

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the student: P TARU KUMAR

Name of the collage: GOVERNMENT DEGREE COLLAGE (MENS) SRIKAKULAM

Registration number: 2022001066043

period of internship: from 07-12-2022 to 18-03-2023

Name & address intern organization Sachivalayam Ajjaram

DR.B.R. AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM

2022-20323

An Internship Report on

Sachivalayam department- 4 month Internship

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B. Computer Applications.

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Commerce) Government degree College for (men)

(Name of the College)

Submitted by:

P. Tarun Kumar

(Name of the Student)

Reg.No: 2022001066043

Department of Commerce

Government degree College men (SLM)

(Name of the College)

Instructions to Students

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

1. It is mandatory for all the students to complete 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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Student's Declaration

I, P. Tarun Kumar a student of 4 month Internship
Program, Reg. No. 2012001066041 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 07/12/2012 to 18/05/2013 in Laxmi Narayan (Name of
the intern organization) under the Faculty Guideship of
Commerce department (Name of the Faculty Guide), Department of
Commerce department, Government degree college (men)
(Name of the College)

P. Tarun Kumar
(Signature and Date)

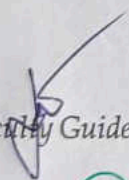
Official Certification

This is to certify that P. Tarun Kumar (Name of the student) Reg. No. 2022001066043 has completed his/her Internship in Ajaram (Name of the Intern Organization) on Sachinabagam (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 Accountant Degree (Name of the College).

This is accepted for evaluation.

Gauri
(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that P. Tarun Kumar (Name of the intern)
Reg. No 2022001066043 of G.D.C (MEN) (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 07/12/22 to 18/03/23

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



Samin
Authorized Signatory with Date and Seal
Panchayat Secretariat
Aljaram Village Secretariat
Etcherla Mandal, Skim Dist

Acknowledgements

1. acceptance of the truth or existence of something

"there was no acknowledgement of the family's trauma"

2. recognition of the importance or quality of something

* the expression of gratitude or appreciation

for something

"he received an award in acknowledgement of his work."

* the action of showing that one has noticed someone or something

"he touched his hat in acknowledgement."

→ a letter confirming receipt of something
I received an acknowledgement of my application
3. a statement printed at the beginning of a
book expressing the author's or publisher's
gratitude to other.

the reproduction on page 50 wasn't
mentioned in the acknowledgements

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.

1. Panchayati Raj Act - 1994 says that local Governance in every village for the growth & development in a sustainable manner
2. Implementation of Grama ward Sachivalayam - to render door to door delivery to the house holdn. and also developing the village in a sustainable manner.
3. -function of Gram ward Sachivalayam - it has mainly 10 types of functions, which does with all the activities required in a village
4. objectives of Gram ward Sachivalayam.
 1. Sustainable development -
 2. Door to door delivery
 3. Health & hygiene condition.

5. out come of Gram wold Sachivakayam.

1. providing Basic Needn to the
2. All services of to no stop
3. early solution to all problems.

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 Gram wold Sachivalayam

1. providing version citizen services to a shortest possible type
2. single window service system
3. Door to door service & welfare on home
4. providing ambient environment for all living organization
5. each functions has a specific route to full the required of the villages
6. planning GPP (Gram panchayat development program)
7. citizen satisfaction is the ultimate aim of an organization

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. Various service of Grama Sachivalayam
2. Various welfare schemes
3. on going project / contraction
4. public distribution system (pds)
5. Grama Sabha
6. working culture of each functionalization
7. field visits
 - Recovery of Agoi culture land
 - Anental survey
 - House hold survey
8. reproduction of Natural habitation

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of staff and volunteers	organisation structure	Sami
Day -2	Version functional & their defined work & responsibility	organisation working hands	Sami
Day -3	Various functions & their defined work & responsibilities	- do -	Sami
Day -4	field visit by ANM An mental survey	How ANMs are visiting regularly to pregnant women than define	Sami
Day -5	field visit by ANM -PM- Jay survey	Implement of PM - Jay scheme	Sami
Day -6	Re- Brief of whole the last 5 days activation	some knowledge has achieved regulars	Sami

WEEKLY REPORT

WEEK - 1 (From Dt. 07/12/2024 to Dt. 12/12/2024)

Objective of the Activity Done:

Detailed Report:

Grama Sachibayam gujarathi peta

was 16 volunteers

main functions are in follows

1. panchayat secretary
2. Digital Assistant
3. welfare & education Assistant
4. Engineering Assistant
5. village Revenue officer
6. Agricultural Assistant
7. Veterinary Assistant
8. village sweeper
9. machika police
10. ANM
11. line man

overall - in charge in panchayat secretary who in maintaining all the activation in and around

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & Responsibility of digital Assistant & welfare Education Assita	Imve of various service to citizens & type of welfare Schemes	Jain
Day - 2	Devision & Responsibility of VPO & village server	Ration distribution system & how it is working & types of cards	Jain
Day - 3	Devision & Responsibility of Veterinary Asst & Agriculture Asst-	Live stock & types of various immunization & other	Jain
Day - 4	field visit by VPO - PDS distribution	door to door delivery of public distribution to the house hold	Jain
Day - 5	field visit by VS Resource	Re-captation of land village using latest technology.	Jain
Day - 6	Re-Brief of last 5 days Activities	Known what types of devision are being taken on going activities	Jain

WEEKLY REPORT

WEEK - 2 (From Dt. 17/12/2022 to Dt. 18/12/22)

Objective of the Activity Done:

Detailed Report: delivering of provision (ration) of a possible time

1. Inverse of caste & Income
2. Maternal (land)
3. Family member Certificate
4. Birth & death Certificate

Applying for schemes to the eligible candidate part field verification

1. YSR pension
2. YSR Chakultha
3. Rice card
4. YSR Anna vadi
5. YSR vidya deveda

Field Activity : Ration distribution to house

hold at door step by MPV

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division of Responsibility of ANM & mahila police	Hygienic measures implementation safety of women & child	Jain
Day - 2	Division of Responsibility of Engineering Assistant & panchayat secretary	ongoing work & government & pure measures of men & women	Jain
Day - 3	field Activity: SDG survey pm - survey.	knowing well about sustainable development growth process	Jain
Day - 4	field Activity House hold survey PDS distribution	knowing about types of house hold & their eligibility	Jain
Day - 5	online service digital literacy	known how to apply for cast income service	Jain
Day - 6	re-Brief on last 5 days Activity	overall: learned name maintenance which implementation notice.	Jain

WEEKLY REPORT

WEEK - 3 (From Dt. 23-12/22 to Dt. 27-12/22)

Objective of the Activity Done:

Detailed Report:

During the visit by ANM - we visited several houses for any health in a recommend few medication. Also spoken to pregnant women for any difficulties. observed the well being & know of the people with the ANM.

Also accompanied mahila police visited house to education the children for card Good & Bad. Teach awareness for the girl child for not being shy. Any harassment happened should be intimated officer concerned.

No. of online sources are going on & participate and acquired knowledge about how a system works on demand of the Government.

Knowing eligibility criteria of all the welfare schemes of state Government.

ACTIVITY LOG FOR THE FORTH WEEK *

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SCA - open Beyond SCA - closed Beyond SCA	shortest possible time for service	Jain
Day -2	Definition of GDP & if objection & outcome	development processes	Jain
Day -3	finds allocated to Gram panchayat	General test for 6th finance full matters	Jain
Day -4	House hold survey of Aushim 1, 2, 3, 4, 5	most likely a come survey	Jain
Day -5	Home held survey of colots 6, 7, 8, 9, 10	categories of House holds	Jain
Day -6	Home held survey of clothing 11, 12, 13, 14, 15, 16.	-do-	Jain

WEEKLY REPORT

WEEK - 4 (From Dt. 3/01/23 to Dt. 20/01/23)

Objective of the Activity Done:

Detailed Report:

SLA - Service life Agreement

In Gram ward Sachivalayam there are more than 546 service each service is having their SLA.

For eg:

1. Income certificate - 7 days
2. Cast - certificate - 30 days
3. motivation - 30 days
4. Rice card - 120 days

GPPDP - Gram panchayat development programme & it is a planning program for the development of the gram panchayat.

- sanitation planning
- Road Repair planning
- street light position/Repair
- also cover need Towns/village types.

ACTIVITY LOG FOR THE FIFTH WEEK

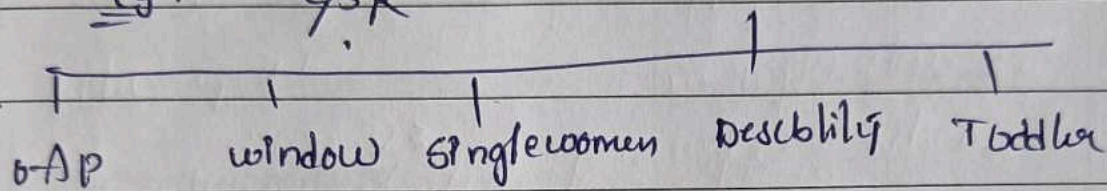
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	types of state govern- ment welfare schemes & their eligibility	welfare in the foremost concern for the existing government	Jain
Day - 2	welfare calendar for the year 2022-23	planned execution in implementation to welfare schemes	Jain
Day - 3	field visit - what is Gram Panchayat what is Agricultural land	Basic knowledge of a village & its boundaries	Jain
Day - 4	E-KYC - mandatory for all the welfare schemes How E-KYC is done	Digital literacy using mobile/smart phone	Jain
Day - 5	step-by-step validation of eligibility for all non-welfare schemes	Digital literacy Training acquired	Jain
Day - 6	DC brief of all the land 5 days activation	Very information & enable people	Jain

Objective of the Activity Done:

Detailed Report:

State Government - welfare schemes and
its eligibility criteria, application program field
Verification e-Kyc program

eg: YSR



All these types of persons have difference
eligibility criteria

welfare calendar shows the demand
planning & implementation of know at the
right time in a project & procedural
manner.

e-Kyc - Electronic - Know your citizen
which given an then live status of the
citizen. It's monitor for all the house
holds for any type of welfare schemes.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	organization structure	Jamir
Day - 2	version functional of their defined work & responsibility	organization working hands	Jamir
Day - 3	Version functional of their defined work & responsibility	ob -	Jamir
Day - 4	field visit - by Anam Am mental survey	How Anam are visit regularly to programme	Jamir
Day - 5	field visit - by Anam pm - Day survey	Implementation of pm - Day scheme	Jamir
Day - 6	De - Brief of whole the last 5 days activities	Some knowledge has achieved regularly	Jamir

WEEKLY REPORT

WEEK - 6 (From Dt. 19/01/23 to Dt. 24/01/23)

Objective of the Activity Done:

Detailed Report:

Gramasachivalaym guzarthipeta
was of 16 volunteers

main functions secretary

1. panchat secretary
2. Digital Assigent
3. welfare & education Assigent
4. Engineering Assigent
5. village Revenue officer
6. Agriculture Assigent
7. veterinary survey
8. village survey
9. mahila police
10. ANM
11. line men

overall - the change in panchat secretary who
in maintaining all the activities in and
around.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Decision & Responsibility of Digital Assistant & welfare education Assistant	Impact of various service to citizens & types of welfare schemes	Samir
Day - 2	Decision & Responsibility of UPO - Village women	Ration Distribution system & household registration & type of card	Samir
Day - 3	Decision & Responsibility of voluntary Asst & Agriculture Asst.	Live Stock & types various immunization facilities	Samir
Day - 4	field visit by vs & survey	Door to door delivery of public distribution to the house hold	Samir
Day - 5	field visit by UPO - PDS distribution	Re-cooperation of village co-ops & technology	Samir
Day - 6	De-brief of last 5 days Activities	Know what types of decision are being taken on going activities	Samir

WEEKLY REPORT

WEEK - 7 (From Dt. 29/01/23 to Dt. 04/02/23)

Objective of the Activity Done:

Detailed Report: Delivering of revision (citizen) of a shortest possible time

1. Inverse of caste & Income
2. Mutation (land)
3. Family member certificate
4. Birth & death certificate

Applying for schemes to the eligible candidate per field verification

1. YSR pension
2. YSR Chayaltha
3. Rice card
4. YSR Anna vadi
5. YSR Vidya devin

Field Activity: Balon distribution to House hold at door step by MDS

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division of Responsibility of ANM & Mahila police	Hygienic measures implementation. Safety of women & child	Jain
Day -2	Division of Responsibility of Engineering Assistant & Panchayat Secretary	Ongoing work. Degree element of pre measures of men ory	Jain
Day -3	field Activity SO-G survey PM-Survey survey	Knowing well about detectable development practice process	Jain
Day -4	field Activity. House Hold Survey PDS. distribution	Knowing about type of house hold & their eligibility	Jain
Day -5	online service :- digital literacy :-	Known how to applying for work of mobile service	Jain
Day -6	re-Brief on last 5 days Activity	overall : learned some maintenance which implement to do better notice	Jain

WEEKLY REPORT

WEEK - 8 (From Dt. 09/02/23 to Dt. 14/02/23)

Objective of the Activity Done:

Detailed Report:

During the visit by ANM we visited several house for health im. & recommend few medicine. Also spoken to pregnant women for any difficeultion observed the well being & knownew of the people with the ANM

Also accompanied by mahila police visited house to education the children for Good touch & Bad touch Awareness for the girl child for not being shy any harassment happened should be reported offer cartoon

No. of online survey are going on & participate and acquired knowledge about how a system women on demand of the Government

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	definition of SCA - open beyond SCA - close beyond SCA	shortest possible time for service	Sami
Day -2	definition of GPP & its objection & outcome	development processes.	Sami
Day -3	finds allocated to team punchjet	general test for 15th finance full matters	Sami
Day -4	House hold survey of Auslem 1, 2, 3, 4, 5	most likely a come survey	Sami
Day -5	Home held survey of clothes 6, 7, 8, 9, 10.	categories of these holds	Sami
Day -6	Home held survey of clothing 11, 12, 13, 14, 15, 16.	- do -	Sami

WEEKLY REPORT

WEEK - 9 (From Dt. 19/01/23 to Dt. 24/01/23)

Objective of the Activity Done:

Detailed Report:

SLA - Service life Agreement-

In Gram ward Sachivalayam there are more than 56 service each service is having their own SLA

for eg:-

1. Income Certificate - 7 days
2. Caste Certificate - 30 days
3. Motivation - 2 days
4. Rice Card - 18 days

GPDP. Gram panchayat development programme

- Sanitation planning
- Road Repair planning
- Street light position / Repair
- New over need houses / Perinities

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	types of state government welfare schemes & their eligibility	welfare in the primary concern for the existing government -	Samir
Day -2	welfare calendar for the year 2022-23	planned execution in implement - of welfare schemes	Samir
Day -3	field visit gram cheelnam Agriculture land	planned basic knowledge of a village & its	Samir
Day -4	e-KYC - mandatory all the welfare schms how - key done	Digital literacy using mobile / smart-phones	Samir
Day -5	all welfare & non welfare schemes	Digital literacy Training acquired	Samir
Day -6	De-brief of all the last 5 days activation	Very Informative & (conable subs)	Samir

WEEKLY REPORT

WEEK - 10 (From Dt 29/02/23. to Dt. 04/03/24)

Objective of the Activity Done:

Detailed Report:

State Government - welfare schemes
its eligibility criteria application program
field verification - e. kyc programs
e.g.

welfare calendar shown the demand
planning & implementation of know at
the right time in a project &
procedural manner.

e - kyc electronic - know your
citizen which given an then live
station of the welfare schemes

- 1° No govt employee in house hold
- 2° No income Tax pay in home hold
- 3° Not more the 3 Acres of Agricul. Cultures
- 4° No four wheelers
- 5° Electricity consumption not more the 300 unit/month
- 6° 1000 sq ft Commercial land in urban Area

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of their defined work & responsibility	organization structure	Samir
Day - 2	Version function of their defined work & responsibilities	organization working hands.	Samir
Day - 3	Various functionation of their defined work & responsibilities	- ob -	Samir
Day - 4	field visit by ANM Anmental survey	How ANM's are visiting regularly to their define	Samir
Day - 5	field visit by ANM - PM - Jay survey	Implement of - PM - Jay scheme	Samir
Day - 6	De-brief of whole the last - 5 days activation	Some knowledge has achieved regular Gurus.	Samir

WEEKLY REPORT

WEEK - 11 (From Dt. 09/03/22 to Dt. 14/03/22)

Objective of the Activity Done:

Detailed Report:

Grama Sachinlayam. Guwaratho peta &

16. volunteers.

main functions are in follows

1. panchayat- Secretary
2. Digital Assistent-
3. welfare & Education Assistent-
4. Engineering Assistent-
5. Village Revenue officer
6. Agricultural Assistent-
7. Veterinary Assistent-
8. village Surreyar
9. machin police
10. ANM
11. lone man

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & Responsibility of Digital Assistant & welfare Education Assistant	Imve o/- various service to citizens & type of welfare Schemes	Sau
Day - 2	Devision & Responsibility of VRO & Village Sarpanch	Ration distribution System & How to get recognition & types	Sau
Day - 3	Devision & Responsibility of Veterinary Assl - & Agriculture Assl -	live stock & types various immunization & other type crops & seed.	Sau
Day - 4	field visit by VRO - PDS distribution	door to door delivery of public distribution to the house hold	Sau
Day - 5	field visit - by us Resurvey	Re-capture of land in village using latest technology	Sau
Day - 6	Re- Brief of last 5 days Activities.	Known what type of version are being delivered & ongoing	Sau

WEEKLY REPORT

WEEK - 12 (From Dt 10/03/23... to Dt 22/03/23.)

Objective of the Activity Done:

Detailed Report: delivering of decision (citizen)
of a shortest possible time

Announce of Govt- G Income
mobility (land)

family member Certificate
Birth & death Confirm.

Applying for schemes to the eligible
candidate field verification

1. YSR premium

YSP chrysetree

YSP Anna Uddi

Rice Card

YSR Vidhya deivina

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	type of state governa- ment welfare Schemes & their Eligibility	welfare in the primary level for the governa- ment	Samir
Day -2	welfare calendar for the year 2022-23	planned execution in implement of welfare Schemes	Samir
Day -3	filed Vigil- Gram Khamam Agriculture land	Digital literacy using mobile smart- phone	Samir
Day -4	E-key planning and all the welfare Schemes	Digital literacy Training of future	Samir
Day -5	all welfare & non welfare Schemes	very information and (Basic planning)	Samir
Day -6	De-benefit of all the land & days activities.	all Income Certificates	Samir

WEEKLY REPORT

WEEK - 13 (From Dt 20/3/2022 to Dt 21/3/2022)

Objective of the Activity Done:

Detailed Report:

Ex: 1. Income Surrogate - 7 days

2. cast - certificates - 30 days

3. motivation - 3 days.

4. fire cord - 18 days.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Division & Responsibility of digital Assistant & welfare education Assistant	Improve of various service to citizens & types of welfare schemes	Samir
Day -2	Division and Responsibility of veterinary Assistant and Agriculture Assistant	Ration distribution systems	Samir
Day -3	Responsibility of VPO Village Survey	How to register & types of card	Samir
Day -4	Field visit by VPO Survey	live status & types various immovable assets	Samir
Day -5	Field visit by VPO PDS distribution	Door to door delivery of public distribution to the household	Samir
Day -6	De-Brief of last 5 days activities	Re-option of land village using latest technology	Samir

WEEKLY REPORT

WEEK - 14 (From Dt. 30/03/2023 to Dt. 31/04/2023)

Objective of the Activity Done:

Detailed Report:

1. panchayat secretary
2. digital Assistant-
3. welfare & Education Assistant
4. Engineering Assistant-
5. Village Panchal officers
6. Agriculture officers
7. Village Survey
8. A.M.M Survey
9. Land map Survey.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	organization structure	Sam
Day - 2	various functions of their defined work responsibility	organization working hands	Sam
Day - 3	various functions of their defined work responsibility	- do -	Sam
Day - 4	field visit by A.M. group	How ANM work visiting registration	Sam
Day - 5	field visit by PDS distribution	Implement of PM-Jay Scheme	Sam
Day - 6	De-Brief of last activities.	Some knowledge has achieved regarding issues	Sam

WEEKLY REPORT

WEEK - 15 (From Dt. 1/4/2022 to Dt. 3/4/2022..)

Objective of the Activity Done:

Detailed Report:

Applying for Schemes to the eligible candidate part filed verification.

1. Y.S.R. perimium

2. Y.S.R. cheyultha

3. Rice card

4. Y.S.R. Amma vadi

5. Y.S.R. Vidya devina

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

I experienced a very good working environment with project. Knowledge & kind people. In this organization all staff are very punctual in attending office.

They had shown an interest in technology on how the system worked and administration activities are handled in a procedure manner.

The time they spent for unit being working schedule are appreciable, and we thank all for their extended operation & co-operation in our internship program.

So, my self improved of this organization (Grama World Sahityaalam) working culture.

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

→ each working systematically managed -

Application program - Digital Assistant -

field verification - welfare Assistant

third party verification - Administrative staff

pre- Applied - VRO

final- Applied - MPDO / MRO

every one in using the technology bound work to avoid
duplication and enable transparency in certificate's the
eligibility of any schema

1. Biometric Division

2. Android Smart phones

3. IRTS. scanners

4. face Automation

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

I achieved the real-time governance procedural expertise which is very realistic and given time management, competence & acquiring skills

Every working in time bounded and can't be neglected whole world in observing the activity & decision making is very important.

For doing any fence. project knowledge is important & should. Secondly planning and thirdly the procedure for implementation

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

my communication skills are modife and improved
myself with communication defforent people in different

places
my written communication in per i improve
it by writing say Evolution scouption thoughts

my confidence levels are high and i will
continue with the name

my speech ability in mederate and it will be
improved by communicating skills

I always greet & say on when i see
them & those whenever they do good things.

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

In group discussion I always speak with
clarity and don't let the improve I will be clear of
what I am saying

I also encourage others to participate in the
discussion to share their views

I always conduct the group discussion
in a friendly & formal manner.

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

Firstly ~~Firstly~~ thing =

1. Handling of smart phones
2. Bio - metric division
3. IRIS scanner
4. face Authentication program

which given the realistic procedure of the

even

Secondly :

using 'ops' & 'Reven' in land - revenue

program program

← using 'phones' in identification of mark.

In land alignment program.

Student Self Evaluation of the Short-Term Internship

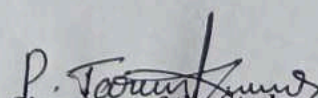
Student Name: P. Tarun Kumar Registration No: 2022001066013
 Term of Internship: From: 07-12-2022 To: 18-05-2023
 Date of Evaluation: 4-month Internship
 Organization Name & Address: Sachivalayam

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: p. Tarun Kumar

Registration No: 2022001066043

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor
with Mobile Number

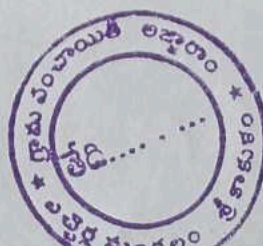
Please rate the student's performance in the following areas:

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

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	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
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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
Ajjaram Village Secretariat
Etcherla Mandal, Sklm Dist

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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