

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA)

PROGRAM BOOK FOR

SEMESTER INTERNSHIP

Name of the Student: NELLI SAI KUMAR.

Name of the College: Government Degree College (men) Srikakulam.

Registration Number: 2022001066039

Period of Internship: From: 12/12/2022 To: 18/3/2023

Name & Address of the Inter Organization Department of.
Sachivalayam (Somavajapuram)

Dr. B. R. Ambedkar University

YEAR

An Internship Report on

4 month Internship program.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B. Com. Computer Application

Under the Faculty Guideship of

J. Shanmugam (mem)

(Name of the Faculty Guide)

Department of

Commerce Department

(Name of the College)

Submitted by:

N. Sai Kumar

(Name of the Student)

Reg.No: 2022001066039

Department of Commerce

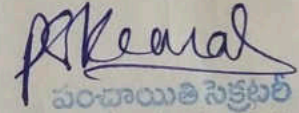
Government Degree College men Srikalahasti

(Name of the College)

Official Certification

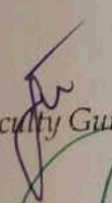
This is to certify that NELLI SAI KUMAR (Name of the student) Reg. No. 2022001066039 has completed his/her Internship in Soma Rajapuram (Name of the Intern Organization) on Grama Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Govt. Degree (MEN) (Name of the College).

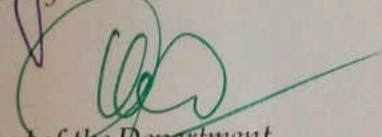
This is accepted for evaluation.



(Signatory with Date and Seal)
కొత్తూరు (మం) శ్రీ కాకుళం జిల్లా

Endorsements

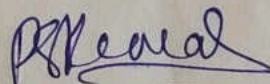

Faculty Guide


Head of the Department

Principal

Student's Declaration

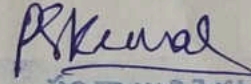
I, Nelli Sai Kumar a student of internship (Commerce)
Program, Reg. No. 2022001066039 of the Department of Govt degree College
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/3/2023 in Soma Raja piram (Name of
Sachivathayam)
the intern organization) under the Faculty Guideship of
J. Shanmukha (mem) (Name of the Faculty Guide), Department of
(Commerce Department), Government degree College (mem) Srikalakulam
(Name of the College)


(Signature and Date)

Certificate from Intern Organization

This is to certify that NELLI SAI KUMAR (Name of the intern)
Reg. No 2022001066039 of Govt Degree college ^{Sriekulam} (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 12/12/2022 to 18/3/2023

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



Authorized Signatory with Date and Seal

పంచాయితీ సెక్రటరీ
సామరాజిపురం
కొత్తూరు (మం) శ్రీ కాకుళం జిల్లా

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...

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

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.

Introduction of the organization.

Grama Sachivalayam is a government initiative in the Indian state 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 2014 by the Andhra Pradesh government 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 secretaries in every village of the state...

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 - date - 1944 days that local govt every village of the growth & Development in a relative manner
- 2). Chief minister of Andhra Pradesh state Y.S.R Jagannathan Reddy started there secretariat village the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi Birth day.
- 3). Function of gram ward sakhilayam - it has mainting 11 types of the officer in secretariat the village Volunteers system aims to Bring govt services to people through steps
- 4). generally using of technological skills and instrument mainly use listening and speaking confidence leadership qualities resource and time management
- 5). objective of ward sakhilayam to provide services and Central level Schemes
- 6). out comes of ward sakhilayam to
- 7). Early solution to all problems.
- 8). All services of 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 on the Secretariat assigned to me	—	<i>[Signature]</i> WEA
Day -2 13/12/2022	the introduction of the Secretariat was given by the welfare Assistant	learned about the village Secretariat.	<i>[Signature]</i> WEA
Day -3 14/12/22,	the welfare assistant told about gramma koshini	to know the condition of vasapa village..	<i>[Signature]</i> WEA
Day -4 15/12/22,	Explain about employee is. Roles and responsibilities...	to know the dates of the employee...	<i>[Signature]</i> WEA
Day -5 16/12/22,	Been telling about volunteers	to know the dates of the volunteers..	<i>[Signature]</i> WEA
Day -6 17/12/22,	WEA. Said about the vision and mission of gram secretariat.	I learned why gram secretary was established.	<i>[Signature]</i> WEA

WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/22 to Dt. 17/12/22)

Objective of the Activity Done:

Detailed Report:

this 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 areas in the gram secretariat and the details of the employees in the gram secretariat system as well as the performance of the volunteers and their services.

the chief assistant was fully informed about the existing mission and values of the gram secretariat, why to create for this govt to introduce in people of society..

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 19-12-22	The WEA officer explained the organization structure of the Archivalayam,	I can take some know knowledge	Chul. WEA
Tuesday Day -2 20-12-22	Explain the feature plan's of the gram Archivalayam.	We know the feature plans of the Secretariat	Chul. WEA
Wednesday Day -3 21/12/22	about old age pension widow pension has been deeply explained	We can analysis and what is important document is required	Chul. WEA
Thursday Day -4 22/12/22	deeply explained with out disable pension and single women pension.	We can analysis and what is important document is required	Chul. WEA
Friday Day -5 23/12/22	Explain without medical Cbblers pension of weaver pension...	We learned the required document and eligibility.	Chul. WEA
Saturday Day -6 24/12/22	Explained about today tapper pension and fishermen pension.	We learned the required document and eligibility information...	Chul. WEA

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/21 to Dt. 29/12/21)

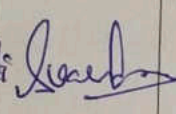
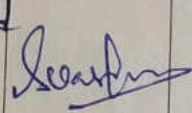
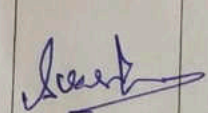
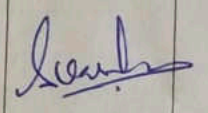
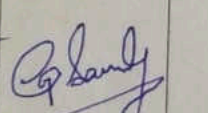
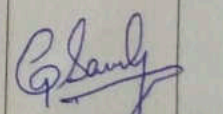
Objective of the Activity Done:

Detailed Report:

The Organization structure and feature plans of village secretariat were discussed in details this week also told about Y.S.D. Pension. Kanuka how many type required document and eligibility criteria

Eligibility and Required document for old age pension. Widow, Pension. variable pension. single women. pension. traditional. abblen pension weaver pension today fappers pension and fishermen pension are given at the end. the Y.S.D. Pension. scheme is designed to provide a safety net for vulnerable section 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
Day - 1 Monday 26/12/22	the mahila police in Sachivalayam. she is Inculcate her duties	I am full focus and learned outcomes in formal on -	 WPO
Day - 2 Tuesday 27/12/22	the mahila police officer taught Secede harassments in Society	how to handle and how to deal these type of harassments.	 WPO
Day - 3 Wednesday 28/12/22	the mahila police officer Inculcate Anganwadi services..	what are the corruption in Anganwadi services..	 WPO
Day - 4 Thursday	the mahila police officer told about some Important Section and helpline number	Any accident and Criminal Case issues how to Inform higher application	 WPO
Day - 5	the V.P.O, sir explained local govt and main aim,	Secretariat one of the local govt that particularly use and goal	 VRO
Day - 6 Saturday	our. V.P.O, told. today we are going to field work your chaurangut schemes... houses...	which members are eligible and	 VRO

WEEKLY REPORT

WEEK - 3 (From Dt 26-12-22 to Dt 27-12-22)

Objective of the Activity Done:

Detailed Report:

the village Secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in Ap of our V.S.D. Jagan Mohan Reddy Sir.

the duties of women police officer.

- 1) immediate reporting officer: station house officer 2) working in co-ordination with Dept home women & child welfare & District Department & municipal
- 3) functions: law & order activities against women and weaker section and awareness programmes
- 4) monitor ensure Anganwadi Center be opened in C line on all working days.
- 5) increase respect and respected same Anganwadi teachers' were without care and protection of pregnancy
- 6) women police officer explain some help line number 100
- 7) our Chapparam - 2 Surajpur. Secretary & many young age student not register with voter

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-3-23	the A.N.M. Medium, was explaining about health education	I learned health education	G. Hymanstein ANM
Day -2 14/3/23	explained about medical termination of pregnancy..	I know which hospital to visit for treatment of pregnant women.	G. Hymanstein ANM
Day -3 15/3/23.	explaining about general instruction..	I learned the general instructions	Haichy ANM
Day -4 16/3/23	the medium explained some social services.	I knowing how many type of social services.	Haichy ANM
Day -5 17/3/23	the HP medium was talked about the child marriage and dowry prohibition act.	learned about child marriage and dowry prohibition act	Swan WPO
Day -6 18/3/23.	male police explained about the domestic violence action. act.	I learned about domestic violence act.	Swan WPO

WEEKLY REPORT

WEEK - 4 (From Dt. 13/3/23... to Dt. 18/3/23...)

Objective of the Activity Done:

Detailed Report:

- ① Generating awareness among the public in the Secretariat jurisdiction about the schemes meant for the weaker section of the Society.
- 2) Ensuring that all eligible students of weekend section of the village get the scholarship and College fee they complete at least Intermediate and excellent course.
- 3) Providing feed back to higher authority on the Saturday of implementation of said schemes.
- 4) Supervising over the work of all village working under the village Secretariat as far as their welfare duties are concerned. Welfare duties are, i.e., providing information regarding fire accidents, floods, cyclone and other accidents, calamities to the higher officers.
- 5) Conduct promptly to the higher officer in respect of treasure found and keep government attached property in safe custody.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 09-12/23	the A.N.M. Madam. was explain about general instruction	I Can learned the general duties of ANM.	G. Hymawati ANM
Tuesday Day -2 10/1/23	the Madam was telling about water and soil and child host health	I Can learned the A.N.M. Madam has given process for pregnancy	G. Hymawati ANM
wednesday Day -3	the ANM. Madam explain about Social Services. with awareness programme.	I Can. learning some Social Services denisting physi of the Aids	G. Hymawati ANM
Thursday Day -4 12/10/23	She is teaching about health education in Secretariat.	how to protect our body health fully	G. Hymawati ANM
Friday Day -5	to day is class about malnutrition.	how many type of food habits can makes.	G. Hymawati ANM
14/11/17 Day -6 17/1/23	the to day of the class about Communicable & is case..	I Can learned some type of Diseases Chick Pme measles, influe.	G. Hymawati ANM

WEEKLY REPORT

WEEK - 5 (From Dt. 9.12.23.. to Dt. 17.12.23)

Objective of the Activity Done:

Detailed Report:

- 1) she should work under the administrative control of medical officer. P.H.C guide of the female health supervision
 - 2, she would stay at her official head quarters. available for all maternity care services.
 - 3, should be prepare map planning of her a local area and population of people data was collected
 - 4) All the ANM were to discharge all the duties as assigned by the P.H.C medical officer
- ⇒ Maintenance Child health & Register pregnant women with 12 weeks after Baby health she is full health care starting and ending position next full precaution.. the ANM given the pregnancy women..
- Health Education and participated in the local Mahila meeting spread the message on female age at marriage Co-ordinant programmes carefully there are Anganwadi works given services in promoting services to people

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 16/1/23	Pongal holi day (Kannur)...	—	—
Tuesday Day -2 17/1/23	Explained about Jagananna Vidya Sathu	I learned Due to this scheme Students are going to govt school	Chul.
Wednesday Day -3 18/01/23	He said about the Y.S.R. Cheyutha Scheme	I learned that women are continuing their own businesses before of the scheme	Chul.
Thursday Day -4	we went to the school and checked the food	I come to know that abortions. food is being served in the school	Chul.
Friday Day -5	we went to the school and he said about the Y.S.R. Vahanamithra Scheme	I learned this scheme is know do receive financial assistance to drivers	Chul.
Saturday Day -6 21/01/23,	we went to the school and checked the cleanliness of the classrooms and toilets	it is know that the school is kept clean every day	Chul.

WFA

WEEKLY REPORT

WEEK - 6 (From Dt. 16/1/23.. to Dt. 21/10/23..)

Objective of the Activity Done:

Jagananna Vidya Deevena Kanuka...

Detailed Report:

is launched by the govt of AP to provide the school kits to student studying in govt. school in the state the kit includes items such as school bags, note books, text books, shoes and uniforms.

Y.S.R. Cheyutha : under the Y.S.R. Cheyutha Scheme financial assistance is provided to women belonging to the SC, ST, BC and minority Communities who age between 40 and 60 years the financial assistance of Rs. 15,000/-

Y.S.R. Vahana Mithra...

provide financial assistance to self-employed drivers of auto, riksha, taxi and mini cabs under this scheme eligible beneficiaries receive an annual financial assistance of Rs 10,000/-

the school was visited to inspect the quality of food served cleanliness of class rooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day -1 23/01/23	Explained about fee Reimbursement Scheme.	The purpose of this scheme is known.	Chul. WFA
Tuesday Day -2 24-1-23	Explained about Y.S.R. Vidyar Divana Scheme	It is known who is benefiting from this scheme.	Chul.
wednesday Day -3 25/1/23	Explained about Y.S.R. Vashithi Deevana Scheme.	It is known who is benefiting from this scheme.	Chul.
Thursday Day -4 26/1/23	Republic day	—	—
Friday Day -5	Explained about Manabadi, Nade, Nede Scheme	The purpose of this scheme is known.	V.D.O
Saturday Day -6 28/1/23	He said that the works of Nade, Nede Scheme should be examined.	He observed the Nade, Nede works.	

WEEKLY REPORT

WEEK - 7 (From Dt. 23/11/23 to Dt. 28/11/23)

Objective of the Activity Done:

Detailed Report:

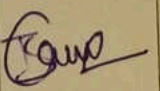
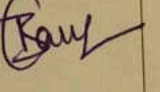
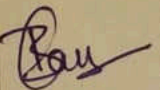
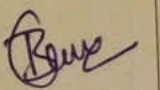
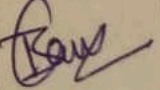
fee reimbursement :- aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme the government reimburses the tuition fee, scheme the expenses, such as exam fees library fee, and other etc. for eligible students studying in various courses including engineering medicine MBA, BAC etc

V.S.R Vidya Deevena :- it provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt, and private college

V.S.R Vaidika Deevena :-

It provides financial assist to eligible student from economically weaker sections to cover the hostel and mess expense during their high education. along with :- the scheme focuses on improving the basic amenities including class rooms, fan, toilets drinking water and

ACTIVITY LOG FOR T.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27-02-2023	what is the duties and Responsibilities & word volunteer.	I am knowing the kindful information	
Day - 2 28-02-2023	The volunteer was informed as to scheme with awareness.	He explained to the new school schemes. I learned about information	
Day - 3 01-03-2023	Require skills and eligibilities & word volunteer.	I learned the volunteer on kindful information	
Day - 4 02-03-2023	The volunteer is monthly one time supply to People with Pension	I learned about which type & Pensions are available.	
Day - 5 03-03-23	what are the duties and responsibilities & a lineman in secretariat	I gain about information & lineman	
Day - 6 04-03-23	Requirement and skills & lineman in secretariat	I gain about information & lineman	

WEEKLY REPORT

WEEK - 8 (From Dt. 27/02/23 to Dt. 04/2/2023)

Objective of the Activity Done:

Detailed Report: ① Answering and directing phone calls.

② Organising and distributing messages ③ Maintaining company schedules ④ organizing documents and files.

⑤ Supervising staff and new employees.

Duties and Responsibilities of Volunteers

① Independence day 2019, Andhra Pradesh launched the village volunteer system. ② The village volunteers system aim to bring govt service to people's doorstep. On October, 2, 2019 the 150th anniversary of Mahatma Gandhi birthday ⑤ He would be first to identify the beneficiaries learn about their difficulties, and then outline the govt schemes available to them.

Duties and Responsibilities of Lineman

A lineman has many responsibilities, such as working with heavy equipment to stretch power line. And using various tools to repair (or) replace power lines.

⇒ The secretarial role is to facilitate the govt conduct, management and control of the university by co-ordinating the exchange of information people.

⇒ Required skills of volunteer's: ① Uninued - talking experience. ② Regularity ③ Good communication and

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
monday Day - 1	fully explained about pension & Anti-fertility therapy (AFV) Pension on (HIV) Pension	we learned the required document and eligibility for this type of pension	Chul.
tuesday Day - 2	explained about term gender pension is characterised by chronic kidney diseases of unknown pension	learned the required document and eligibility for this type of pension	Chul.
wednesday Day - 3	to day explain about ysr. kalyana masthu ysr. shakti tohfa	the purpose of this schemes is known, known -	Chul.
thu Day - 4	explained about mandatory qualification documents for registration of ysr kalyana masthu.	learned the required document for this type of Scheme.	Chul.
Fri Day - 5	explain about eligibility criteria of ysr kalyana masthu ysr shakti Scheme,	we know who is eligible for this scheme,	Chul.
Sat Day - 6	Have to tell people about the y.s.r. kalyana presentation masthu scheme,	we learned good <u>skills</u> .	Chul.

WEEKLY REPORT

WEEK - 9 (From Dt. 6/2/23... to Dt 13/2/23.)

Objective of the Activity Done:

Detailed Report:

eligibility and required documents for rppv artist pension anti - leprosy therapy (API) (HIV) pension transgender pension and chronic kidney disease of unknown etiology pension are given at the end

V. S. S. Kalyanamastu / y.s.s. shashi-takka
the objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC minorities differently abled because is considering their daughters' marriage in a dignified manner,,

- * the bride must be above 18 years and groom must be above 21 years as on date of marriage
- * the application registration for the schemes should be done within 60 days from date of marriage
- * Both bride and groom should have 10th class pass certificate
- * the caste and income certificate must be tagged with Aadhar,,

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Sun Day - 1 13-8-23	Explained about the responsibilities at Digital Assistant	I can gain knowledge of Digital Asst duties	DA Haidy
Tue Day - 2 14-	the general Application form of ask certificate	learned of Important and Required document	Haidy
Wednesday Day - 3 15/3/23	the Digital Asst explained some Poling station at Semarapura Secretariat	there are three Poling stations like 369, 364, 363	Haidy
Thursday Day - 4 16/3/23	we are going to field about eligibility Candidates for volunteers wise clusters - Families	Such a members Apply for volunteer 24 wise clusters - Families	Haidy
Fri Day - 5 17/3/23	he is how to respect of Beneficiary Come to Secretariat	I could learned how to Respective talking with (Communication) Candidates	Haidy
Saturday Day - 6 18/3/23	- nyaher shivakathori	-	Haidy

Digital Assistant

WEEKLY REPORT

WEEK - 10 (From Dt 13/2/23... to Dt 18/2/23...)

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:

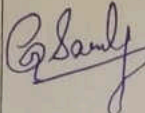
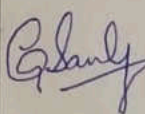
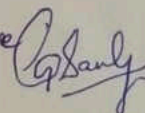
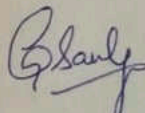
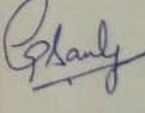
- 1) Delivery of service Document Benefits to the Beneficiaries
- 2) Awareness and providing to the govt schemes like arogya shakti
- 3) he as well as application process to citizens.
- 4) digital services to the public effectively that are provided mandatorily by the local govt like Birth's Death properties Vaccination -core Demand etc
- 5) digital Assistant said this system shall be for ensuring delivery any third-party agency ship

Required Document to apply form, Cast certificate

- 1) Application form, 2 SSC marks memo
- DDA 14 2 to 10th certificate, 5) By the GP/MP
So money citizens not applicable for voter Id

Small pumpah Sahivalayam, seane-korial

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
20/2/23 Day - 1	the v.p.o. sir explained about his duties	I am learning his duties in secretariat	
Day - 2 21/2/23	the v.p.o. sir explained about panchayati secretariat's community welfare work with common type develop	I am knowing his community welfare work	
Day - 3 23/2/23	the v.p.o. sir said about panchayati secretariat's co-ordination duties	I am knowing his co-ordination duties	
Day - 4 23/2/23	the v.p.o. sir explained about panchayati secretariat's administrative work	I am knowing his administrative work	
Day - 5	how to save and protect our govt properties	I can learned with some govt properties	
Day - 6	any land give to measurement for others	I can learned how solved of people problems	

v. p. o

is

WEEKLY REPORT

WEEK - 11 (From Dt 20/2/23... to Dt 28/2/23...)

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer (V.R.O.)

Duties :- maintenance of village Revenue Record
Send all village Revenue document

2) Collection of land Revenue Caste taxes and
Other Schemes pertaining to Revenue department

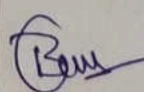
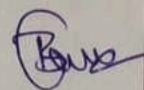
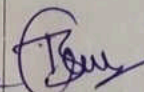
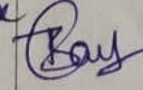
3) ~~demarcation~~ of crops (100%) inclusive of Inspection
of Survey Stones

4) provide intimation regarding fire
accident floods cyclone and other accidents
to the higher offices

① Administrative of panchayati secretary :-
Register Collect taxes organisation Sarpanch
meetings protect panchayati lands maintain
birth death Rec.

② Community welfare Develop & Assist pension
payments prepares list of B p l Candidates
literary class implements schemes, Assist
Education Dept on local.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
26/2/23 Day -1	what is the duties and responsibilities of ward volunteer.	I am knowing the kind of information		volunteer
27/2/23 Day -2	the volunteer was inform as to scheme with awareness	he explained to the head of the scheme 'learned about information		"
Day -3	Require skills and eligibilities of ward volunteers	I learned the volunteer for kind of information		"
Day -4	the volunteers is monthly one time supply to people with pension	I learned about which type of pension are available		"
Day -5	what are the duties and responsibilities of a line man in Secretariat	I gain about information of line man.	B. Maudhukhi	lineman
Day -6	Requirement and skills of lineman in Secretariat	I gain about information of line man	B. Maudhukhi	line

WEEKLY REPORT

WEEK - 12 (From Dt. 26/2/23 to Dt. 31/2/23...)

Objective of the Activity Done:

Detailed Report:

Secretary of duties and responsibilities

- 1) In evening and directing phone calls Company
Schedules & organizing documents and files
Supervising staff and new employees

duties and responsibilities of volunteers

- 1) on Independence day 2019 andhra pradesh launched the village volunteer system

- 2) the village volunteers system aim to bring govt service to people door steps. on october 2 2019 the 150th anniversary of mahatma gandhi birth day he would be first to identify the beneficiaries learn about their difficulties and then set line the govt scheme available to them.

duties and responsibilities of lineman

A line man has many responsibility such as working with heavy equipment to reach power line and various tools to repair or replace power lines

the secretary's role is to facilitate the govt conduct management and control of the university

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 5-8-23.	V.D.O. told about the certificate the issue	Certificates issued by V.D.O. are known	V.D.O. G. Sanyal
Day - 2	V.D.O. is said that government assets with provide protection	Certificates issued and who to provide govt properties known	G. Sanyal
8-8-23 Day - 3	V.D.O. said about water tax collection	it is known who collect the taxes	G. Sanyal
9-8-23 Day - 4	holiday of Sardaar because of govt order	—	G. Sanyal
Day - 5	V.D.O. is explain how to maintaining for village level records	I knowledge how of certain thing to village records	G. Sanyal
Day - 6	Second Saturday holiday	—	G. Sanyal

WEEKLY REPORT
WEEK - 13 (From Dt. 13/3/23. to Dt. 18/3/23.)

Objective of the Activity Done:

Detailed Report:

(i) maintenance of Village Revenue Record and all Village Revenue Accounts promptly and accurately.

(ii) Collection of long Revenue across taxes.

(iii) Protection of public lands public taxes free.

Effective measure will be taken across for the protection of government assets.

The village revenue officer shall be issue activity certificate and saluency certificate in their respective following the procedure for the other certificate department he/she exercise and submit his report to the

he was a great job in secretari of because his response to his surrounding village lands and taxes...

WEEKLY REPORT

WEEK - 14 (From Dt. 16.5.23 to Dt. 21.5.23...)

Objective of the Activity Done:

Detailed Report:

general instruction of ANMs

- 1) should work under the administrative control of the medical officer p.H.C and guidance of the female health supervisor.
- 2) should be in uniform with identity card
social awareness programmes AIDS, HIV, kalyan
first aids medical termination of pregnancy
Identify women in need of medical termination
of pregnancy (MTP) and refer them to the
nearest health facility for comprehensive abortion
care

Domestic Violence :- prohibition act :- the Domestic prohibition
act is an important of women and their families
through the protective of family

Domestic Violence :- the domestic violence act is a
law that seeks to protect individuals who
are victims domestic violence

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
05/12/22 Day - 1	holid day	—	—
Day - 2 6/12/22	holid day	—	—
Day - 3	the welfare asst was cambrade to aq. total members.	knowing about which of member skenation secretariat.	Chul.
Day - 4	the WEA was explaining about what is secretariat	under stand what is secretariat	Chul.
Day - 5	the use to people about class his explained of secretariat	learned about uses of secretariat	Chul.
Day - 6	Second Saturday so holid day	—	—

WEEKLY REPORT

WEEK - 15 (From Dt 07/2/22 to Dt 11/2/23...)

Objective of the Activity Done:

Detailed Report:

the maximum staff at Secretariat is

- | | |
|----------------------------|---------------------------|
| 1) Village Secretariat | 7) Engineering Assistant |
| 2) Village Revenue Officer | 8) A.I.M. |
| 3) Mahila Police | 9) Survey on Village |
| 4) Digital Assistant | 10) Agriculture Assistant |
| 5) Welfare Assistant | 11) Volunteers |

What is the Secretariat? The Secretariat is an office in decision making in Govt by ensuring inter ministerial coordination and ensuring consensus through the instrumentality of the standing committees of secretaries.

* Grama Sachivalayam also known as village secretariats are secretariats set up in the India state of Andhra Pradesh making services deskware like welfare services of all government department available at one place, place.

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.)

1) People Interaction : Secretary is often responsible for interaction with people both inside and outside of the organization. They may be responsible for answering phone calls, responding to emails and directing visitors. Good communication skills give a great success.

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

3) The secretary in high office takes clarity of job roles and explains under the officer takes a clarity of job roles. It can be seen they do duties and teamwork, relationship, mutual support and socialization.

4) So overall a secretary plays a critical role in ensuring that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented and able to work well under pressure. Good communication and interpersonal skills are also essential for success in the role.

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

- 1) Computer system
- 2) Internet Connectivity
- 3) telephone : multiplexine phone. system. single line phone system
- 4) telephone : system
- 5) photo copies, Copying Binding multiple pocket Copying
- 6, Scanners (I R I S) Scanners
- 7) printers.
- 8). Bio - metric Division
- 9, face Authority program etc.

I will ~~eng~~ using in my future job role above instruments I can full flourish digital technologies and relevant instruments.

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 in future

1) Leadership skills :- Manager need to inspire and motivate their teams to achieve and their goal they teams to achieve successfully & complete anything

2) Decision-making skills :- managers must make informed decisions quickly and efficiently they should be able to analyze & evaluate options and choose the best course of action

3) Problem-solving skills :- the staff members are should be able to identify and solve problems quickly and efficiently they should be able to think creatively and find innovative solutions to complex problems.

4) Goal Setting :- we are learning about any target or goal much as to do first observe for thing and set the plan so confidently to that particularly action...

Inter personal skills :- managers and any person should be able to relation and confidently talking so when ever we can again. Assimilated interpersonal skills these are just a few example of the skills that managers and higher officers professional courses the specific skills are require for any where.

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 ability in group discussions contribution as a team member leading a team or activities here are some suggestions.

- 1) Respect for other is key to successful team members with respect regardless of their position (or) background
- 2) Be prepared before joining group discussions or team activities it's important to come prepared
- 3) Communication skills good communication skills are crucial for effective team activities it's important to come prepared
- 4) Any team members (or) team leaders should be able to time punctuality and time management these essential for any where
- 5) Leadership skills if you are leading a team (or) activity strong leadership skills are essential. this includes being able to.

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 improve our communication skills with
front of the higher officer doing and working.

explained for so many topics that time we are
learned such a beautiful communication these are

1) listen actively & effective communication is not just about
speaking but also about listening, 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 aware of your audience these are communication
could be learned in secretariat

3) I am going to field work purpose after we are
collect data due the time learn about people way of talking
how could be responded that place improve our ~~our~~ within
communication conversational abilities confidence levels etc....

Evaluation by the Supervisor of the Intern Organization

Student Name:	NIELLI SAI KUMAR	Registration No:	2022001066039
Term of Internship:	4 Months	From:	To: 18/3/2023
Date of Evaluation:	23-03-2023		
Organization Name & Address:	SOMARAJAPURAM SECRETARIAT KOTTURU HANDBAL, SRIKAKULAM 532459		
Name & Address of the Supervisor with Mobile Number	POREDDY SANTHOSH KUMAR METTURU (VILLAGE), KOTTURU 8500340064		

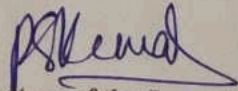
Please rate the student's performance in the following areas:

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

Student Self Evaluation of the Short-Term Internship

Student Name: Nelli Sai Kumar

Registration No: 2022001066039

Term of Internship:

From: 12/12/22

To: 18/3/23

Date of Evaluation:

23-03-2023

Organization Name & Address: Sachivalayam Department (Samarajapuram)

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:

Signature of the Student

N. Sai Kumar

Evaluation by the Supervisor of the Intern Organization

Contents

- 1. Chapter 1 = Executive Summary
- 2. Chapter 2 = Overview of the organization
- 3. Chapter 3 = Internship part
- 4. Log Books (first week to fifteenth week)
- 5. Chapter 5 = Out Comes Description..

- 1) Describe the real time technical skills you have acquired
- 2, Describe the managerial skill you have acquired skills
- 3, Describe the technological developments you have observed and relevant to the subject area of learning

Student self Evaluation of the short-term internship

Evaluation By the Supervision of the Inter organization.

photos & videos links...

Acknowledge

- i) the grama sachivalayam is administrative arm of an international organization such as the United Nations. It is responsible for carrying out the day-to-day work of the organization and supporting its decision-making bodies. In this sense, the secretariat is made up of the staff and bureaucrats who work for the organization.
- ii) He still holds records for the fastest lines in the secretariat to people issues and problem applications.
- iii) In govt a secretariat may be a department or agency responsible for co-ordination policy and providing to a minister (or) other higher-ranking officers.
- iv) govt schemes providing to people with door-to-door step in simple way may refer to a team, (or) department responsible for managing administrative tasks such as records-keeping, scheduling, and correspondence.
- v) I am extremely and heartfully thanks to our grama/ward Sachivalayam staff members who are journey in a friendly - respectively such a great feeling lot of times thanks our college principal sir/madam.

EVALUATION

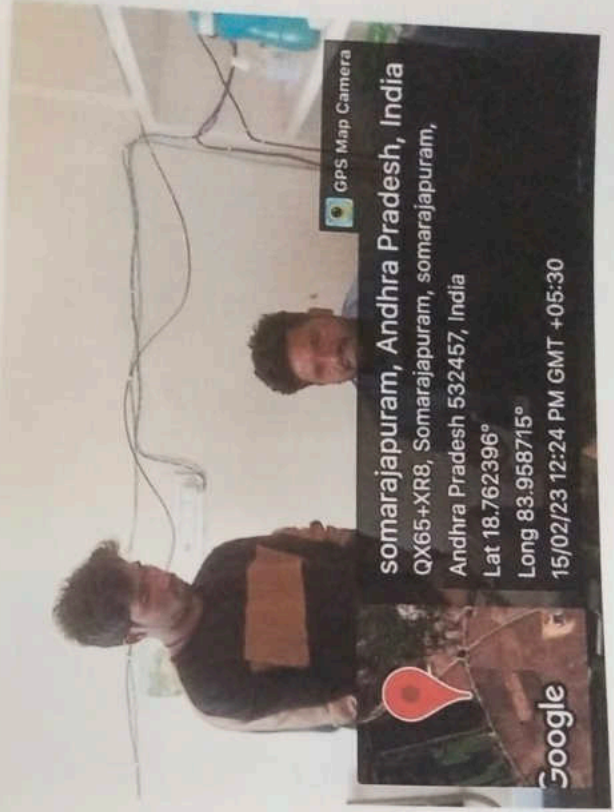
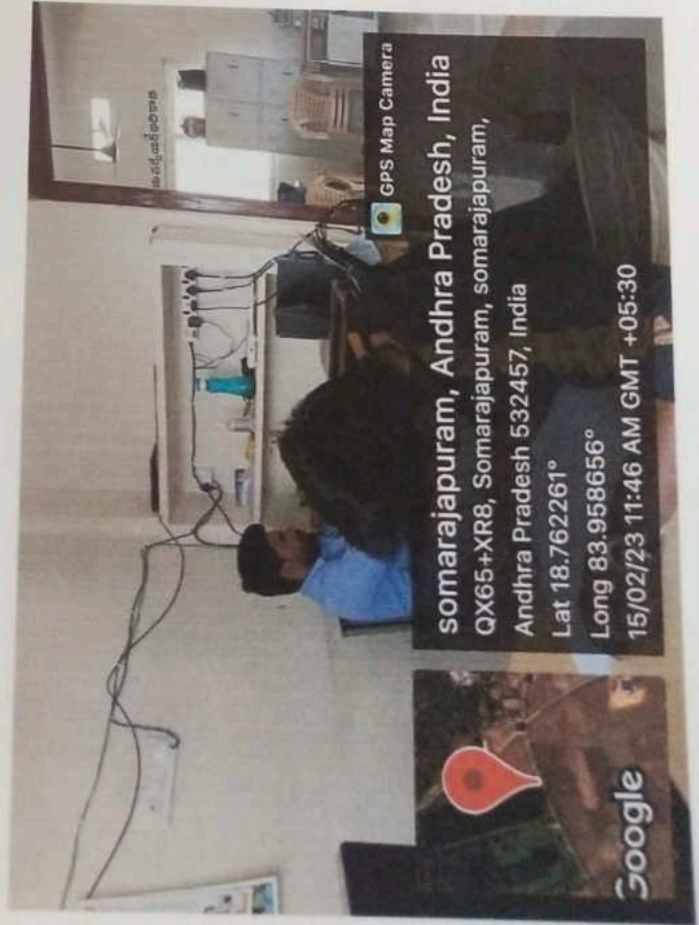
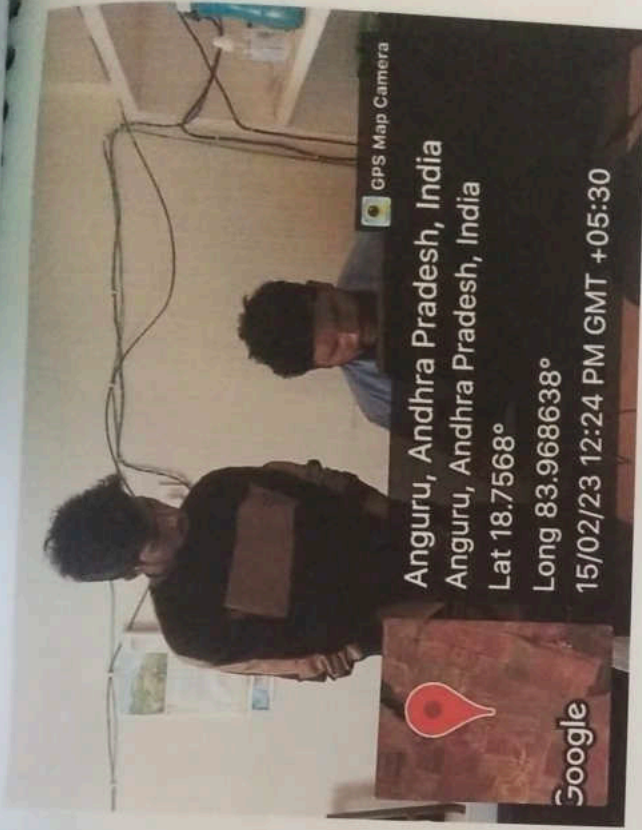
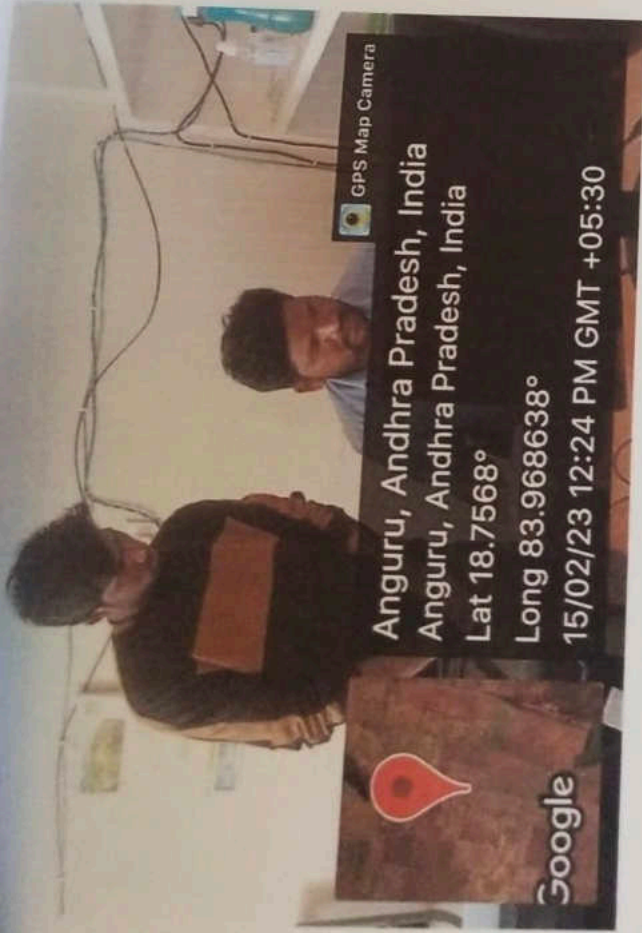
Instructions to Students

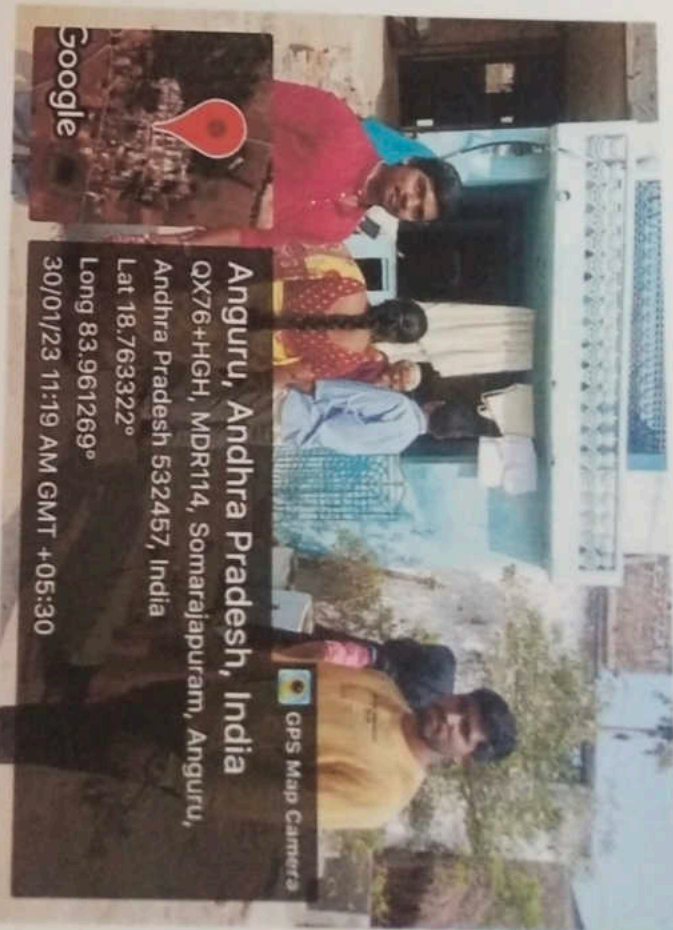
Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

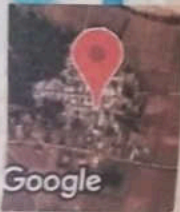
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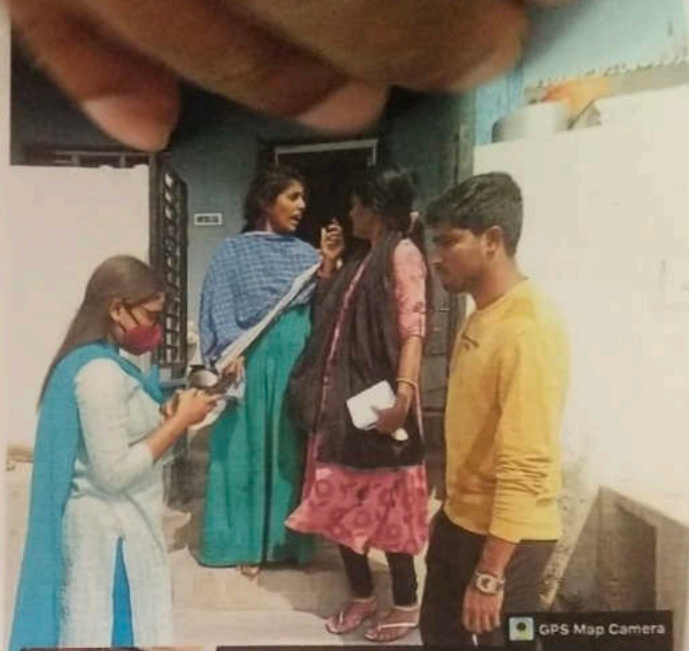
GPS Map Camera



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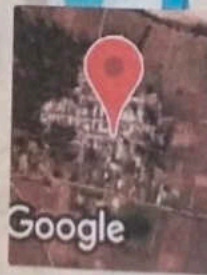
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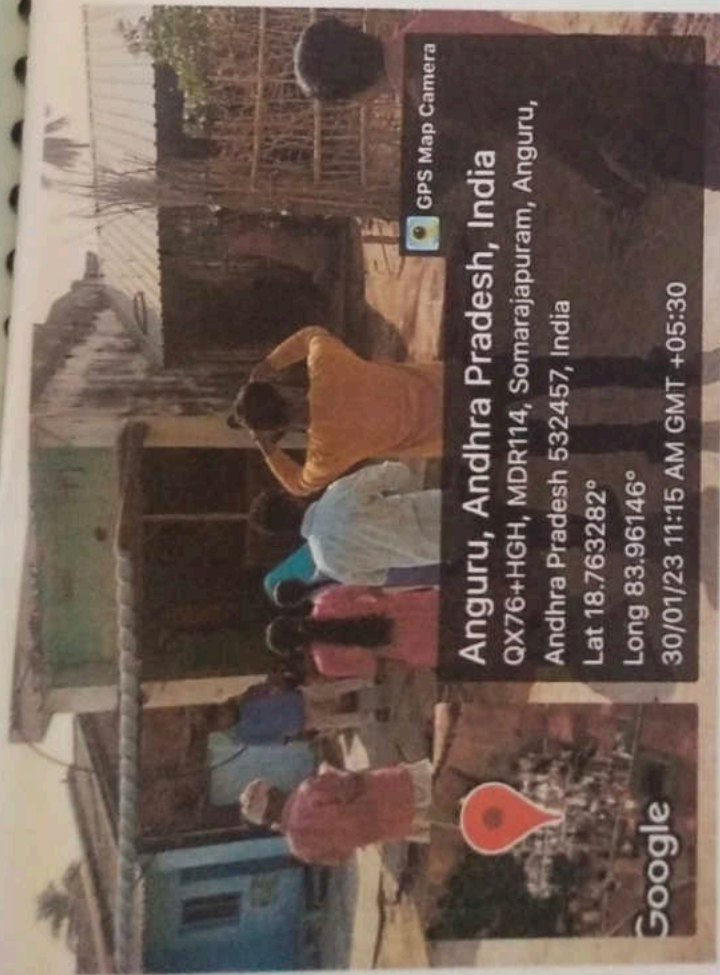


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Long 83.96146°

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Andhra Pradesh 532457, India

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Andhra Pradesh 532457, India

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