

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student : Bhagavan pavan

Name of the College : Government Degree college Men Srikakulam

Registration Number : 2022001066004

Period of Internship : 4 Months

From: 10/12/2022 To: 10/04/2023

Name & Address of the Intern Organization :

Grama ward sachivalayam ,Kanimetta,Ponduru
mandalam, Srikakulam distrect,Andhra
Pradesh-532402.

DR.B.R.Ambedkar University

2023 YEAR

An Internship Report on

Gopama Sachivalayam Services

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Com Computer Applications

Under the Faculty Guideship of

Smt. J. Sharmila Devi, B.Tech, M.Tech. (PHD)

(Name of the Faculty Guide)

Department of

Government degree college Men Srikakulam

(Name of the College)

Submitted by:

Bhagavan Davan

(Name of the Student)

Reg.No: 2022001066004

Department of B.Com Computer
Applications

(Name of the College)

Gov. Degree college Men Srikakulam

Student's Declaration

I, Bhagavan Pavan a student of Internship
Program, Reg. No. 2022001066004 of the Department of Gov. Degree College Men, Srikulam
College do hereby declare that I have completed the mandatory internship
from 10/12/2022 to 10/04/2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
Smt. J. Sharmita Jani (Name of the Faculty Guide), Department of
B.com Computer Applications Gov. Degree College Men Srikulam
(Name of the College)

B. Pavan
(Signature and Date)

Official Certification

This is to certify that Bhagavan. Pavan (Name of the student) Reg. No. 2022001066004 has completed his/her Internship in Grama Ward Sachivalayam (Name of the Intern Organization) on Smt. J. Sharmila Devi (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com Computer application in the Department of Gov. Degree College Men Srikulam (Name of the College).

This is accepted for evaluation.

Endorsements

Faculty Guide

Head of the Department

Principal


(Signatory with Date and Seal)

Panchayat Secretary
Grama Panchayat
Kanjivetti
Dondurri Mandal

03/06/2023

Certificate from Intern Organization

This is to certify that Bhagavan Pavan (Name of the intern)
Reg. No 2022001066004 of Gov. Degree College (M) Srikalahasti (Name of the
College) underwent internship in Gopima Ward Sachivalayam (Name of the
Intern Organization) from 10/12/2022 to 10/04/2023

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


Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
Kaniyavetti
Pondur Manda

03/06/2023

Acknowledgements

I am deeply grateful to all staff members to the Kanimetta Grama ward Sachivalayam. and also my mentors and advisors during this internship for there is valuable advice and guidance. their industry experience and expertise helped me to better understand the company and the industry. and allowed me to make the most of my internship.

throughout the internship the Kanimetta Grama ward Sachivalayam provide me with valuable insights and guidance that helped me to navigate my tasks and responsibilities. they were always available to answer my questions and provide support, and their wisdom and expertise helped me to grow as a professional. I am thankful for their time and support, and for sharing their valuable insights with me.

I am grateful thanks for Kammetta Gopura
ward Sachivalayam support and the opportunity
they have provide me. their financial assistance allow
ed me to focus on my internship and my profession
al development and I am thankful for their com
mitment and I am thank hope to continue working
with Sachivalayam in the future and to make the most of
this incredible opportunity.

Finally I would like to thank for providing
the Funding and support that enabled me to complete
this internship with out their assistances would not
have been able to gain this valuable experience.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief 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.

An Executive summary is a short document or section of a document produced for business purposes. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activities performed in the internship during the internship period of time. The activities are to collect the all details and write the notes of the all Sachivalayam staff members.

In Sachivalayam there are 11 staff members.

* Panchayat Secretary:-

Grama Sachivalayam convenor, able to collect the taxes, and other welfare work under the Grama Sachivalayam area.

* VRO (Village Revenue Officer):

Should monitor the land and ration Food supply in villages

* Survey assistant:

Should survey of village lands

* ANM: Should be responsible for village's health monitoring and scheduling health camps in the village.

* Veterinary & Fishery assistant:

Live stock dairy and fisheries.

* women police:

Counseling, security and other important roles in village.

* Engineering Assistant:

Water supply, Grama Sachivalayam and village engineering works.

* Agriculture Assistant:

monitoring agriculture works, suggestions marketing and production Reports.

* Digital assistant:

monitoring the village in single window system

* Welfare Assistant:

Desion Distribution Dwarka mahila, house construction monitoring.

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.

Grama Sachivalayam is also known as village secretary secretariats set up in the Indian state of AP to decentralize the administration by making services and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village secretariats to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired. Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy his Praja Samkalpa Yatra.

* It is used to making services and welfare services of all government departments available at one place.

- * Andhra Pradesh was the first state in India to launch village secretariats.
- * Government of AP appoints village volunteers to deliver services.
- * It was launched on Gandhi Jayanthi
- * Since the scheme was inspired by Mahatma Gandhi
- * Establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praja Samkalpa Yatra.
- * Village secretariat was first launched on 2nd Oct 2019 on the event of Gandhi Jayanthi
- * Since village secretariat was first launched secretariats have been released on 27th July 2019.
- * The written exam was conducted between 1st Sep 2019 to 8th Sep, 2019.
- * It is used to provide to the public conveniently.

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.

An internship is a period of work experience offered by an organisation for a limited period of time.

As an internship program organised by the government in order to select the students to aware and interact with the working of the departments they selected gramma sachivalayam was the organised which one I choose. the candidates between 18 to 42 years of age are eligible for AP gramma sachivalayam Exam. the required educational qualifications, are different according to the different posts

there were some schemes that were introduced in the Government of Andhrapradesh like YSR Amma vadai scheme, YSR rice card, YSR Navaatmak, YSR vasathi deevana etc - - -

It helps the citizens of AP to survive and to have an basic education for the children. All these schemes are applied to the people belonging to below poverty line (BPL) in the state.

It provides you with experience, professional opportunities and personal growth. It will also make you more competitive when applying for jobs.

The ~~intertship~~ goals are As an internship, your main purpose in the work place is to gain knowledge and experience and you may also fulfill educational program requirements.

Internship are a great way to connect classroom knowledge to real-world experience. Learning is one thing but taking these skills into the work force.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Interaction with the staff, co-internship students about gramasachivalayam sat interaction	cooperation b/w employees interaction with people administrative work	CH
Day - 2	Village in sachivalayam about these villages map about the village	pigaram places in the sachivalayam village statistics locomotives	CH
Day - 3	about survey theme about karpala revenue village boundaries from data	Discuss about survey Bring some people together	CH
Day - 4	ANM says that she has to visit atleast 30 harsh old in her allotted area	she checks that what kind of problems faced by people	CH
Day - 5	Register pregnant women in 12 weeks & ensure care	she care in pregnancy and child birth	CH
Day - 6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care	CH

WEEKLY REPORT

WEEK - 1 (From Dt. 7/12/22 to Dt. 12/12/22)

Objective of the Activity Done: About first day report

Detailed Report: Interaction.

* the first day do the interaction with the staff and co-internship students about grama sachivalayam self inspection. Co-observation b/w employees inspection with people administration work.

* the third day about survey them about revenue village about survey them revenue village statistics

* the second day village in sachivalayam about the villages statistics data to draw the village map

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake the applications / grievances from volunteers	maintain and update MIS reports	CH
Day - 2	fill services application forms on behalf of citizens / volunteers.	manage routine office activities such file maintenance	CH
Day - 3	provide informations to citizens on enquiring of application formats	upload the approved plan in grampanchayat development	CH
Day - 4	DA submission of daily Reports to panchayat secretary	Panchayat secretary visit the daily report of DA	CH
Day - 5	DA explains that attend to duties as entrusted by the panchayat secretary	All Employee is work under to panchayat secretary.	CH
Day - 6	DA explains that he attends to products Govt special program	He must attend to all govt programs.	CH

WEEKLY REPORT

WEEK - 2 (From Dt. 13/12/22... to Dt. 18/12/22)

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant

- * Act as service & information provider, front office in-charge, to the public at village secretariat
- * upload the approved plan in Grama panchayat development plan (GPDP) in the plan plus software
- * manage, maintain and update MZS containing the database of village secretariat.
- * ensure digital services to the public effectively government like birth & death, property valuation, tax demand etc --
- * Attend duties of other functional assistants as and when required.
- * submit daily reports to panchayat secretary
- * undertake applications / grievances from volunteers / public and forward the same to the concerned functional assistant for redressal.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Act as service & information provider, front office in-charge.	Under the public at village secure toriad.	B. Saijany
Day -2	DA shall provide information to the citizens on enquiry on application form	Attend to spandam and gievance spdyessal	B. Saijany
Day -3	He says that he attends duties of other FAs and when spawiged	Remit writeted amounts in the Respective accounts	B. Saijany
Day -4	operate as people friendly single window service delivery point	In follow first come, first serve basis	B. Saijany
Day -5	provide information to citizens to Enquiry of application formats	He form filling procedure, enclosu re required etc..	B. Saijany
Day -6	Data Entry and upda ting of records for beneficiaries	Delivery of service /documents. Certificates.	B. Saijany

WEEKLY REPORT

WEEK - 3 (From Dt. 23/12/22 to Dt. 28/12/22)

Objective of the Activity Done: About DA

Detailed Report: Digital Assistant

- * Attending office and entering all the details related to Communications Applications in the inv and register and shall place it before panchayat secretary for initials and distribution.
- * Attend the duties as entrusted by the panchayat secretary.
- * Regular updation of MIS reports
- * updation of all the records maintained by the GP including finance and related softwares.
- * Submission of daily reports to panchayat secretary.
- * ~~He~~ shall attend the protocol duties, Government special programs and election duties.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village surveyors measure the land features such as depth and shape	Attending office, Registering day movement in register	B. Saijany
Day - 2	they examine previous land records to verify date from on-site survey	Collect land maps records and proceed field for attend survey	B. Saijany
Day - 3	surveyors also prepare maps and reports and present result to aliens	Attending of reports work and uploading of survey data.	B. Saijany
Day - 4	Village surveyor told that attending of record work and uploading	she upload the survey data on survey records.	B. Saijany
Day - 5	vs collect the land maps and records and proceed field for attend survey	she shall all village land maps and records.	B. Saijany
Day - 6	vs inspection to take action against unauthorized layouts of construction	she take action against unauthorized constructions.	B. Saijany

WEEKLY REPORT

WEEK - 4 (From Dt. 3/1/2023 to Dt. 8/1/23..)

Objective of the Activity Done: About vs

Detailed Report: village surveyor

- * Attending office, registering day movement in movement register, village land collecting maps/ records and proceed field for attend survey petitions
- * Inspection of lands proposed for layouts
- * Attending field survey.
- * Attending genopl duties and duties of other functions Assistants as and when required
- * Any other duty entrusted by panchayat secretary or other entrusted by panchayat
- * maintain the village maps field measurement books, RSP (Re survey record) / stone survey registers, encroachment registers / Demarcation registers, street survey records and town survey records in his Jurisdiction.
- * Survey Assistant shall prepare / convert of manual land records into graphic records using Bhumisthi, collaband and other CAD software any other software adopted by the Department government.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ANM says that she has to visit at least 30 house-hold in her allotted area per day	she checks that what kind of problems face by people	CHL
Day -2	ANM uploading of daily reports like HIMS & HIP-IDSP etc---	she enroll the daily health reports in government records	CHL
Day -3	one of the daily Activity of ANM is search for NCD- Diabetes, Hypertension etc--	she find the which diseases caused by people	CHL
Day -4	Register pregnant women in 12 weeks & ensure care.	she care in pregnancy and child birth	CHL
Day -5	she must participate the in immunization programmes.	she screen, treat report fever cases and given health Education	CHL
Day -6	Identify women in need of medical termination of pregnancy	she refer to nearest health facility and care.	CHL

WEEKLY REPORT

WEEK - 5 (From Dt. 8/1/23. to Dt. 12/1/23)

Objective of the Activity Done: About ANM

Detailed Report: Auxillary nurse midwife (ANM)

* As part of ANM's routine daily activity she has to visit at 80 household in her allotted area and cover the following activities with the help of ASHA's attached to her.

* ensure that all pregnant women get HBSAg, HIV tests

* family planning services of accompany sterilization Cases

* Distribute iron and folic acid tablets to all pregnant women.

* Fever survey and collection of Blood smears.

* track all pregnancies by name for scheduled ANM

* Uploading of daily reports [HMIS & HIP-IDSP, Aushadi] in central and state portals.

* Motive all pregnant women for institutional deliveries.

* Attend Government special programmes.

* Distribute iron folic acid (IFA) to adolescents.

* Search for NCD - Diabetes, Hypertension cancers of other life style diseases.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	She should work under the administrative control of medical officer PHC	Technical supervision and guidance of female health supervision	CM
Day -2	she should stay at her official head quarters	she available for the community for all maternity	CM
Day -3	should be in uniform with identity card	maintain all the records and reports as prescribed under RCH	CM
Day -4	ANM should prepare map of her allocated area	records all the births and deaths occurred in her area	CM
Day -5	she collect data of all parameters and keep family health	Assist the medical supervision and family health supervision.	CM
Day -6	All the ANMs have to discharge all the duties as assigned by PHC	Attend to such other duties as entrusted by the medical officer.	CM

WEEKLY REPORT

WEEK - 6 (From Dt. 19/1/23 to Dt. 24/1/23)

Objective of the Activity Done: About ANM

Detailed Report: Auxillary nurse midwife shall.

* work under the administrative control of the medical officer Primary Health Center (PHC) and technical supervision and guidance of the female health supervision.

* stay at her official head quarters and available for the community for all maternity care services

* Discharge all the duties as assigned by the Primary Health Center (PHC) medical officers.

* provide immunization for pregnant women with Td (tetanus and adult diphtheria)

* maintain all the records and reports as prescribed under reproductive and child health care center

* prepare the action plan for her area with the help of female health supervision.

* conduct population screening for hypertension Diabetes / Common and other NCDs

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	facilitate application process for eligible beneficiaries for schemes.	CM
Day - 2	with dpcw pension amount from Bank and handle disbursement	undertake pension applications	CM
Day - 3	monitor implementation of pension amount for village volunteers	undertake verification and uploading data	CM
Day - 4	monitor implementation of mid-day meal scheme in all govt schools	Be a part of village schools	CM
Day - 5	undertake registration and bio-metric authentication of fresh students	Janamubhumi student Biometric Authentication	CM
Day - 6	monitor implementation of physical verification of new pension	YSR pension Kamukha - Grihagam ce.	CM

WEEKLY REPORT

WEEK - 7 (From Dt. 29/1/23 to Dt. 4/2/23)

Objective of the Activity Done: About WEA

Detailed Report: welfare educational Assistant

Field visits to village/schools/hostels/SHG meetings visits to self employment Exits etc-- for as per calendars of activities.

* Identify eligible beneficiaries for schemes through volunteers.

* Withhold pension amounts from bank and handle disbursement through volunteers.

* monitor physical verification of new & live pension through volunteers, send proposals for new pensions to mppo's.

* coordinate with school Education department for effective delivery of schemes/benefits i.e Jagannanna amravadi, Jagannanna Gramamudda (Gram) Jagannanna vidya kamuka (JVK) etc--

* monitor implementation of mid-day meal (Jagannanna Gramamudda) scheme in all the govt schools

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Coordinate with school Education department for effective delivery schemes	i.e. Ammanavadi, Jagannanna Gauri, mudda Juk, etc.	CH
Day -2	Creating awareness on all government welfare all schemes in SHG meeting	Attending SHG meetings along with VOA.	CH
Day -3	Visit schools for supervision of mid-day meal Nandu-Nedu	He check scrutiny attendance & portion of students	CH
Day -4	Welfare assistant discussion about JVP Ammanavadi scheme	eligible and Ineligible persons	CH
Day -5	Conduct the field verification and upload respective documents for scheme.	This scheme is used for life of a woman	CH
Day -6	WA do the clearance of files/services in online manual.	He clears the all files and documents.	CH

WEEKLY REPORT

WEEK - 8. (From Dt. 9/2/23. to Dt. 14/2/23)

Objective of the Activity Done: About WEA

Detailed Report: welfare Educational Assistant.

* visit schools for supervision of mid-day meal Nodu-Nodu, regular attendance & performance students as per schedule - twice in a month.

* visit Bank for SHG Bank knowledge / Housing loans as per schedule.

* Attend general duties of / Housing loans as per schedule

* Attend and conduct general duties and duties of other functional assistants as and when required

* YSR easane scheme, create awareness on YSR AASWA scheme with, and distribution of certificates along with Hable Cmls letter addressed to eligible self-help groups.

* welfare & education Assistant shall survey of households eligible for housing grant and their documentation.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	engineering Assistant says that he do the technical inspection of building.	the give the part missions of construction of the government buildings.	B. Saijany
Day - 2	EA Prepare the construction bills and Prepare the quality control	construction bills granted by the EA	B. Saijany
Day - 3	EA attending government special programmes general duties	He must attend all government programmes.	B. Saijany
Day - 4	Assists in planning and developing engineering design projects.	Making plans using detailed drawings.	B. Saijany
Day - 5	He prepares engineering Plans. Follow specifications.	Preparing estimates and budgets.	B. Saijany
Day - 6	Completing regulatory documents concerning safety issues.	creating technical reports for customers.	B. Saijany

WEEKLY REPORT

WEEK - 9 (From Dt. 19/2/23 to Dt. 27/2/23)

Objective of the Activity Done: About ENA

Detailed Report: Engineering Assistant

- * Attend & inspect all engineering and civil work (public or private) under secretariat limits assigned by Department.
- * identify and resolve pipeline leakages, observe valve pits identify the leakages.
- * maintain good sanitation - drinking water sources public taps and hand pumps.
- * test drinking water samples during supply hours.
- * create awareness on low cost and Eco-friendly models and suggest models for housing beneficiaries and other line departments.
- * prepare operations and maintenance plan for drinking water supply & sanitation works
- * conduct inspection of public buildings and school building and prepare fitness certificate periodically and submit to the competent authorities.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Attend & inspect all engineering and civil work under secretarial limits	identify the resolve pipeline leakages observe valve pits	slal
Day -2	He assigned by rural water supply and sanitation department.	ensure that no stagnation of waste water around drinking water	slal
Day -3	He take measures to correct the leakages and align the pit taps.	Test the chemical quality of drinking water sources.	slal
Day -4	Test drinking water samples during supply hours (morning & evening)	ensure upkeep of water supply pipelines.	slal
Day -5	create awareness on low cost and eco friendly models and suggest model housing.	Reviewing measures book and submit bills for housing	slal
Day -6	Conduct inspection of public buildings and school buildings.	He prepare files certificate and submit.	slal

WEEKLY REPORT

WEEK - 10 (From Dt. 29/2/23. to Dt. 4/3/23.)

Objective of the Activity Done:

About ENA

Detailed Report:

Engineering Assistant

* Engineering Assistant shall: Be primarily responsible to look about all engineering works pertaining to panchayat raj engineering, rural development, rural water supply, irrigation.

Monitor the supply of drinking water in the village quantitatively & qualitatively along with the regular chlorination.

Test the chemical quality of drinking water supply and source by using the field test kits

Raising indent for sand, steel, cement for housing scheme beneficiaries.

Follow up action on the grievances received under "spanabana" and other at gram panchayat level redress all the grievances in an appropriate manner.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	conduct Field visits fore noon as per the need of the farmers.	undertake crop Booking of crops.	shel
Day -2	conduct Field visit interaction with farmers (Polambadi) etc--	conduct Field visits fore noon as per the need of the farmers	shel
Day -3	Monitor demand and availability of seeds Fertilizers and Pesticides.	conduct the survey on soil and water conservation activities.	shel
Day -4	Mobilize farmers for Gram sabhas/Rythu sadessas/kisan Meets.	Maintain departmental keywords promptly and accurately.	shel
Day -5	Identify beneficiaries assist departmental officials in agriculture	Assess agri Input demand	shel
Day -6	work under the administrative supervision of the agriculture department officials.	He handle the Rythu Bharu scheme khandam payment.	shel

WEEKLY REPORT

WEEK - 11 (From Dt. 9/3/22... to Dt. 14/3/22..)

Objective of the Activity Done:

About AA

Detailed Report:

Agriculture Assistant

Field visits and interaction with farmers
palambari seed village programme, e-stop
booking etc...

operation/lization of puthu Bharasa Kendram
processing of petitions received

Attend general duties and duties of other func-
tional assistants as and when required.

Any other duty entrusted by panchayat
secretary or other higher authorities.

senitization of farmers YSR agri input testing
labs, Receipt of agri input from farm risk.

Identify beneficiaries assist departmental offici-
als in implementing central & state schemes.

under take e-stop booking of crops.

Display minimum support price (msp) of major
crops at puthu Bharasa Kendras.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Be answerable to village secretariats Agriculture department	Maintain departmental records promptly and accurately.	k.s.k.srija
Day - 2	work under the administrative supervision of the ADO (Agriculture Department office)	People integration Village action plans for agriculture.	k.s.k.srija
Day - 3	prepare integrated village action plan for agriculture and allied sectors.	Disseminate latest improved technologies to farmers.	k.s.k.srija
Day - 4	AA says that he visits and interaction with farmers.	he visits and interaction with farmers.	k.s.k.srija
Day - 5	AA also organization of village knowledge centre and agri input.	He explains about RBK to village people.	k.s.k.srija
Day - 6	AA conducts seed distribution programmes at RBK in Rabi season.	In Rabi season. Seeds are distributed by AA.	k.s.k.srija

WEEKLY REPORT

WEEK - 12 (From Dt..19/3/22... to Dt....22/3/22...)

Objective of the Activity Done:

About AA

Detailed Report:

Agriculture Assistant

- * Attend general duties and other duties of functional assistants as and when required
- * Reside in the respective Head quarters of the village Scuratorial
- * Work under the administrative supervision of the agriculture Department.
- * Collect farmer social economic survey, land use pattern, sources of irrigation, Farm equipm etc - - -
- * Involve in distribution of available subsidize & input to farmers through D-Krishhi
- * prepare integrated village action plan for agriculture and allied gerbaries
- * Attend general duties and other duties of FA as and when required
- * He handled the Ration phasht Kambham payment and also D-Krishhi subsidy seeds payment Challan print.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Grama Mahila samaksh - hna kalyans darsan to visit angwadi centre.	she visits angwadi centre and check the quality of Food.	B. Sanyal
Day - 2	To ensure timely opening cleanliness Pre-school attendance.	The quality of Food provided beneficiaries.	B. Sanyal
Day - 3	GMSK Produce awareness on domestic violence at work place.	awareness the People about of Judicial acts.	B. Sanyal
Day - 4	she produce the awareness of child marriages prohibitions.	awareness of internal committees - int. committees	B. Sanyal
Day - 5	GMSK identify issues relating to illicit liquor consumption.	she prohibits the liquor consumption and bet shops.	B. Sanyal
Day - 6	she prohibits the bet shops, unlicensed toddy shops.	she should inform to department staff.	B. Sanyal

WEEKLY REPORT

WEEK - 13 (From Dt. 22/3/20 to Dt. 28/3/20)

Objective of the Activity Done:	About Mahila police
Detailed Report:	gopama mahila samrakshana karyadarsi
* visit to Anganwadi Cent (AWC) to ensure timely opening canteen, pre-school attendance and the quality of the food provide to beneficiaries (Cover all awc's within a week)	
* Awareness on domestic violence, sexual harassment of women at work place out, child marriages prohibition at work place act consistan and functioning of internal complaints committees.	
* visit to schools / girls hostels / working hostels and organize awareness camps on crime against women and children "Drug and sexual abuse Ragging, Posco related and self	
* create awareness on the prevention of alcoholism, drug abuse	
* create awareness about gender-based violence.	

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	ANM uplading of daily Reports like HIMS & (HIP - IOSP) etc --	she enroll the daily health repo outside government.	she
Day -2	one of the daily activity of ANM in search pla-bates etc --	she find the which diseases caused by people	she
Day -3	Today we discussed about elections under the VRO (Government)	Primary voting and elections special theme.	she
Day -4	elections -MLC elections types -MLC conducting elections	counting Poling offic's involves in elections	she
Day -5	Today PLEPAC should write summary of a person's career.	To Prepare the Resume under the VRO Village.	she
Day -6	should be in uniform with identity card	Maintain all the records and Report as prescribed	she

WEEKLY REPORT

WEEK - 14 (From Dt. 30/12/2020 to Dt. 7/1/21)

Objective of the Activity Done:

About election and Resume

Detailed Report:

* Discussed about elections - In M/c (Mandal legislative council) elections types and also mcc (model code of conduct elections)

* About counting polling officer involves in elections, ballot box and also secured voting system.

* Today discussed about the CV and Resume
CV is a short written summary of a person's career qualification and education based on this contents to prepare a Resume

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	she should stay at her official head quarters.	she available for the community for all members.	shar
Day - 2	computer skills knowledge in excel-table format work style.	How to work exercise in ms-excel formulas.	shar
Day - 3	Chakraborty had a lot of shi vankateswara temple subhalayamella.	organising about temple about the festival Mages.	shar
Day - 4	about civil supplies service's by sachival Yam work flow	splitting services work flow by volunteers.	shar
Day - 5	civil supplies services. EKYC work flow by volunteers Rice distribution	working of volunteers - two EKYC services and once distribution.	shar
Day - 6	computer skills knowledge Excel-table format work style.	How to work exercise in EXCEL formulas commands.	shar

WEEKLY REPORT

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

Objective of the Activity Done: About cultural activities and civil

Detailed Report: supplies and also computer knowledge.

Today about cultural activities chakra thepa yastura of srivankateswara temple in subhaga metta, and know about the organizing of temple about maga conduction.

about civil supplies services by sachivalayam work and also know splitting service, work how by volunteers and also services, Ekyc work how by the volunteers and also new Rice card All ready having rice card how member addition in rice card by birth addition, how to Register below 5 years, member deletion in rice card.

today computer skill's knowledge in excel table format work style margins how to work Exercise in ms-Excel formulae commands.

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.)

Internships are generally thought of to be reserve for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

An object for this position should emphasize the skills you already possess in the area your interest in learning more. Internships are utilized in a number of different career fields including architecture, engineering, healthcare, economics, advertising and many more.

Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first hand experience working.

Utilizing internships is a great way to build your resume and develop skills that can be emphasized in your resume for future jobs. When you are applying for a training internship, make sure to highlight any special skills or talents that can make you have an improved change of landing the position.

You've applied for an internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have instances where you've taken it upon yourself to contribute or positively affect change.

Your potential employer will appreciate the chance to bring someone on board who doesn't have to wait to receive direction for every task, and whose initiative is important, so is the ability to receive feedback.

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

Skill the ability to do something well. Many people aim that are skilled in a certain activities skill can be the deciding factor in whether you will be very successful or unsuccessful in certain activities in your life. Firstly, the communication skill. The communication occurs in a variety of ways but primarily interested in your ability to write to speak professionally.

The second skill interpersonal skill. The ability to communicate effectively is often related to one's ability to relate well to others related to people skills depending on the industry. You may be in interaction with clients and vendors as well as your co-workers and managers.

As an intern, you'll likely collaborate with other interns and company employees. Your ability to communication and relate well to others is always important for collaboration, as a the capacity to work with others toward common goal. As part of a team you have to understand your own strengths and weaknesses.

If you've managed to successfully take a full course load every semester and meet assignment deadlines, to some extent, you've already demonstrated time management skills. But as an intern, you're not going to have a syllabus to tell you when your deadlines are. It's up to you to organize your time and produce results.

Today's work culture - whether you're hoping to intern at an organization for a startup or well-established often requires even the most senior level executives to wear multiple hats. As an intern, level executives to one day you might find yourself supporting the sales team and the next day performing customer service.

Critical thinking refers to your ability to analyze and evaluate a situation or issue and form a judgment and evaluation. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles and to propose creative solutions to challenges. It's something many of your professors have already emphasized and is highly valued by employers.

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.

* Management skills are the practice of understanding, developing and deploying people and their skills. Management skills are abilities and traits needed to perform certain duties, usually as it pertains to overseeing a team, such as solving problems, communication well, and motivation employees.

* I can do Manage the one skill that is bring some people together to explain the elections and always and the about Resurvey This is very useful to our real live that is firstly about Resurvey.

* The Resurvey project includes properties in other areas apart from Rural areas the ultimate goal of a resurvey is to create a database of all immovable properties that serves as a concise record of titles.

The to ensure your property is free of any trespasses conducting a land survey is necessary to apply for a land survey also I discussed of the first you need to contact also the tahasildar of the particular area next download the application form and fill every column carefully.

next, Assemble all documents as required by the authorities remember all your documents must have the signature of the their co-tenants belly submit your applications form along with the required documents After submission neighbouring properties and the local revenue officer receive a notice.

Secondly we discussed about the elections:

* An election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

Electronic voting machine (also known as e-voting) is voting using election means to either aid or take care of the chores of casting and counting votes.

An e-voting is designed with the units of control units and the balloting unit, counting to keep participate counting officer announce the election naming who is the winner.

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.,)

I can improve my communication skills as the part of about village and about Jagannamma schemes.

In the part of village I think about how is life in the village and do you have enough resources and also is life easy here there are many conditions arise in my mind so, I can prepare a essay in my village

My village namely Jangutampore It is situated near a seashore. It is also paradise of beauty freshness peaceful. The people of my village mostly like farming this village is also of the country

The life in my village is full of contentment My village is also in a surrounded by true flowers mountains, streams, and farmlands.

There is no pollution in the village and one can feel the freshness in the breeze there is a primary school in my village where the village kids study with a lot of enthusiasm.

In my village my favorite spot is a small river. I love going there and spending time because beyond the five lay are acres of glass lands and kids who people in my village are helping and there live like one big family who always takes care of each other.

There is no pollution no noise and no rush. I feel very excited when we propose to go to our village but the drawback of my village is there is no proper road in my village. In fact there is no facility for transport. People have to walk there is no footpath the road to the village to reach their respective houses.

Finally, I conclude that my village is small but the people living here have big hearts. Maybe my village is very simple but happy life. So please people should visit their village and enjoy its beauty.

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

In the period of internship I know about the civil supplies like in the part of rice card services that is how to apply new rice card. Already having rice card how member addition in rice card and by birth addition how to add member below 5 years also how to member deletion in rice card and required documents etc ---

Ap government decided to issues new rice card to all the eligible of the state which the total income of a family should be less than Rs. 10,000/- per month and in rural and urban areas respectively the rice card Rs 12,000/- per month in rural and urban areas respectively the rice card application be a any over casting and applicant needs to have all the documents before entering the details and then submit the ration card application.

Add name in Ration card online. In Ration card section click on the link add new member name and open the application form fill in all the details completely and upload relevant documents including a scan of your existing Ration card and identity documents of a new member.

Add child name in ration card in ap is visit the nearest food and civil supplies department or any ration card office. Ask staff for the member addition card form fill in the details with appropriate information as mistakes in the application results in rejecting the application. Attach a proper photograph to the application form.

delete name in Ration card that is Applicant shall obtain the form from the respective office (free of cost) or a written application on A4 plain sheet as advised shall be used or use the following link to download form link use.

* deletion of member in Ration card Application form or member addition After on ground level verification Ration card will be issued in 2-3 weeks as notified by the dep department.

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

I observed the relevance to the subject area of training I learned about during the period of internship at Solid Waste Processing Center (SWPC) where sheds are constructed for this purpose where segregated compostable and non compostable waste from households can be collected and transported through Greenhary bags and engaged by the Gram Panchayat.

People of Andhra Pradesh were in for a surprise on the Independence Day of 2021 when flag hoisting events were held at the solid waste processing centers (SWPC) where the waste sanitation activities have been taking place, rather than at the usual venues such as Gram Panchayat offices, educational institutions or public spaces.

According to official data, the 75th Independence Day were being celebrated in all the 13 districts of the state at SWPC sheds as per the instructions of the Commissioner. The ongoing Jagananna Swachh Sakshara mission envisioned by the Chief Minister of Andhra Pradesh.

which is the state's version of such broad mission grameen phase the campaign aims to ensure ODF sustainability and manage solid and liquid waste in such a manner that it would contribute to visual cleanliness of village.

By making SWCC the centre of activities on independence day the main concept of association with people's participation has driven home paving the way for behaviour and attitudinal change.

All the people attended the programme in large number witnessed for themselves the procedure at scope where the second level of segregation takes place followed by preparation of vermicompost bed's plastic disposal and safe disposal of sanitary napkins through incinerators.

Student Self Evaluation of the Short-Term Internship

Student Name: Bhagavan Pavam Registration No: 2022001066004
Term of Internship: From: 10/12/2022 To: 10/04/2023
Date of Evaluation:
Organization Name & Address: gspma Sachinabayan Kanimetta

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:

B. Pavam
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Bhagavan . Pavan

Registration No: 2022001066004

Term of Internship: 4 months From: 10/02/2022

To: 10/04/2022

Date of Evaluation:

Organization Name & Address: Gopara Sachivalayam, Kanimetta

Name & Address of the Supervisor
with Mobile Number G. V. Rajive,
9542128394

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:

Signature of the Supervisor
Panchayat Secretary
Grama Panchayat
Kanimetta
Donduramanda

03/06/2023

Evaluation:

this evaluation form is to be completed by the supervisor at the end of semester. The purpose of the evaluation is to assess the overall performance of the intern and to provide guidance to the intern in terms of professionalisation and workplace readiness.

The intern's evaluation should focus on their time with company how valuable they find the internship was and what they learned. Good things to touch on are processes in the internship on boarding of boarding etc -- as well as mentorship on boarding the work they were assigned.

Evaluation provides a systematic method to study a program practice internship or initiative to understand how well it achieves its goals. Evaluation help determine what works.

A Good evaluation synthesises the findings and gives a clear diagnosis with supporting evidence. It should state the extent of the problem as well as highlight competencies and give a reasonable estimate of the outcome. Any emotional or social features also need to be addressed.

For example Education Evaluation is a method. It is the process by which teachers, schools and students are evaluated to which students integrate and understand information.

The result of an evaluation in an educational setting may determine whether e.g.

- * A course will continue to be offered.
- * A particular text book will be used.
- * A teacher gets promoted.
- * A student passes to the next grade.



