

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: **P.HEMA SUNDAR**

Name of the College: **Govt. degree college for men SKM.**

Registration Number: **2022001066041**

Period of Internship: **4 months. From: 07/12/2022 To: 18/03/2023.**

Name & Address of the Intern Organization **ssikakulam, etcheda mandalam,
Ajjaram village.**

D.B.B. Ambedkar University

IIIrd YEAR IV semester

An Internship Report on

upfronts Internship Program.

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

Sharmila Bani

(Name of the Faculty Guide)

Department of

commerce department.

(Name of the College)

Submitted by:

P. Hema Sundar.

(Name of the Student)

Reg.No: 2022001066011

Department of commerce department.

Govt. degree college for women

(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://apche.ap.gov.in>

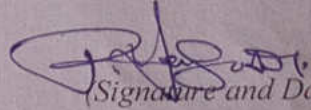
1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization 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

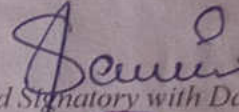
I, Peddakota. Hema Sundar. a student of _____
Program, Reg. No. 2022001066041 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in AJASRAM Sachinapuram (Name of
the intern organization) under the Faculty Guideship of
S. Harimilaarani (Name of the Faculty Guide), Department of
Commerce Department, Govt degree college for men (SKIM).
(Name of the College)


(Signature and Date)

Certificate from Intern Organization

This is to certify that P. Hema Sundari (Name of the intern)
Reg. No 2022001066041 of Guv Degree College for Women (Name of the
College) underwent internship in AJJaram Sachivalayam. (Name of the
Intern Organization) from 07/12/2022 to 08/03/2023

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


Authorized Signatory with Date and Seal

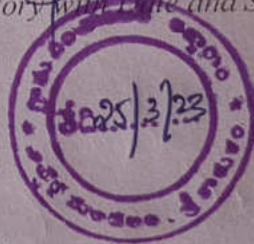


Official Certification

This is to certify that P. Hema Sundari (Name of the student) Reg. No. 2022001066041 has completed his/her Internship in Asst. Prof. Sachinabayan (Name of the Intern Organization) on long term Internship (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 for men (Name of the College). Government degree college for men Mysore

This is accepted for evaluation.

Sauv
(Signatory with Date and Seal)



Endorsements

Faculty Guide

Head of the Department

Principal

Acknowledgements

This sachivabujam Internship report is the result as an end a way

But months Internship It would not have been possible without, participation assistance of numerous brave and courageous, people along the way. This, I have to thank. them all.

First and last I would like to give special gratitude, to my parents who gave me an opportunity to keep my step ahead.

I am indebted, to my college teachers and the principal, for their vision, encouragement and enduring rigorous, interest, in the internship.

Last and most importantly I would like, all those, who made, this report possible, and home a reality, with, their kind assistance.

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.

Panchayathi Raj Act-1994 says that local Governance in every village, for the growth & development in a reliable manner.

Implementation of Grama ward sachivalayam, to render door to door service to the house holder, and also developing the village in a better manner.

Function of Grama ward sachivalayam. It has mainly, 10 types of function wherein which does with all the activation required in a village.

Objection of Grama sachivalayam.

- (1) Sustainable Development.
- (2) Door to door service.
- (3) Health & hygienic condition.
- (4) Outcome of Grama sachivalayam.
- (1) Providing Basic need to the health.

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 Grama Sachivalayam.

=> providing various citizen services, at a shortest possible time.

1. single window service system.

2. door to door service & welfare to home.

3. providing environment, for all living organization.

4. each functionary has a sacrifice value to fulfill the requirement of the village.

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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.

- ⇒ version service at Gram sachivalayam.
- ⇒ various welfare schemes.
- ⇒ ongoing projects/ continuation.
- ⇒ Public Distribution Systems (PDS).
- ⇒ Gram sabha.
- ⇒ fielded visits.
 - (1) Penetration of Agriculture land.
 - (2) Aneental survey.
 - (3) House hold survey.
- ⇒ propagation of natural education.

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.	organization structure.	Paul
Day - 2	version functionation & their defined work & responsibility.	organization working hands.	Paul
Day - 3	various function & their defined work & responsibility.	-do-.	Paul
Day - 4	Field visit by Anam An mental survey.	-do-.	Paul
Day - 5	field visit by Anam An mental survey. (pm) survey	2 implement of pm-survey scheme	Paul
Day - 6	de-brief of whole the past 5 days activation.	some knowledge has achieved regular crises.	Paul

WEEKLY REPORT

WEEK - 1 (From Dt. 11.12.22... to Dt. 14.12.22...)

Objective of the Activity Done:

Detailed Report:

World Sachivalayam (Gurukulhi peta Gadda) Ataram
Sachivalayam, functionation.

- 11) World admin secretory.
- 12) World education secretory.
- 13) World welfare secretory.
- 14) World Planning secretory.
- 15) World energy secretory.
- 16) World women secretory.
- 17) World health secretory.
- 18) World Sanitation secretory.
- 19) World Revenue secretory.
- 20) World emendities secretory.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & Responsebility of data processing.	Imve of various, service to citigons.	Jamun
Day - 2	Devision & Responsibility of VRD.	Pation distribution, system & hardware recognition	Jamun
Day - 3	Devision & Responsibility of Vitalasary Asst.	rive stonen & typos varion in navigation, to either.	Jamun
Day - 4	Paid visit by VRD-PPS Distribution.	poor to poor deliver of Public distribution.	Jamun
Day - 5	Paid visit by v.s Resurvey.	Recognize of Indian world using latest technology.	Jamun
Day - 6	—	—	



WEEKLY REPORT

WEEK - 2 (From Dt. 27/12/22. to Dt. 29/12/22.)

Objective of the Activity Done:

Detailed Report:

Delivery of revision of shortest possible time.

- (1) Inverse of caste & income.
- (2) Maternal (land).
- (3) Family member certificate.
- (4) Birth & death conforms.

Applying for schemes.

- (1) Y.S.B. premium.
- (2) Y.S.B. Chayutha.
- (3) Record.
- (4) Y.S.B. Amaradi.
- (5) Y.S.B. Vidya-bevana.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division & Responsibility of ANM & Mahila police.	hygiene mean implementation. 3rd of women	Paul
Day - 2	Division & Responsibility of emendities & Admin secretary	emerging world requirement.	Paul
Day - 3	Field Activity:- sober survey, pm-jay. survey.	-do-	Paul
Day - 4	Field activity:- house hold survey.	-do-	Paul
Day - 5	online service:-	known how to apply for caste/Income certificates	Paul
Day - 6	D e- Brief on last 5 days. Activity.	overall; learned name maintenance which implementation.	Paul

WEEKLY REPORT

WEEK - 3 (From Dt. 1.1.2023. to Dt. 3.1.23..)

Objective of the Activity Done:

Detailed Report:

Doing the unit by Anam, we utilized several, have for any health immunity, & recommend, few medician also spoke to pregnant women for any, deficiadation.

also recommended, by mahila police vigited, house to educate to children for Good Touch, & Bad touch, Awareness for the Girl, child for next.

Not online survey, are going on & particiable, and acquired knowledge, about, how a system women on demand of the Government.

Acquired knowledge on digital, interacy, how application defined online what are the demand are affected & covered.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Definition of SCOA Open Beyond SCOA.	shortest possible time for service.	James
Day - 2	Definition of Group & it's objection Governance.	Development process.	James
Day - 3	fund allocated to SCOA world	General test for 1st financial managers.	James
Day - 4	household survey of 1, 2, 3, 4, 5.	-do-	James
Day - 5	home hold survey of 6, 7, 8, 9, 10.	-do-	James
Day - 6	home hold survey of 11, 12, 13, 14, 15, 16.	-do-	James

WEEKLY REPORT

WEEK - 4 (From Dt. 08/11/2023 to Dt. 15/11/2023)

Objective of the Activity Done:

Detailed Report:

SLA. - service life Agreement.

In ward sachivalayam, there are more than sub, service, each service is having their own SLA. for ex:-

- (1) Income certificate = 7 days.
- (2) caste certificate = 30 days.
- (3) motivation = 30 days.
- (4) Bice card = 15 days.

G.W.D.P. - Grama ward sachivalayam Development Programme.

- => Sanitation Planning.
- => Road Repair Planning.
- => Street light Repair.
- => New or named towns.

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 government welfare schemes & their eligibility.	welfare in the primary government	Samir
Day - 2	welfare calendar for the year 2022-23.	-do-	Samir
Day - 3	field visits why are to collect house-tax.	Basic knowledge of ward & its boundary.	Samir
Day - 4	-	-	
Day - 5	six-step validation of eligibility for all schemes.	Digital literacy training assessed.	Samir
Day - 6	-	-	

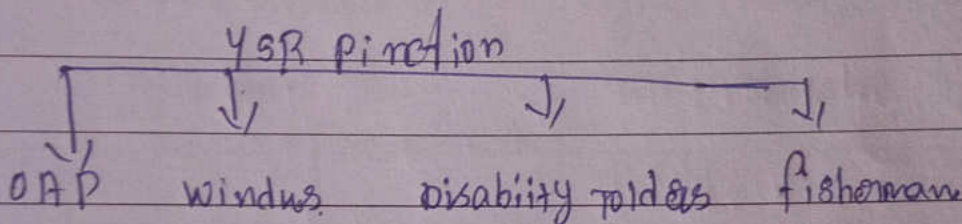
WEEKLY REPORT

WEEK - 5 (From Dt 16/01/2023 to Dt 23/01/2023)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes and its eligibility criteria, application programme field verification E-Kyc Programme.



- (1) No Govt employee in these hold.
- (2) No Income tax to pay in these hold.
- (3) No other welfare hold.
- (4) ¹⁰⁰⁰ 3 g food commercial and in these.
- (5) No other welfare area.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	E-KYC mandatory for all the welfare schemes.	Digital, literacy using Mobile smart phones.	Samir
Day - 2	Six-step validation of eligibility by for all welfare, non-welfare schemes.	Digital literacy, training prepared.	Samir
Day - 3	oc. brief of all the land & days, activation.	very informative.	Samir
Day - 4	Types of government, welfare schemes.	welfare in the primary concern the government.	Samir
Day - 5	welfare calendar for the year. 2022-2023.	Planned execution, in implementation.	Samir
Day - 6	field visit: why are to collect household. what is daily land and of all.	Basic Knowledge, of welfare & its boundary.	Samir

WEEKLY REPORT

WEEK - 6 (From Dt 8/1/22... to Dt 15/1/22...)

Objective of the Activity Done:

Detailed Report:

State Government welfare schemes.

welfare calendar show the planning & implementation of knowns, of the right time in a project.

E-kyc (electronic know your citizen) which gives, on the live status of the citizen.

It's mandatory, for all the house holds for any type of welfare schemes.

- (1) No more than three Acres of agricultural land.
- (2) electricity consumption more than 300 units per month.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	poverty of people and poverty line.	lowest below, poverty line of the village.	James
Day - 2	health condition of the village.	good health condition of this village.	James
Day - 3	hunger of total village people	there no hunger trouble of this village.	James
Day - 4	how to collect house tax in this village.	perfectly pay the house tax.	James
Day - 5	mandation of the gender or not.	There is no other category third gender.	James
Day - 6	-do-	-do-	James

WEEKLY REPORT

WEEK - 7 (From Dt. 16/11/23. to Dt 23/11/23)

Objective of the Activity Done:

Detailed Report:

Find out the total village information.
like what poverty. what poverty mech.

- 1) In this village there is no poverty.
- 2) and there is no hunger problems of this village.
- 3) there is no corruption.
- 4) there is no Black money.
- 5) there is no Bad health, health issues.
- 6) there is no, other gender involved. etc.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	At room village how much population of the village.	This more than population of the village.	Jamun
Day - 2	how much subdivided, males and females	2,305, total Peoples.	Jamun
Day - 3	males, find the peoples, counting of the village.	1,335 males peoples of this village.	Jamun
Day - 4	how females of the village.	99,75 females, Peoples of the village.	Jamun
Day - 5	find free land of the village	-do-	Jamun
Day - 6	find agriculture land of the village.	-do-	Jamun

WEEKLY REPORT

WEEK - 8 (From Dt: 24/1/23. to Dt: 20/1/23...)

Objective of the Activity Done:

Detailed Report:

This week find out total population of village.

total males population of this village,

find out, out the females, of the village.

here in this village males population, 1,335.

there is a females, population, of the village 975.

total population of village 2,335.

This week I would learn about how much
far land land of the village.

This week I would learn about, agriculture
land of the village.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Temples of the Ajsam, Vinage.	there is a total, 5 temples of the Vinage.	Jamun
Day - 2	how much the total land of the Ajsam Vinage	- do -	Jamun
Day - 3	how much schools in this Vinage.	there is the one Government school.	Jamun
Day - 4	how much the Government land of the Vinage.	there are the more tractors of the Vinage.	Jamun
Day - 5	how much private land, of the Ajsam Vinage.	- do -	Jamun
Day - 6	total roads, and cement roads of the Vinage.	There are the road, way of the cement Road.	Jamun

WEEKLY REPORT

WEEK - 9 (From Dt. ^{31.1.2023} to Dt. ^{6.2.23}...)

Objective of the Activity Done:

Detailed Report:

this I would find out the total land of the village. and private land and public land of the village.

total schools of the village. there is the one and only government village.

Roads, and cemented roads, pucca roads, of the attaram village.

total temples of the village. there is a total, 5 hindu temples etc.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Definition of SCA. → opens beyond SCA. → closed beyond SCA.	shortend possible time for service.	Jamir
Day - 2	Definition of GPP & if objection & overcome.	develop ment process,	Jamir
Day - 3	home hold survey of cloths 6,7,8,9,10.	month likely a come survey.	Jamir
Day - 4	house hold survey of cloths 1,2,3,4,5.	-do-.	Jamir
Day - 5	home hold survey of cloths, 11,12,13,14,15,16.	-do-.	Jamir
Day - 6	home hold survey of cloths 6,7,8,9,10.	category recess of households.	Jamir

WEEKLY REPORT

WEEK - 10 (From Dt. 1/2/23.. to Dt. 4/2/23..)

Objective of the Activity Done:

Detailed Report:

SLA - service life Agreement.

In wordsackivalyam, there are more than 54 b.
service each, service in having, their own SLA.
for ex -

(1) Income certificate = 7 days.

(2) caste certificate = 30 days.

(3) motivation = 30 days.

(4) Bicecad. = 180 days.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	types of the state Government welfare schemes.	welfare in the Panchayat concern, for the government.	Pannu
Day - 2	sachivalay codes.	find out sachivalay codes.	Pannu
Day - 3	sachivalayam property of the village.	good maintenance of the sachivalayam.	Pannu
Day - 4	sachivalayam service of the village.	good service of the village.	Pannu
Day - 5	how much services, providing of the village.	12 to 20 good services providing village.	Pannu
Day - 6	good maintenance of time period of the village.	-do-	Pannu

WEEKLY REPORT

WEEK - 11 (From Dt. 15/2/23.. to Dt. 21/2/23..)

Objective of the Activity Done:

Detailed Report:

This week I would find out all the, maintenance of the village.

good maintenance of the village

providing a good services of a village.

Total 20 good services providing of
Anara Sachivalayam to Anaram Village.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	This day find out farmers in.	good farmers living this village.	Samir
Day - 2	employee ment information of the village.	more hampered, profession.	Samir
Day - 3	how to Apply the Adhar card, voter id.	easy to Apply the Adhar card, voter id.	Samir
Day - 4	how apply the cast certificate.	easy to Apply the cast certificate.	Samir
Day - 5	how to Apply the Income certificate.	easy to Apply the Income certificate.	Samir
Day - 6	how to Apply the ration card,	time take apply process.	Samir

WEEKLY REPORT

WEEK - 12 (From Dt 22/2/23. to Dt 28/2/23.)

Objective of the Activity Done:

Detailed Report:

This I would find out the Applying the certificates. like cast certificate, easy to apply.

how to apply the Ration card ~~easy~~ and its time taken process.

how to apply the Income certificate easy to apply, and easy to apply process.

and how to Apply the Adhar card, tang process to apply.

and apply the voter card, mandatory of the any degree etc.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	about the sustainable goals.	there are 17 sustainable goals.	Jamun
Day - 2	how much, literacy people of the village.	good percentage of the literacy people	Jamun
Day - 3	how much illiteracy people of the village.	lowest and some people illiteracy people.	Jamun
Day - 4	how much, factories, of the village.	here there is no factories.	Jamun
Day - 5	hand made items of the village.	there shoe kts, knife made this area.	Jamun
Day - 6	how much normal shops of the village.	5 to 7 normal, shops of the village.	Jamun

WEEKLY REPORT

WEEK - 13 (From Dt. 1/3/23..... to Dt. 7/3/23....)

Objective of the Activity Done:

Detailed Report:

This week I would find out the total
normal shops of the village.

how much the hand made shops,
of the village.

good nature of this village.

Normal work people of the people.
employment people of the village.

literacy and non-literate peoples.

(1) literacy people of the village is good.

(2) illiteracy people smallest is good
total peoples.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Find out the kisan, peoples of the village.	good and more than 100 people of India.	Samir
Day - 2	which people was, eligible pindion	50-60 peoples, eligible the pindion.	Samir
Day - 3	how power supply of the Assam village.	24 hours, on time, every good power supply.	Samir
Day - 4	which agriculture, plants of this village.	8-10 agriculture plants of this village.	Samir
Day - 5	how much industrial area of this village.	No more the industrial area of this village.	Samir
Day - 6	how public and private company of this village.	only hand made, own sold company, that's all.	Samir

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	find out the kisan, peoples of the village.	good and more than 100 people of India.	Samuel
Day - 2	which people was, all the people	50-60 people, all the people.	Samuel
Day - 3	how power supply of the Assam village.	24 hours, on time, every good power supply.	Samuel
Day - 4	which agriculture, plants of this village.	8-10 agriculture plants of this village.	Samuel
Day - 5	how much industrial area of this village.	No more the industrial area of this village.	Samuel
Day - 6	how public and private company of this village.	only hand made, own sold company that is original.	Samuel

WEEKLY REPORT

WEEK - 14 (From Dt. 8.3.23 to Dt. 14.3.2023)

Objective of the Activity Done:

Detailed Report:

This I would learn about, all private and public company's of the village.

There no public and private company's of the village
and what about the industrial area.

There is no industrial area of this village.
There is no non technical services available

more than people was eligible and, kisan farmers, of this village.

good power supply, like sub houses, power supply of the village.

more than agriculture plants, like 6-10 cgm, etc plants of the village, etc.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	how apply the all certificates, like cast, income, panchet.	good services providing of this village.	Samir
Day - 2	time partiality of the Assalam/sachivalayan.	good maintain time partiality.	Samir
Day - 3	total roads of the village.	Two types of Roads. one haw, and second cement Road.	Samir
Day - 4	how to use the sachivalayan services of the village.	goods use the sachivalayan services of the village.	Samir
Day - 5	which tax collected of the Assalam village.	water tax and, now tax collected.	Samir
Day - 6	- do -	- do -	Samir

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

this village use the all sachivalayam services, perfectly.

sachivalayam, was collected the four types, of tax. house tax, water tax.

good time facility of this sachivalayam, staff people.

there two roads available. ~~the~~ road, cement Road.

there is good water facility of this village.

easy to apply the all certificates. Income, and certificate, and pancard, and Adhar card.

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 professional, knowledge, & kind people in the organization all staff are very punctuality in attending office.

They had shown an internet in technology on how the system, women, and administration activities are handled in a procedure, manner.

The time they spent for in being working schedule are appreciable and with these, than all for their extended operation & co-operation, in our internship programme.

The digital ads used for helping on in learning very advanced & needs at this moment for accountability, which keep the system in order. "Security good help for and good supports me."

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

Each work in systematically managed -

Application program - word education data processor,
secretary.

field verification - ~~not a~~ welfare secretary.

Third party verification. - word administrator staff.

pre Applied - word revenue secretary.

final Applied - MRO.

every one is using the technology bounded work to
avoid duplicacy and enable frequency in a certain
the

- (1) Biometric Division.
- (2) Smart phones.
- (3) IRIS 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 which is very realistic and gives time management competence & analysis skills.

every work is time bounded and can't be negotiated, while work in observing the activity, & decision making is, very important.

for doing and procedural knowledge in mind & should, secondary 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 modify and improve myself
with communication different people, in different places.

my written communication improve if by,
writing say evolution script or thoughts.

my anxiety level, are very low iam very good listen to
when ever i see any thing & i learn more anxiety management,
Technology.

I always, greet every one who i see then & thank them,
whenever they do good thing.

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

In world discussion i always space with point to point and don't log the improve I will be clear of what i am sying.

I also encourage others to participate in the discussion to share view.

I always the group discussion in a friend & for many 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 things ||

(1). Handling of smart phones.

- Bio metric Division.

IRIS scanner.

face Automatic programme.

which given the arithmetic procedure of the given.

secondly

using E-pos machine in POS.

thirdly

= using "COPS" & "Peven" in land Re-namey

.. programment program.

using "PROVES" in identification of mark in

land alignment program.

Student Self Evaluation of the Short-Term Internship

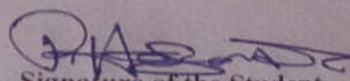
Student Name: <u>P. Hema Sundari</u>	Registration No: <u>2022001066041</u>
Term of Internship: <u>4 months</u> From: <u>7/12/2022</u>	To: <u>18/3/2023</u>
Date of Evaluation:	
Organization Name & Address: <u>Arjalam Sachivalayam, Sri Lakulam, Elhalla mandalam.</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
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. Hema Sundari

Registration No: 20220010004

Term of Internship: 4 months From: 7/12/2022

To: 18/3/2023

Date of Evaluation:

Organization Name & Address: Arjuna Sachinvalayam, Sri Karukulam, Etchella
mandalam.

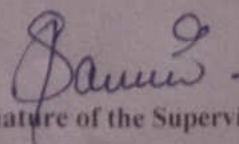
Name & Address of the Supervisor
with Mobile Number

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
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



Signature of the Supervisor

Date:

PHOTOS & VIDEO LINKS

