

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: D. Unpala, Hemant

Name of the College: Govt Degree College (MAD) SKLM

Registration Number: 2022001066015

Period of Internship: 4 From: 12-12-2022 To: 18-3-23

Name & Address of the Intern Organization : Somarasapuram
Sachivalayam, Kotturu (Mandal) Srikalahasti
(1087)

Dr. B. R. Ambedkar - 2023 **University**
YEAR

An Internship Report on

its month internship Program

(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

J. Sharinila Rani

(Name of the Faculty Guide)

Department of

COMMERCE

(Name of the College)

Submitted by:

D. Hemant

(Name of the Student)

Reg.No: 2022001066015

Department of Commerce

Gout Degree College Man SKLH

(Name of the College)

Student's Declaration

I, Dympala Hemant a student of Internship
Program, Reg. No. 2012001066015 of the Department of Govt Degree college (commerce)
College do hereby declare that I have completed the mandatory internship
from 12-12-2023 to 7/02/2023 in Samarasa Patam sachivalayam (Name of
the intern organization) under the Faculty Guideship of
J. Sarinidharani (mam) (Name of the Faculty Guide), Department of
Commerce Department, Government degree college (mam) S/LM
(Name of the College)

Hemant,
(Signature and Date)

Official Certification

This is to certify that DumPala - Hemant (Name of the student) Reg. No. 2022001066015 has completed his/her Internship in Soma Rajapetam (Name of the Intern Organization) on Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Govt Degree College (Name of the College).
(M.A.P.)

This is accepted for evaluation.


(Signatory with Date and Seal)
సోమరాజుపేట గ్రామ సచివాలయం

Endorsements


Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Dhmdala Hemant (Name of the intern)
Reg. No 202200106018 of Gout Degree College (Name of the
College) underwent internship in sachivalayam (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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



Authorized Signatory with Date and Seal

Acknowledgements

first of all I am very much thankful to my mentor / supervisor S. Eswar Rao my class mentor lecturer in Commerce in Govt. Degree College men (Srikalahasti) for guiding me through my Internship. he has given valuable suggestions to complete the internship in stipulated time without to complete the internship in stipulated time without his

Support, I cannot complete principle of the College for her Cooperation and suggestions. I would like to thank to the forest department, Srikalahasti for enlighten about the basic knowledge of forest protection and other knowledge which I acquired.

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.

Learning objectives:-

1. To gain an understanding of the functions and structure of the Grama Sachivalayam organization.

2. To develop skills in administrative and clerical tasks related to the day to day operations of the organization.

3. To learn about the various govt schemes and programs implemented by the Grama Sachivalayam for the benefit of the rural population.

4. To improve communication and interpersonal skills through interaction with villagers and other stakeholders.

5. To acquire knowledge of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Outcomes achieved:

- ▲ Improves knowledge of the Organisation Structure, Function and responsibilities of the Grama Sachivalayam.
- ▲ Enhanced administrative and clerical skills, maintaining records, data entry, and handling papers.
- ▲ Understanding of the various government schemes and programs such as housing, sanitation and others.
- ▲ Improved Communication and Interpersonal skills, interaction with village officials and others.
- ▲ Understanding of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Brief description of the Grama Sachivalayam Organisation

The Grama Sachivalayam is a Govt. Organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of Govt. schemes and programs for the welfare of the rural population. It is responsible for a wide range of activities including health, sanitation, education, housing and others. The organisation is headed by an administrative officer and is also closely co-ordinated with various departments and agencies to achieve its objectives.

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. Introduction of the organisation.

Grama Sachivalayam is a government institution in the Indian States of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to Village Secretariat in English.

The Grama Sachivalayam System was launched in 2019 by the Andhra Pradesh Govt under the leadership of Chief Minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities by establishing a system of village secretariats in every village of the state.

Under the Grama Sachivalayam system, each of these secretariats is staffed with a village secretary and several other officials who are responsible for delivering a range of govt services including everything from issuing certificates and birth to providing information on government schemes and programs.

The Grama Sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in governance at the grassroots level.

B. Vision, Mission and Values of the Grama Sachivalayam.

⇒ Vision - To create a vibrant and self-sustaining rural community in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

⇒ Mission - To provide efficient, effective and transparent governance services to the people of AP, particularly those living in rural areas through the particular those of Grama Sachivalayam, villages.

⇒ Values - The values of Grama Sachivalayam are aligned with the principles of good governance and include - Accessibility, Accountability, Integrity.

C. Policy of the Grama Sachivalayam.

- ▶ providing basic services like water, sanitation, health, education, and social security to the ~~rural~~ rural population,
- ▶ promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanisms and feedback mechanisms,
- ▶ facilitating the delivery of govt schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- ▶ over all the Grama ~~Chao~~ Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

D. Grama Sachivalayam organisational structure.

The Grama Sachivalayam is an organization structure that is set up to ensure that govt schemes reaching the grass root level via Grama Sachivalayam. Comprises various administrative posts

> That are Responsible for the smooth functioning of the Panchayathi Raj Institutions (PRIS)

The following are the various administrative posts that are present in the sachivalayam

- ① village secretariat ② village Revenue officers
- ③ Mahila police and woman and child welfare Assistant
- ④ Digitel Assistant ⑤ Engineering Assistant
- ⑥ welfare and Education Assistant
- ⑦ Agriculture Assistant ⑧ Aman ⑨ Surveyor
- ⑩ Energy Assistant

The Gram sachivalayam is a decentralised administration structure that is aimed at providing governance at the grassroots level. The sachivalayam ensures that people have access to basic services and facilities in their village.

Role and Responsibility of the employees in Grama Sachivalayam.

The Grama Sachivalayam is headed by a village secretary who is responsible for managing the day to day affairs of the village.

The employees in Grama Sachivalayam are responsible for a wide range of tasks including maintaining records implementing government schemes collecting of taxes and fees providing basic services maintaining law and order mobilizing resources. Conducting surveys organization. Community events.

In summary the employees in Grama Sachivalayam play a crucial role in the development of rural areas by providing basic services implementing government schemes and maintaining law and order.

F performance of the grama Sachivalayam is forms of turnover, profit, market reach and market value.

As a government organization the grama Sachivalaya organization 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 and effectively.

The grama Sachivalayam organization performance is evaluation based on its ability to deliver governance services effectively to rural areas and improve the quality of life for people in those areas.

G future plans of the Grama Sachivalaya

Looking to the future, the Grama Sachivalayam organization may have an improved more sustainable organization techniques to address the growing demand of the rural population.

CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- ① Panchayati Raj - Act - 1984 says that local Govt in every village of the growth Development in a motivated manner
- ② Chief minister of Andhra Pradesh State Y S R Jagan Mohan Reddy started Raj Mahal on October 2, 2019, the birth statement anniversary of Mahatma Gandhi birth day.
- ③ Function of Grama word Sachivalayam it has mainly 11 types of the officer in secretariat the Village volunteers system aims to bring Govt Service to people. Govt staff
- ④ Objective of word Sachivalayam provide service and central schemes
- ⑤ Outcome of word Sachivalayam to
 - ① early solution to all problems
 - ② All services of to no stop

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 12/12/2022	I reported in the secretariat assigned to me	—	Chl.
Day -2 13-12/2022	The introduction of the secretariat was given by the welfare Assistant	learned about the village secretariat	Chl.
Day -3 14/12/2022	The welfare assistant told about Grama Sevika Dalsani	To know the condition of some villages	chl.
Day -4 15/12/2022	Explain about employ status and responsibility	To know the duties of the volunteers	chl
Day -5 16/12/2022	Welfare Assistant has been telling about volunteers	To know the duties of volunteers	chl.
Day -6 17/12/2022	WEA said about the vision and mission of Grama Secretariat	I learned why Gram Secretariat was established	Chl.

WEEKLY REPORT

WEEK - 1 (From Dt. 12/6/2022 to Dt. 17/6/2022)

Objective of the Activity Done:

Detailed Report:

The week we learned about village Secretariat i.e. why the secretariat system was established and their uses

we also learned the benefits of the secretariat to the people of the village

we got to know the physical conditions of the residential area in Grama Secretariat and the duties of the employees in the Grama Secretariat system and the Grama Secretariat well as the performance of the volunteers and their services

The welfare Assistant was fully informed about the vision, mission and values of the Grama Secretariat

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 18/2/2022	The WEA officer explains the organisation structure of the Secretariat	Learn about the organisation structure of Sec. H.E.	Chul.
Day -2 20/2/2022	Explains the future plans of Grama Secretariat.	We know the future plans of the Secretariat	Chul.
Day -3 21/2/2022	About old Age pension widow pension has been fully explained	We learn the document and eligibility for this type of pension	Chul.
Day -4 22/2/2022	fully explains about disable pension and single woman pension	We learned the regulated document and eligibility for this type of pension	Chul.
Day -5 23/2/2022	Explains about trade and cottage pensions and weaver pensions.	We learned the regulated document and eligibility for this type of pension	Chul.
Day -6 24/2/2022	Explains about today's Toppers pension and fishermen pensions	We learn the regulated document and eligibility for this type of pension	Chul.

WEEKLY REPORT

WEEK - 2 (From Dt. 14/12/2022 to Dt. 24/12/2022)

Objective of the Activity Done:

Detailed Report:

The organizational structure and future plans of the village secretariat were discussed in detail the week. Also told about YSR Pension Kanku, how many types of required documents and eligibility criteria

Eligibility and required documents for old age pension, widow pensions, disable pension, single woman pension, traditional cobblers pension, worker pension, topper, and fisherman pension are given at the end

The YSR pension scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 26/10/2022	The Madrida police in Sicidaly. She is circulating her duties	I am full force and learned of some information on	
Tuesday Day - 2 27/10/2022	The Madrida police officer circulate secret instrument in socials	How to handle and how to handle these type of harassments	
Wednesday Day - 3 28/10/2022	The Madrida police officer circulate secret instrument in socials	What are the corruption in the world secret	
Thursday Day - 4 29/10/2022	The Madrida police officer told about some important secret and help man	Any Accident and Criminal case issues had to be informed high power	
Friday Day - 5 30/10/2022	The "URO" is explan local govt and main clean	Secretariat and the local govt that power allow and God.	
Saturday Day - 6 31/10/2022	Our "URO" total today we are going to field work you know how	which members are eligible and eligible get of show	

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 26/12/2022	The male Mahila Police in Sachinagar she is inculcate her duties	I am full force and learn out come information on	
Tuesday Day - 2 27/12/2022	The Mahila Police officer caught several harassment in 200.00	How to handle and how to build these type of harassments	
Wednesday Day - 3 28/12/2022	The Mahila Police officer inculcate Anganwadi services	What are the corruption in Anganwadi services	
Thursday Day - 4 29/12/2022	The Mahila Police officer told about some important rules and help them	Any Accident and Criminal case issues had to be informed higher officers	
Friday Day - 5 30/12/2022	The "URO" is explain local govt and main class	Secretariat one of the local govt that power all and govt.	
Saturday Day - 6 31/12/2022	Mr. "URO" told today we are going to field work you know house	Which number are eligible and eligible. get research	

WEEKLY REPORT

WEEK - 3 (From Dt. 26-12-2021 to Dt. 31-12-2021)

Objective of the Activity Done:

Detailed Report:

The village secretary was first
seen. landed on October 2019 on the
even at Gandhi Jayanti in AP on W.S.
Jagan nahan reddy sir

The duties of Woman Police officer.

1. Immediate reporting officer station house.
officer

② Working in co-ordinations with Dept : Home
Woman child welfare, ex-situ report

③ Function: low order Activities against
women and weaker sections and
Awareness program.

④ Interspect and respect Angan Wadi
teachers were without care and
protection at program as woman

* Woman police officer explaining
(some help) like number, disha 100/
112/181 and police number 100.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01/01/2023	the welfare Asst. is explaining about his responsibilities and duties of in secretariat	I can learned his great and responsibility of secretariat	Chul.
Day - 2 2/01/2023	the WEA is said by the Govt conducting importance schemes	I have contribute in every class made	Chul.
Day - 3 4/01/2023	we can help to are secretariat some important duties like election work	we can do confidently there works	Chul.
Day - 4 5/01/2023	the secretariat staff as like WEA, VRO WPO telling about future plan to the day	we can do how to improve and set off future life	Chul.
Day - 5 6/01/23	in village revenue officer explain about the beneficiary lose such a issue like cyber fir-	the society in the people how in intimate with VRO	Chul.
Day - 6 7/01/2023	the ARO sir was explaining talk away of can doing proper and send to the police station	I can learned save and protect from govt oppression	Chul.

WEEKLY REPORT

WEEK - 4 (From Dt. 01/01/2023 to Dt. 07/01/2023)

Objective of the Activity Done:

Detailed Report: The general duties of welfare disabls

- ① generating awareness among the public in the village secretariat the scheme meant for the weaker section of society
- ② ensuring that all eligible students of weaker section of the village get the Scholarship and college till the properly atleast intermediate course
- ③ providing feedback to right authority on the strength of implementation of scheme
- ④ Conduct promptly to the report or measure how and keep all our high officers
- ⑤ future planning important for all families think about it future can be change anytime.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 9-1-2023	The APM Madam was explaining about general instructions	I can learn the general duties of APM	G. Hymavathi
Day - 2 10-1-23	The madam was telling about maternal and child health	I can learn the APM Madam has given plan for pregnancy	G. Hymavathi
Day - 3 11-1-23	APM madam explained about social services with awareness program	I can learn some social services dentist, physiotherapist, etc.	G. Hymavathi
Day - 4 12-1-23	she is talking about health education is secretariat	how to protect our today health fully	G. Hymavathi
Day - 5 13-1-23	today is class about nutrition	how many type of food habits can take	G. Hymavathi
Day - 6 14-1-23	it today of the class about communicable disease	I can learn some type of disease, chicken pox, etc.	G. Hymavathi

WEEKLY REPORT

WEEK - 5 (From Dt. 10-01-2023 to Dt. 18-01-23)

Objective of the Activity Done:

general instructions

Detailed Report:

- ① She should work under the administrative control of medical officer PTA and under of the female health supervisor.
- ② She would stay at her official head quarters and available for all maternal care services.
- ③ should be prepare map planning of her allocated area and population of people data was collected.
- ④ All the Amm's way to discharge all the duties as assigned by the PTA medical officer.

⇒ maternal and child health:-

Righter pregnant woman with 12 weeks after body health she is full health care starting and ending position to heart full precesion the Amm given the paragraph woman.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 16-01-23	Pongal holiday (Kannuma)	—	—
Tuesday Day - 2 17-01-23	explained about Saganam vidya kannuka	I learn about to his scheme students are going to Govind school	Chyl.
Day - 3 18-01-23	He said about the YSR Chayutha Scheme	I learn; this scheme is known to need financial assistance to drivers.	Chyl.
Day - 4 19-01-23	He said about the YSR Vajrath Kanna Scheme	I learn that workers are contract + hire own business because not his scheme	Chyl.
Day - 5 20-1-23	we went to the school and checked the food	we need to know that menu for food is being served in the school	Chyl.
Day - 6 21-1-23	we went to the school and checked the cleanliness of the classroom and for us	it is known that the school is kept clean every day.	Chyl.

WEEKLY REPORT

WEEK - 6 (From Dt. 16-1-23 to Dt. 21-1-23)

Objective of the Activity Done:

Jagananna vidya karmika!

Detailed Report:

The scheme is launched by the Govt of AP to provide new school kit to student studying in govt school in the state. The kit includes items such as school bags, notebooks, text books, shoes and uniforms.

YSR Cheyutha!

Under the YSA Cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and Communities who are age between 45 and 65. Yearly financial assistance of 18750.

YSR Vahana Mitrala! provide financial assistance to self-employed drivers of auto-rickshaws and more cab under this scheme eligible beneficiary receives an annual financial assistance of Rs 1 = 10000.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 23-1-23	Explain about fee Reimbursement scheme	The purposes of this scheme is known	Chrl.
Day - 2 24-1-23	Explained about YSR Vidya Divana Scheme	It is known who is benefits from the scheme	Chrl.
Day - 3 25-1-23	explained about YSR Vasthi Divana Scheme	It is known who is benefits from this scheme	Chrl.
Day - 4 26-1-23	Republic Day	-	-
Day - 5 27-1-23	Explanation about Mangana @ padu Padu Scheme	The propose of this scheme is known	Chrl.
Day - 6 28-1-23	We said that the works of mangana Padu Scheme should be examine	We observe the mangana Padu works.	Chrl.

WEEKLY REPORT

WEEK - 7 (From Dt. 23-1-23 to Dt. 28-1-23)

Objective of the Activity Done: Fee reimbursement Aims

Detailed Report: of providing financial assistance to students from economically weaker section to pursue their higher education under this scheme the government reimbursement the fee tuition fees and other expense such as exam fees library fee and etc. Eligible program includes B.A., M.A. etc.

YSR Vidya Dhanam: it providing financial assistance to eligible student from economic weaker section to pursue higher education in govt and private colleges.

YSR Vasathi Dhanam: it providing financial assist to eligible student from economic weaker section to cover their hostel and mess expense during their high education.

Nadu Nedu: the scheme focus on to provide the basic amenities including clean room, kitchen, toilet, drinking water, other information there in govt schools.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 30-1-23	the WEA officer explain about VSR Navatthandi.	we know the use of this kind of scheme	Chul.
Day - 2 31-1-23	Explained about Annamavadi Scheme	the purpose of the scheme is known	Chul.
Day - 3 1-2-23	Explains about Raythu Bhodasa Scheme	I know how much this scheme has benefited the farmers	Chul.
Day - 4 2-2-23	Explained about Azhogyasri scheme.	Can to know that this scheme providing income to poor people	Chul.
Day - 5 3-2-23	Explains about Housing for all	The purpose of this scheme is known	Chul.
Day - 6 4-2-23	Explains about Jalamgana scheme	I learned that there will be no shortage of water due to scheme	Chul.

WEEKLY REPORT

WEEK - 8 (From Dt. 20-1-23 to Dt. 27-2-23)

Objective of the Activity Done:

YSA Navatamalu P. A

Detailed Report:

Welfare scheme the scheme comprises wide different program or schemes each aimed at improving the living condition of the AP.

Ammavadi - Under the scheme, financial assets providing to the mother or guardian of school going children to support their education through

Rythu Bharosa - The scheme providing financial assets to farmers in the state the amount of assistance is Rythu Bharosa Premium.

Arogyasrit - The scheme providing health care services to the people of AP the scheme cover the cost of medical treatment and surgery for a wide range of illnesses and diseases.

Housing for all - The scheme aimed to providing affordable housing to the people of AP.

Jalayagnam - the scheme the AP Govt will go to improve the irrigation system and complete the Pales which are yet in progress.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 6-2-23	Today explain about DOPH Detha parita Anti-retrieval have by Pension thi ph pension	We learned the required document and eligible for this type of pension	<i>Staidy</i>
Day -2 7-2-23	Explaining about trans genders- pension is chronic kidney disease of unknown etiology pension	Learned the required documents and eligible for the type of pension	<i>Staidy</i>
Day -3 8-2-23	Today explaining about YSR Kalyanasthathi YSA Sadhi tohto	The purpose of this scheme is known	<i>Staidy</i>
Day -4 9-2-23	Explained about Mardah valid documents for registration of YSA Kalyanasthathi	Learned the required document for the type of scheme	<i>Staidy</i>
Day -5 10-2-23	Explained about Eligibility criteria of YSA Kalyana / YSA Shasthi Math Scheme	We know who is eligible for the scheme - the scheme	<i>Staidy</i>
Day -6 11-2-23	Have to tell people about the YSA Kalyana Math schemes.	We learned good presentation skills.	<i>Staidy</i>

WEEKLY REPORT

WEEK - 9 (From Dt. 06-2-23 to Dt. 11-2-23)

Objective of the Activity Done:

Detailed Report:

eligibility and required document for NDDP anti-discrimination Anti-retaliation AD+ HIV Penetration transgender Penetration Chronic Kidney Disease of Common etiology Pennoi are given at the end.

YSR Kalyanamastu / YSR Shaadi that the objects of the scheme is to provide the assistance to poor families belonging to SC/ST BC Mainly the differently abled / Bounded in conducting their daughter marriage in a dignified manner.

x) The bride be above 18 years and groom must be above 24 years as on the date of marriage.

x) The application registration for the scheme should be done within 60 days from date of marriage.

x) The couple and income return must be tagged with Aadhar

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-2-23	Explains about the Responsible kinds of Digital Assistant	I can gain knowledge of Digital Ass & duties	<i>Hardy</i>
Day - 2 14-2-23	the general Application former of Caste. certificate.	learned of imp ortant and required document	<i>Hardy</i>
Day - 3 15-2-23	the digital Ass employ some Polling stations at Chapter-2 Secretariat	there are three polling stations like, 369, 364, 363	<i>Hardy</i>
Day - 4 16-2-23	we are going to fill about eligibilised candidate for under 2A	such a members are not apply voter Id	<i>Hardy</i>
Day - 5 17-2-23	He is how to Report of benefits come to secretaries	I can learn how to Report talking with candidate.	<i>Hardy</i>
Day - 6 18-2-23	Maha shivaratri	—	..

WEEKLY REPORT

WEEK - 10 (From Dt. 12-2-23 to Dt. 18-2-23)

Objective of the Activity Done: Digital Assistant duties;

Detailed Report: ① Delivery of services (Documents) benefits to the beneficiaries ② Awareness and providing to the govt scheme like Mawathmala ③ The initiative a smooth application process to citizens ④ Digital services to the public efficiently like providing mandatorily by the local Govt like Birth and Death properties valuation tax records etc. ⇒ Digital Assistant said this system shall be for ensuring delivery of services on the principle of first come - first serve although any third party agency ship. ⇒ Required documents to apply for the Certificate

① Application form ② Caste Certificate issued to the family members ③ SSC Marks Memo 2013 extract / transfer certificate ④ 10th Study Certificate (or) DOB issued by BGPIMA ⑤ Ration Card / EPIC Card (or) DOB House ⇒ Chapter - 2 Secretariat in policy situation at 369, 364, 363.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20-2-23	The VRO sir explaining about his duties	I am knowing his duties in secretariat	G. Santh VRO
Day -2 21-2-23	The VRO sir explaining about panchayati secretary with Committee welfare develop	I am knowing his Administrative work.	G. Santh VRO
Day -3 22-2-23	The VRO sir explains about panchayat secretary welfare Committee develop	I am knowing his Communication welfare work	G. Santh VRO
Day -4 23-2-23	The VRO sir explaining about panchayati secretary's Co-ordination duties	I am knowing his Co-ordination duties	G. Santh VRO
Day -5 24-2-23	How to save and protect our soil properties	I can learn with some soil properties	G. Santh VRO
Day -6 25-2-23	Any land issue to harassment for others	I can learn how solved of people problem	G. Santh VRO

WEEKLY REPORT

WEEK - 11 (From Dt. 20.2.22 to Dt. 25.2.22)

Objective of the Activity Done:	<u>Village Revenue Officer (VRO)</u>
Detailed Report:	<u>Duties</u> ① maintenance of village revenue records and all village revenue related ② collection of land Revenue rates, taxes and other sec. pertains to Revenue department ③ A.M.O. of group: 100%. Including of inform of survey stand ④ provide information regularly trier accident told anyone and for accidents collection to the higher officers ⇒ Administrative of panchayathi secretary! maintain register about taxer organisation salpacha Meeting protect panchayathi long Maint. Dileth Beth Reg. <u>Community welfare</u> . Develop Assistive Pension payment. Monitor life of ppl. Conducts literacy classes implement schemes Assistive education <u>Co-ordinators</u> ! Mobilize Participated Community for their discussion facilitate Ward Sabha and Gram Sabha Submission of PDA plan to MPPDO

ACTIVITY LOG FOR THE FIFTH WEEK

DA

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-02-23	What is the roles and responsibilities of work volunteers	I am knowing to kindful information	Haidey
Day - 2 27-2-23	The volunteers way information as to schem with awareness	He explaining to the knowledge scheme learned and information	Haidey
Day - 3 28-2-23	Reguire skills and eligibilt of work volunteers	I leading to volunteer for kindful information	Haidey
Day - 4 1-3-23	The volunteer in Monthly one time supply to people with pension	I learned about which type of pensions are available	Haidey
Day - 5 2-3-23	What are the duties and responsibilities of a line man in secretariat	I again about information of line man	Haidey
Day - 6 3-3-23	Requirement and skills of information in secretariat	I gain more information of line man	Haidey
4-3-23	how to maintain the secretariat house	2. gain how some of people	Haidey
5-3-23	He is explain what is secretariat	I am knowing about secretariat	Haidey
7-3-23	which type of secretariat duties	I learned duty of secretariat	Haidey

WEEKLY REPORT

WEEK - 12 (From Dt. 26-7-23 to Dt. 7-3-23)

Objective of the Activity Done: Secretarial duties and responsibilities

Detailed Report: ① Answering and directing phone calls

② organization and distributing messages ③ maintain

company schemes ④ organization documents and files

⑤ supervising staff and new employees

duties and responsibilities of volunteers.

① On Independence day 2019 - ~~RAA~~ Andhra Pradesh launched the village volunteers system ② the village

volunteers system aim to bring govt services

to remote door steps on 2 October - 2-2019

announced identify the benefits and learn

about their difficulties and then outline

the govt scheme available to them

duties and responsibilities of line man.

A line man has many responsibilities such

as working with heavy equipment to install

power lines and other utility work to

install power lines

⇒ Requires skills of volunteers - minor - technical

experience ① responsibility ② good communication and

interpretation skills.

WEEKLY REPORT

WEEK - 13 (From Dt. 26/2/23 to Dt. 4/3/23.)

Objective of the Activity Done:

Detailed Report:

government of Andhra Pradesh

Monday → Rice/curry/chickpea

Tuesday → Pulihora, Tomintodal, Boiled Egg

Wednesday → Vegetable rice, Aloo kurma, Boiled egg, chickpea

Thursday → Kichadi, Tomato chutney, Boiled egg.

Friday → Rice, Asparagus, Boiled egg, chickpea.

Saturday → Rice, Sambar, Sweet Pongal.

By changing the food menu in the Midday Meal children in the schools may get nutritious food in every day.

Millets are the good source of protein, and it contains good source of fibre, vitamins & minerals. Consuming millets provides potential health benefits. These millets are also called as coarse cereals.

ACTIVITY LOG FOR THE FIFTH WEEK

DA

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-02-23	What is the roles and responsibilities of work volunteers	I am knowing to kind full information	Hardy
Day - 2 27-2-23	The volunteers way information as to school with arrangements	He explaining to the new school scheme learn about school information	Hardy
Day - 3 28-2-23	Registive status and eligibility of board volunteers	I leading to volunteer for kind full information	Hardy
Day - 4 1-3-23	The volunteer in monthly one time supply to people with pension	I learned about which type of pensions are available	Hardy
Day - 5 2-3-23	What are the duties and responsibilities of a line man in secretarial	I gain about information of line man	Hardy
Day - 6 3-3-23	Requirement and status of information in secret	I gain about information of line man	Hardy
4-3-23	How to maintain a secondary house	I gain how some of people	Hardy
5-3-23	He is explaining what is secretory	I am knowing about secretory	Hardy
7-3-23	Which type of secretory duties	I learned about secretory	Hardy

WEEKLY REPORT
WEEK - 14 (From Dt. 6/3/23..... to Dt. 11/3/23...)

Objective of the Activity Done:

Detailed Report:

Jagananna Mahila Mast is a market which gives support to the women manufacturing their own products. This is the milestone of women empowerment.

YSR Sampurna Poshana ^{kit} get given to pregnant woman, lactating women, children 0-3 yrs, children 3-6 yrs. etc

Through this scheme, lakh of women getting benefits from Anganwadis

Eggs, Milk, Balaamrutham, dal, oil, Biscuits, cakes, Wheat flour, corn flour, Ragi flour

WASH - launched in 2014, Shach Bharat Mission of India provides water, sanitation, hygiene.

It is the best technique to avoid and prevent many diseases.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Attended to Y.S.R Asara Meeting plan	Govt. of AP 3rd phase Y.S.R Asara scheme implementation.	V. Suresh APN Jee
Day - 2	Attended to vo meeting at Singupuram	learned about importance of WOMEN empowerment	V. Suresh APN Jee
Day - 3	cc Madam Explained About SHG groups	How to form SHG groups & importance of SHG groups.	V. Suresh APN Jee
Day - 4	Attended to vo Meeting at Ringolu.	I got to know about the rules of vo meeting.	V. Suresh APN Jee
Day - 5	Interaction with AC sir on my learning outcomes.	Talking with sir about the learning outcomes.	V. Suresh APN Jee
Day - 6	Attended to SHG meeting at Ragolu	In SHG meeting I got to know about rules of SHG group meeting.	V. Suresh APN Jee planned co

WEEKLY REPORT

WEEK - 15 (From Dt/3/3/23 to Dt/18/3/23)

Objective of the Activity Done:

Detailed Report:

In my internship period I got to know about the Y.S. R Asura. Through this scheme government of Andhra Pradesh provides loans to clear Existing loans. It helps the women in SHG groups at gives affordable interest and provides financial support.

SHG (self helping groups) gets financial support from government creates their livelihoods. I learned a lot of things in

Through SHG groups - community development & livelihood improvement and institutional gathering and planning.

× getting timely loans for a variety of purposes and at a reasonable interest rate.

× SHG builds blocks of organisation of the rural poor.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 6-2-23	Briefly explain about DDPH Detha Dantia Anti-retrieval here by Pension this ph pension	We learned the required document and eligible for this type of pension	<i>Haidey</i>
Day - 2 7-2-23	Explaining about trans genders- pension is chronic kidney disease of unknown etiology pension	Learned the required documents and eligibility for the type of pension	<i>Haidey</i>
Day - 3 8-2-23	Today explaining about YSR Kalyanamasthi YSR Sadhi tohto	The purpose of this scheme is known	<i>Haidey</i>
Day - 4 9-2-23	Explained about Mardah valid documents for registration of YSR Kalyanamasthi	Learned the required document for the type of scheme	<i>Haidey</i>
Day - 5 10-2-23	Explained about eligibility criteria of YSR Kalyana / YSR Shasthi Masthi Scheme	We know who is eligible for the scheme - the scheme	<i>Haidey</i>
Day - 6 11-2-23	Have to tell people about the YSR Kalyana masthi schemes.	We learned good presentation skills.	<i>Haidey</i>

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.)

⇒ people interaction

secretary is often responsible for interacting with people both inside and outside of the organization. They may be responsible for answering phone calls, responding to email, and greeting visitors. So good communication skills give great success.

⇒ facilities available and maintenance: A secretary may be responsible for managing office facilities such as office equipment, supplies and meeting rooms.

* The secretary in high offices take a clarity of job roles and explain under the office they play responsibilities. I can see they duties and team work relationship mutual support and socialization.

* So overall a secretary plays a critical role in ensuring that an organisation runs smoothly and efficiently. They need to be high organisational detail. work well under pressure. Success in the role.

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

Technical Skill are specific abilities and knowledge related to a particular field or soft profession they often involve the use of specialized tools software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some example of technical skills in various fields.

- ① Application programme - Digital Assistant
- ② field verification - welfare Assistant
- ③ third party verification - Administrative Staff Work
- ④ Profinal - Applied - VRO
- ⑤ final APPLIED - MPDO / MRO.

and basic technical equipment in secretariat

- ① Android smart phones
- ② IRIS scanners
- ③ face verification app
- ④ time - Management and multitasking
- ⑤ computer and technical skills

Page No

so can learning some technical to 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 learned above some managerial skills are useful and helpful.

① Leadership skills: Manager need to inspire and motivate their team to achieve and their goal they learn to achieve successfully complete anything.

② Decision making skills: Manager must take information decision quickly and efficiently. They should be able to analyze data evaluation capital and shows the best course of action.

③ Problem solving skills: The staff members should be able to independently solve problem quickly and effectively. He should be able to think creative and find innovative solutions to complex problems.

④ Goal setting: We are leading about any person should be able to predict and determine and taking so when put to carry action.

⑤ Interpersonal skills: Manager and any person should be able to relation and confident talking so when over we again assimilated interpersonal skills.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We could be improve ~~about~~ communication skills like forest of the higher officer doing and working explaining for so many topics that time we are learn such a beautiful communication these are.

① listen actively! effective communication on is not just about speaking but also about listening should be paying attention, asking questions and providing feedback.

② the listener able to speak clearly and confidently use appropriate body language choose your words carefully be over of your audience. these are communication could learn in secretariat

③ I am going to head work purpose of the we care. collect data, the time learn about ~~the~~ people. way of data how could be responded the place improve our written communication communication obtain they can high levels etc....

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

To enhance your abilities in group discussion contribution as a team members leading a team activities here are some suggestions

① Respect for order is key to successful team members with respect regardless of their position here ground

② Be prepared: Before joining group discussion or team activities it's important to come prepared

③ Communication skills: good communication skills are crucial for effective team participation clear speech but any misfit words are taken the listener can't deserve speaker vice of talking

④ Any team member (or) team leader should be able to time perfectly and time management these essential for any work here

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 can see by future planning of job role with technological instrument in secretariat following on ~~below~~ below

- ① Computer System
- ② Internet Connectivity
- ③ telephone. multiplex, phone. system single line phone system
- ④ Internet phone system
- ⑤ photo copies, copying binding multiple pages copying
- ⑥ scanners (A4 IS scanners)
- ⑦ printers
- ⑧ printers
- ⑨ Bio metric ~~to~~ Division
- ⑩ face Authority programme.

~~with~~ I will see in my future job role above instruments I can full focus on digital technologies, and relevant instruments

Student Self Evaluation of the Short-Term Internship

Student Name: D. Hemant

Registration No: 202200106015

Term of Internship: 4 months From: 12-12-2022 To: 18-03-2023

Date of Evaluation:

Organization Name & Address: Somarajapuram (Village) Kothuru
(Mandal) Srikakulam - (Dist)

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: 16/06/2023


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Dimpala Hemanth</u>	Registration No: <u>2022001066015</u>
Term of Internship: <u>4 month</u> From: <u>12-12-2022</u>	To: <u>18-05-2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Somajadaram (village) Kotturu (Mandal)</u> <u>Salem. (District) Sathiyakuram</u>	
Name & Address of the Supervisor with Mobile Number	

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

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

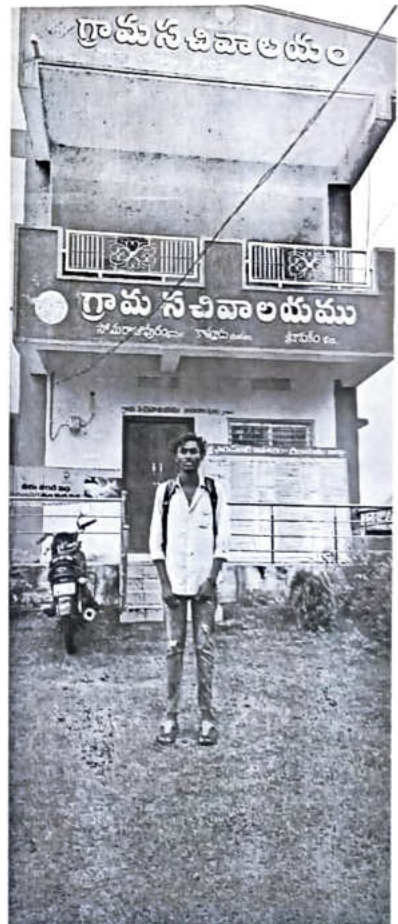
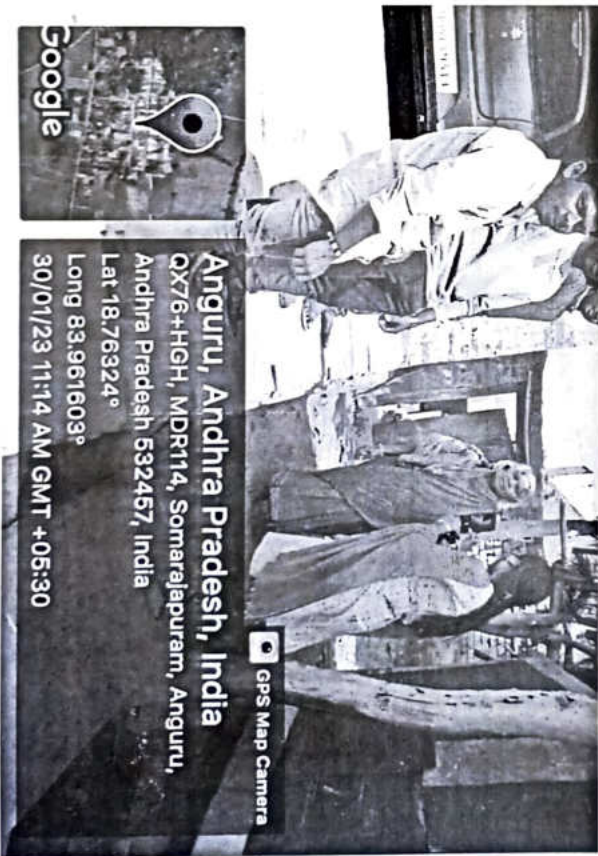
Rating Scale: 1 is lowest and 5 is highest rank

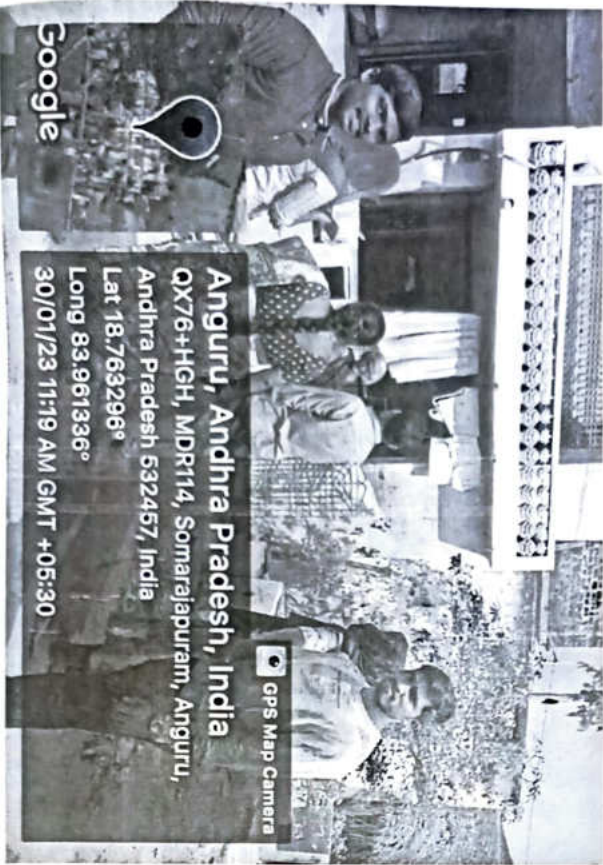
1	Oral communication	1	2	3	4	5
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3	Proactiveness	1	2	3	4	5
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13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor
కొత్తూరు (మం) శ్రీకాకుళం జిల్లా







PHOTOS & VIDEO LINKS



PHOTOS & VIDEO LINKS

