services, creating more economic opportunities and these by increasing the socio-economic status of rural population. It also focuses on promoting entrepreneurship, improving access to digital technology, addressing the growing environmental concerns in the villages.

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.

I, T. Bhagya, Studying B.A. HEP in the Government Degree College (MEN) Srirakulam, was allowed to join in the intern organisation for a period of six weeks from 18th of August to 30th September to learn about the administrative works in village level and acquire knowledge about the real solutions to basic problems of villagers.

During the first week of the internship, when I joined, the government scheme "chedodu" ^{"cheyutha"} was in processing stage. The eligible candidates from the panchayat has to be selected and their details has to be submitted to the MPDO office by the thorough verification of their income, electric units consumed whether they have four wheelers or not etc.

As the elections time is approaching, the new voters list has to be updated. Their details has to be filled in the Form-6 applications with the applicants Aadhar proof, SSC certificate along ^{with} their passport size. There were a total of applications I had filled in a few days gap.

The villagers were requested to bring the 3 sets oferox papers of their passbook; aadhar and passport size photos for the purpose of resurvey by the government of Andhrapradesh. During the fourth week of the internship the state government has released the Jagananna Vidya Deevena Scholarship funds to the mothers accounts of the degree students.

Aadhar drives were conducted twice in the village Secretariat during the tenure of internship for the sake of people by making them easily access to the government schemes. The Rythu Bhaosa Kendram has got the 200 bags of urea to distribute to the villagers under the subsidised rates.

Agriculture assistant is responsible for distributing it to the villagers and maintaining records of it. The cheyutha scheme was announced by the government and the eligible candidates has to submit their labour certificate along with caste and income certificates.

The Gram Sabha was conducted many times to know the sufferings of every village under the panchayat and the solutions were provided to them by the Secretary and Sarpanch. I have learned a lot of things under the internship, the administrative solutions to their problems, use of technical systems etc.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Day-1 was the reporting day in MPDO office and I was allotted to the Belamada Polavolasa Sachivalayam	I was explained about the procedures of internship in the village secretariat	
Day - 2	I introduced myself to the Village Secretary and to the staff of Sachivalayam	Learned about the designations and work allotted to the staff	
Day - 3	I was assigned with the work of filling the chagutha forms of eligible candidates	Came to know about the eligibility requirements of the chagutha scheme	
Day - 4	I have to fill the caste and income certificates details of applicants of Scheme	Learned about how to apply for those certificates with the help of digital asst	
Day - 5	Thereafter I was told to scan the forms of chagutha in docscanner	Learned how to upload the scanned certificates in the gov's NBM portal	
Day - 6	The Caste and income certificates of eligible candidates was also scanned and computerised	The scanned certificates were also uploaded and submitted to NBM	

WEEKLY REPORT

WEEK - 1 (From Dt.18/08/23 to Dt.24/08/23)

Objective of the Activity Done:

Detailed Report:

On 18th of August, i got the instructions from the Dr. B.R. Ambedkar University to join in the village Secretariat for a period of six weeks internship. I had to report in the Mandal Parishad Development office and allotted to the Belamasa Polavalasa Sachivalayam by the MPDO madam.

Thereafter, i handed over the allotment letter signed by MPDO madam to the Secretary of Belamasa Polavalasa Sachivalayam and i was granted the permission to do the short term internship.

I was explained to the designations and works allotted of the staff of Sachivalayam. In the first week, i came to know the process of government scheme cheyutha in which the candidates must be 45 to 60 years women and they get the amount of Rs. 18,000 from the government.

The applicants need to submit their aadhar card, Caste and income certificates in order to apply for the scheme. Their forms needed to be upload in the govt's Navasakam Beneficiary Portal Management

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The photographic proofs of cheyurtha eligible Candidates were taken	Learn to upload their photos in the navasakam portal beneficiary management	
Day - 2	The new voters list in the panchayat was collected and listed down their names and details	Learned about how to collect their details and list it down	
Day - 3	The voters details and their SSC certificates, aadhar xerox were collected	Came to know about the systematic manner in which their details has to be filled	
Day - 4	I was told to fill the forum-G applications to apply for new voter id's	Learned about the requirements for a voter id card	
Day - 5	Aadhar drive was conducted in Secretariat to update their aadhar details of people	Knew about the systematic approach to update their aadhar	
Day - 6	Jagananna Vidyaladeevena scholars was released to the degree students	Their details were checked down.	

WEEKLY REPORT

WEEK - 2 (From Dt. 25/8/23 to Dt. 31/8/23)

Objective of the Activity Done:

Detailed Report:

The photographs of Chayutha Scheme granted Candidates along with the Welfare and Education Assistant were taken for the purpose of visual proofs and uploaded to NDM portal.

The new voter id applicants details were collected. The proofs of them like SSC certificate, aadhar xerox and passport size photos were collected. Their details were filled down in the Forum-G applications.

Many villagers attended to the aadhar drive for updating their details in aadhar in "myaadhar.ccidai.gov.in" website. Number of services were provided to the people like linking to the pancard, updating their details etc.

-In the last days of the week, the Vidya deevana Scholar was released to the mother accounts of the degree students and it has to be filled to the colleges again.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The beginning of the month is ^{the} time to distribute the pensions to the members of panchayat	Came to know about ^{how} the welfare assistant distributes the pension money	Plakesh
Day - 2	The volunteers gets the money from the welfare asst and distributes it to the people.	Learned about the process how they gives pension to the eligible people.	Plakesh
Day - 3	Pension was distributed to the people of remaining villages	I got to know about the persons who are eligible in other villages	Plakesh
Day - 4	The Agriculture dept received 200 bags of urea and it has to be distributed at subsidary rates	All the urea bags were uniformly distributed to village people	jeepa
Day - 5	The record of urea bags was maintained by the agriculture asst madam	Learned how to be transparent in uniformly distributing the urea bags	jeepa
Day - 6	Agriculture asst madam helped me to learn the operating of	Got an idea about the administration of sythu bhavasa Kendram	jeepa

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Third week of the internship was the month of September and pension amount was distributed to every villagers and panchayat. It should be done under the headship of Education and Welfare asst. The volunteers in turn go to the home of every beneficiary and distribute the amount by taking their biometric.

The pension record has to be maintained by the Welfare asst and in case, if the amount remains for any season, it has to be repaid to the state government.

During this week, the RBK received 200 bags of urea and it has to be distributed by the Agriculture asst. at subsidised rates to the farmers of panchayat in transparent manner.

The records also was maintained and the revenue generated by selling this bags is looked after by

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I was explained the process of re-survey by the VRO and Surveyors in our State	Came to learn about the re-survey carried out by ap government	
Day -2	The details required for the re-survey was collected from every farmer of Panchayat	Learned about the requirements for the process of re-survey	
Day -3	Three sets of rebox copies of passbook, aadhar and photos were collected	Knew about the systematic approach for the re-survey	
Day -4	Women and child welfare asst madam allotted me the work to note details of eligible	Learned about the nutritional supply to conceived women & child by the ap govt	
Day -5	^{Candidates} Anganwadi was looked after by the women and child welfare asst madam and inspection was done	Got an idea about the working of anganwadi and its administration	
Day -6	Pictures were taken by me for the visual proofs of in-relationship with noted latitude & longitude	The photographs were posted to the MPDO madam through whatsapp group	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

This week i was taught about the process of re-survey that has been carrying out by the state government. Every farmer under the Panchayat has to submit the reerox copies of their passbooks of land, aadhar card and passport size photos.

I learnt about the nutritional kit provided to the conceived women and children by the state government. It is really a good scheme to eradicate any diseases in the beginning stage itself.

ANM in the Sachivalayam also takes care about these processes. They also distributed the iron tablets to eliminate the iron deficiency and thereby the diseases that comes with the iron deficiency.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The weights of anganwadis students were noted down by the ANM mader	Leasht about the health index of children in age-wise	MV Pata MPHFEI Belamara palavulaga
Day -2	The Jagahanna nutritional kit was given to conceived women and children in the panchayat	The items in the nutritional kit and its uses were leasht by me	N. M. S. K.
Day -3	Inspection of the Mid day meal Scheme in MPUP School, Belamara by the Welfare and Education asst Sir	Came to know about the diet provided to students by the state govt	P. S. K.
Day -4	Mid day meal Scheme records, surroundings of school and kitchen was looked after by Welfare asst	Leasht about the requirements and maintenance of records by school staff	P. S. K.
Day -5	Inspection was done by Mandal Engineering officers to the newly constructing by the bhavasa kenkham, angan-wadi	Leasht about the official proceedings during an inspection	ENA Belamara palavulaga
Day -6	Aachar drive was Conduc-ted again for the sake of people	Leasht about the updates required for any govt related work in aachar	K. S. K.

WEEKLY REPORT

WEEK - 5 (From Dt. 16/9/23.. to Dt. 22/9/23)

Objective of the Activity Done:

Detailed Report:

ANM weighed the anganwadi childrens and listed down their details. The photographic proofs were taken and she posted the photos to her Superior. Welfare assistant has to post the photos of mid day meal scheme functioning in the school

Welfare assistant has to check the surround-ings of MDM place, kitchen of school, MDM records maintained by the school staff and the photos has to be uploaded

Another aadhar drive was conducted in this week so that the rural public can access to their services quickly. Their aadhar update history has to be maintained. Inspection was done to the construction of anganwadi and RIK beside the Sachivalayam

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Gram Sabha was conducted under the leadership of secretary Sir to know the problems	Found out the administrative solutions to the problems of villagers	Adhir
Day - 2	I was explained about the chedodu scheme and assigned with the work of filling applications	Learned about the govt's chedodu scheme and its perks	Pooja
Day - 3	Filled out the application forms of chedodu of all villagers in my panchayat	knew about the eligibility criteria for the scheme	Pooja
Day - 4	Labour, income and caste certificates were printed out under the guidance of digital asst Sir	Learned how to apply for those certificates to the government	K. Anil
Day - 5	The photographs of beneficiaries along with welfare asst Sir were taken and uploaded	Learned about how to upload details	Pooja
Day - 6	Newly granted pension books were given to the people in the presence of Sarpanch, Secretary, Staff	Learned about the eligibility requirements to apply for a pension	Pooja

WEEKLY REPORT

WEEK - 6 (From DL.23.11.23 to DL.30.11.23)

Objective of the Activity Done:

Detailed Report:

In the first day of the week, Gram Sabha was conducted under the leadership of Panchayat Secretary and in the presence of Sarpanch to know the problems of villagers and the solutions were suggested to them and guaranteed them ^{with} the written agreement.

The Chedodu scheme was announced for the sake of tailors (all communities), Rajakas and Mayce Brahmins. The beneficiaries will be provided a one-time amount of ₹ 10,000 per year for a period of 5 years. The proceedings of this scheme was looked after the welfare assistant.

Newly granted pensions books were given to the beneficiaries by the Sarpanch and their details were noted down. A family with personal disputes reached to the Sarpanch and seek the solutions by Sarpanch with regard to the problems facing by them.

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.)

My role as an intern in the Belamasa Palavalasa Sachivalayam had a very pleasant experience. It was a newly constructed building and so it was well equipped with all facilities and assisted with required technological assets.

I had gained a good knowledge of official protocols and administrative procedures followed for various things in the government organisation. It plays a crucial role in terms of people interactions, meeting their needs in all dimensions as it is the root level of decentralised administration.

I was taught the essential qualities by the members of Sachivalayam like teamwork, mutual support etc which are the real insights for me. All the staff were very cordial and supportive to everyone and I learned all the work ethics from them. There is also the maintenance staff for the organisation who looks after every external thing required.

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

I was well taught with the technical skills required for the administrative works in the intern organisation. I acquired the knowledge related to every designation and its work which is involved with the use of specialised tools, software and essential equipment.

I had learned various checking authorities of the work carried out by staff like application programme by digital assistant, field verification by welfare assistant, distributing fertilisers by the agriculture assistant, revenue related affairs by VRO, construction affairs by engineering assistant, electricity related affairs by line man, health related by ANM, Women and child welfare assistant etc.

I was guided well by creating optimal environment by staff of the intern organisation and helped me to acquire the knowledge about dealing with the technical equipment like biometric division, IRTS scanners, system and computers available in the village secretariat.

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 had gained a good understanding of the management carried out in the Sachivalayam. The staff was inspired and motivated by the secretary and Sarpanch to achieve their specified goals in time which was setup by the state government.

I was taught how to be enthusiastic in meeting the needs of every citizen with patience and humbleness. The staff explained me about the decisions which were taken by the heads of Sachivalayam in respective spheres which is included with the productive use of time etc.

With regard to the skills of workmanship, performance analysis, Secretary Sir taught me how to be able to become efficient while doing a teamwork, achieving the goals in pre-set time.

In every single week of internship, I was allowed to deal with the new work through which I competed with myself and improved a lot in terms of productivity, socialization, interaction with people etc.

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.)

This short term internship instilled in me all of the above suggested communication skills. The mentioned reason has to be the gram sabhas conducted, field verification times, aadhar drives conducted

In the meetings, group discussions or presentations i had practised self-assurance which helped me in building confidence and i became a better person in understanding the demands of public

By Carefully listening the speeches of secretariat heads, i learnt how to take decisions at times to make people satisfactory. For this, i observed the niceties followed by the staff and improved my conversational ability

Finally, in the vote of thanks i was able to articulate the key points that were mentioned by every single member and learnt how to foster a positive environment by acknowledging others' contributions.

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

Respect for others is the key to make any meeting or group discussion successful. Therefore, listening skills i had improved. Patience is another thing which makes the person different from remaining

I had acquired these things by taking part of official works done in the village secretariat. Completing the work allotted is the real contribution as a team member and i learned this with the help of Sachivalayam staff

Leading a team or activity requires the complete knowledge about it. For that, a team leader has to be prepared so that he/she can tackle by any type of issue or problem

By knowing the complete information of activities being done in the secretariat, i enhanced my ability to answer anyone in the respective sphere of work carried out by the staff of different designations.

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

Improved use of digital technology in every work carried out by the intern organisation clearly indicates the technological development from the root level. Training sessions were also conducted for the panchayat secretaries by the Ministry of Panchayati Raj to improve the use of digital technology.

Gram Sabhas were carried out in the meeting hall which was equipped with the virtual LED so that the people can better understand the future developments and schemes and render their support to the government.

Bribes were completely gone with the increased transparency through digital payments. E-governance was widely developed to benefit the rural local people.

With this technology, updates about any thing or work is easily available to the people so that they can't be misguided. The beneficiaries will be able to track the status of schemes which they are funded with.

Student Self Evaluation of the Short-Term Internship

Student Name: TUNGANA.BHAGYA

Registration No: 2122001036057

Term of Internship:

From: 18.08.23

To : 30.09.23

Date of Evaluation: 30.09.2023

Organization Name & Address: BELAMARA POLAVALASA SACHIVALAYAM

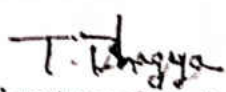
Please rate your performance in the following areas:

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	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: 30/9/23


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: TUNGANA BHAGYA	Registration No: 2122001036057
Term of Internship: From: 18.08.2023	To: 30.09.2023
Date of Evaluation: 30.09.2023	
Organization Name & Address: Belamara Polavalasa Sachivalayam, Belamara (vill) Polaki (man), Srikakulam (dist), 532430	
Name & Address of the Supervisor with Mobile Number ARANGI HARI PRASAD 7702816591	

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: 03/10/23


 Signature of the Supervisor



Latitude: 12.419009
Longitude: 74.157198
Elevation: 3716174 m
Accuracy: 27000 m
Time: 05-10-2023 11:54

Name of the Office		Office Attendance										Register										Month: September										
No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Tungaru Chagga																															

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Latitude: 12.419009
Longitude: 74.157198
Elevation: 3716174 m
Accuracy: 27000 m
Time: 05-10-2023 11:54

Name of the Office		Office Attendance										Register										Month: August										
No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Tungaru Chagga																															

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