

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: **TULAGAPU RAMYA**

Name of the College: **Government Degree College (MEN) SRIKAKULAM**

Registration Number: **2022001066055**

Period of internship: From: 17-12-2022 To: 18-03-2023

Name & Address Internship of the Organization: Grama Sachivalayam,
Cheedivalasa,
Srikakulam

DR.B.R.AMBEDKAR UNIVERSITY ETCHERLA, SRIKAKULAM
2020-2023

An Internship Report on

GRAMA SACHIVALAYAM

Submitted in accordance with the requirement for the degree of

B.COM

Under the Faculty Guideship of

Smt. J. Sharmilarani

Department of

Commerce Government Degree College (Men) Srikakulam.

Submitted by:

T.RAMYA

Reg.No: 2022001066055

Department of Commerce

Government Degree College (Men), Srikakulam.

Official Certification

Student's Declaration

I, TULAGAPU RAMYA a student of internship Programme, **Reg.No:** 2022001066055 of the Department of **Commerce**. Government Degree College (Men) Srikakulam College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-03-2023 in GRAMA SACHIVALAYAM Cheedivalasa under the Faculty Guide, Smt.J.Sharmilarani, Department of Commerce Government Degree College (Men) Srikakulam.

T.Ramya

Reg.No: 2022001066055

Official Certification

This is to certify that **T.Ramya** Reg. No: **2022001066055** has completed his Internship in **GRAMA SACHIVALAYAM cheedivalasa** on under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Government Degree college (Men) **SRIKAKULAM**.

This is accepted for evaluation.

(Signatory with Date and Seal)
S. Anwar 1-5-2023
Panchayat Secretary
Koilivalasa Sachivalayam
Burja Mandal

Endorsements


Faculty Guide


Head of the Department

Principal



Certificate from Intern Organization

This is to certify that **Tulagapu Ramya** Reg. No. **2022001066055** of Government Degree college Men (Srikakulam) underwent internship in GramaSachivalayam (cheedivalasa) from 07-12-2022 to 18-03-2023.

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

S. M. Rao 1-5-2023
Authorized Signatory with
Date and Seal Panchayat Secretary
Sachivalayam
Burja Mandal

Acknowledgements

First I would like to thank Sachivalayam team for giving me the opportunity to do an internship for giving internship within the organization.

The success and orderful of this internship project requires a lot of guidance and endowment from many people in the education skills organization.

I also would like all the people that worked along with me and Sachivalayam with their patience and openness they created an enjoyable working environment.

I am highly indebted to Director and Principal for the facilities provided to accomplish this internship.

The internship opportunity I had with Sachivalayam was a great chance for learning Communicational skills.

I perceive as this opportunity as a big milestone in my career development. All the secretarial staff are friendly with me and also their teaching everything like schemes. Agriculture classes are very good and simple way of teaching skills.

I express my sincere thanks to all Sachivalayam staff members and volunteers.

Their classes are very good impact of me. They should very responsible and very duty mind on all the internship students.

For permitting me to do the project work to successfully.

My Sachivalayam staff members (or) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my Sachivalayam (Girama) staff members and friends who helped me in successful completion of this internship.

Contents

1. chapter - 1 : Executive Summary
2. chapter - 2 : overview of the organization
3. chapter - 3 : Internship part
4. log book [first week to fifteenth week]
5. chapter - 5 : outcomes description
 - Describe the real time technical skills you have acquired
 - Describe the managerial skills you have acquired
 - Describe how you could improve your communication skills
 - Describe how could you enhance your abilities
 - Describe the technological developments you have observed and relevant to the subject area of training
 - student self evaluation of the short-term internship
 - Evaluation by the supervision of the intern organization
 - Photos & video links

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 growth and development in a sustainable manner.

⇒ Implementation of Grama Sachivalayam to render door to door deliver to the household and also developing the village in a sustainable manner

⇒ Functioning of Grama Sachivalayam. It has mainly 10 types of function which does with all the activities required in a village.

⇒ Objectives of Grama Sachivalayam

- * Sustainable development
- * Door to door service
- * Health and Hygienic condition
- * Roles and responsibilities of all departments
- * The on going Government schemes.

* The on going Government schemes through RBK

* To protecting Human Rights.

* To prevention of child marriages.

⇒ Outcomes are achieved by me in the Grama Sachivalayam

* Learned the Government schemes

* Know the types of land used for growing crops

* I got to know the health treatment of animals

* I learned about child rights and human rights.

* I got to know what nutrition food is given to

Anganwadi children and pregnant ladies and lactating mothers.

* I learned how to manage the people and also maintainance of Government office

* I learned how to interact to the people

* I improve it also the Communication skills.

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:-

1. Providing various citizen services of a short possible type.
2. Single window service system.
3. To secure transparency to the people with Government.
4. Providing abundant environment by all living organization.
5. Planning GPDP (Gram panchayat development program)
6. Each functioning has a specific value to fulfill the required of the villagers.
7. Po Door to door service and welfare to the people
8. Citizen satisfaction ultimate aim of an organization.

⇒ Vision, mission and values of the organization:-

* Grama Sachivalayam are secretariats setup in Indian

state of AP to provide the administrative services and welfare of all government departments available at one place.

* Government of Andhra Pradesh appointed village volunteers to deliver services.

⇒ Policy of the organization:

The scheme was inspired by Mahatma Gandhi's concept of "Grama swarajya" that promotes villages becoming self-sufficient, autonomous entities.

⇒ Organizational structure:

- | | |
|------------------------------------|-------------------------|
| 1. Panchayati secretary | 6. veterinary assistant |
| 2. Digital assistant | 7. village surveyor |
| 3. Welfare and education assistant | 8. Mahila police |
| 4. village and revenue officer | 9. ANM |
| 5. Engineering assistant | 10. Zinc man |

⇒ Roles and responsibilities:

* The employees work on their duty's by higher other authorities order's

⇒ Performance: Each functionary's has been worked by the rules and citizen satisfaction is the ultimate aim of the Sachivalayam.

⇒ Future plan: To enrich the government schemes and people's believe the transparency of the government.

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.

⇒ we participated in many activities during the internship which are :

- * Field visit by welfare and education assistant.
 - * House hold survey.
 - * we have observed the voter list of village
 - * participate the child and human rights meeting.
 - * we have observed the health checkup of the animals.
 - * Re-survey of agriculture land.
 - * Urea distribution
 - * The 104 vehicle arrived in the Sachivalayam, we observed to the guidelines of the ANM madam
 - * we went to schools and Anganwadis around the Sachivalayam area with mahila police madam etc.
- ⇒ During the activity process healthy and hiegeinic environment creativityng by the secretariats
- ⇒ we are evaluated every week by Sachivalayam Staff

⇒ All the equipment provided by the an organization

⇒ like these...

- * Computer application forms
- * Soil testing machine
- * B.P machine, thermometer, medicines etc.
- * Animal husbandary items.
- * Power tester, cutting blayer, Tool kit.
- * Revenue records.

⇒ skills acquired:-

- * To know the how to apply different types of certificates in Sachivalayam.
- * To learned how to estimate quality of soil, rice... various crops.
- * To aquire the knowledge of normal health checkup of animals and human beings.
- * These are the skills aquired in the internship programme.

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	Introduction	Sura. person the volunteer
Day - 2	Introduction of Panchayat secretary & welfare education assistant	To know the secretary and education assistant	PS/WEA
Day - 3	Introduction of ANM and veterinary assistant	To know the ANM and veterinary assistant	ANM/VA
Day - 4	Introduction of VRO and women police	To know the VRO and women police	VRO/WP
Day - 5	Introduction of line man & agriculture assistant	To know the line man and agriculture assistant	LM/AA
Day - 6	Introduction of the village surveyor and digital assistant	To know the village surveyor and digital assistant	VS/DA

WEEKLY REPORT

WEEK - 1 (From Dt. 7/12/22 to Dt. 10/12/22)

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam cheedivasa
functionaries and volunteers.

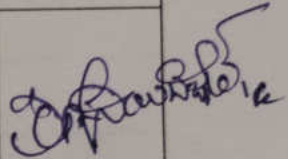
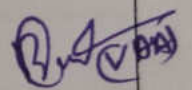
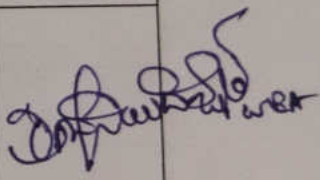
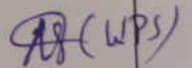
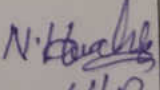
Main functions are in follows:

1. Panchayathi secretary
2. Digital Assistant
3. Welfare and education assistant
4. village and Revenue officer
5. Engineering assistant
6. veterinary assistant
7. village surveyor
8. Mahila police
9. ANM
10. Line man

Overall in charge is panchayat; Secretary who is maintaining all the activities in and around

Field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
15 Day - 1	Importance of RBK and agricultural schemes	we know the RBK schemes & agricultural schemes	 RBK
16 Day - 2	Discuss about the Land registration rules	we learned the land registration rules	
17 Day - 3	we are participated field work with veterinary assistant	we observed the normal health checkup for animals	 VA
18 Day - 4	Discuss about the dr. Y.S. R Arogyasri card scheme	Minimum qualifications of the Y.S.R Arogyasri scheme	 WEA
19 Day - 5	Reducing child marriages class by Mahila police madam	we know about the child marriages	 MP
21 Day - 6	Discuss about the various types of medicines.	we learned the various medicines	 MLHP ANN

WEEKLY REPORT

WEEK - 2 (From Dt. 11/12/22 to Dt. 17/12/22)

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics

=> Introduction to agriculture and schemes on going in the state related to agriculture

=> Major changes after introduction of RBL's of village level.

=> We discussing about the how to apply land registration with VRO Sir.

=> How to check the animals health status

=> we learned about the conditions of the Y.S.R Arogya Sri Scheme

=> we participated child marriages class.

=> we know the importance of medicine

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
22 Day - 1	Discuss about the different types of diseases	we learned about the diseases	N. H. H. V. A.
23 Day - 2	Prohibition of the child abuses	we know the activities of child abuses	W. E. A.
24 Day - 3	who to deserve to apply Y.S.R. pension class by welfare & edu. asst.	we remembering that qualifications of Y.S.R. pension	W. E. A.
26 Day - 4	Different types of animal diseases class by veterinary sir	we gained about the animal diseases	V. A.
27 Day - 5	we participated on village re-survey	we observed this activity	V. S.
28 Day - 6	Horticulture class by agriculture assistant	we know the Horticulture crops.	A. A.

WEEKLY REPORT
WEEK - 3 (From Dt. 18/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report:

During the third week we shall discuss about these topics:

- => Types of diseases :
1. Dengue
 2. Malaria
 3. Typhoid
 4. Cholera

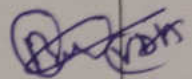
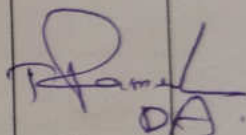
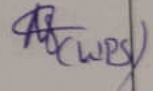
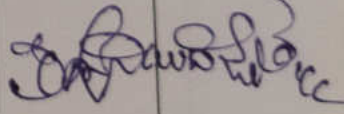
=> prohibition of child abuse with different types of methods.

=> we gain about the knowledge of pension category's

- => Types of Animal diseases:
1. Foul cholera
 2. Food & ~~for~~ Muth disease
 3. Anthrax

=> Cheedivalasa village having an agricultural & horticultural area of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
29 Day - 1	Different types of crops visited in cheedivalasa village	we observed crops status in village	 AA
30 Day - 2	we participated in health survey activity	we acquire knowledge ^{about} the health survey	N. Thakur MLHP ANM
31 Day - 3	we know about the seva portals with practically	I had to apply on my own experience	 DA
2 Day - 4	Awareness programme on child rights	To know about the child rights	 WP
3 Day - 5	Survey of the crop lands with VRO sir	we gain know-ledge of crop lands	 VRO
4 Day - 6	we discussed that senior tags are given that animals.	we learned rules of the sensor tags.	 VA

WEEKLY REPORT

WEEK - 4 (From Dt. 25/11/22 to Dt. 3/12/22)

Objective of the Activity Done:

Detailed Report: During the fourth week we shall discuss about the topics:

⇒ Different types of crops: 1. Paddy

2. Banana

3. Maize

4. Blackgram

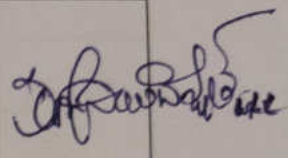
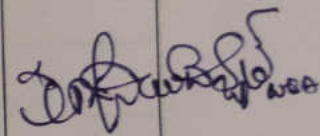
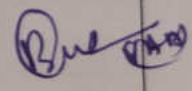
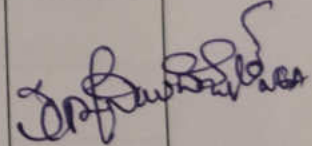
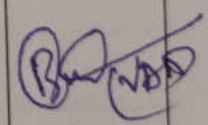
5. Green gram

6.

We have identified various crops and their sowing times throughout the year.

⇒ I had applied my own experience for several portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
5 Day - 1	How to measure the Shore class by VRO sir	Shore measuring	 VRO
6 Day - 2	we saw the pregnant ladies during her health checkup by ANM mam	we observed health precautions	N. Thakur MLHP ANM
7 Day - 3	we attending cluster level training programme	we know about the child safety education	 WEA
9 Day - 4	To participated on vaccination of animals in chredivalasa village	we observed the vaccination	 PVA
10 Day - 5	we discussed Y.S.R ammarodi & vidya devena schemes	we acquire the knowledge of this schemes	 WEA
11 Day - 6	we discussed about paddy harvesting	Majorly grown variety of paddy harvesting.	 AA

WEEKLY REPORT

WEEK - 5 (From Dt. 1/1/23 to Dt. 7/1/23...)

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics:

=> paddy harvesting - majorly grown variety of paddy MTU 1061 & MTU 7029

=> Learned the process of harvesting of paddy, manually and saw harvesting with paddy

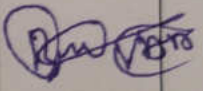
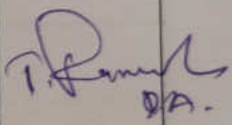
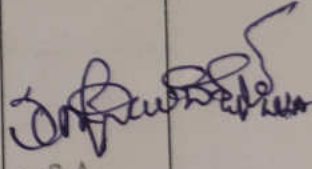
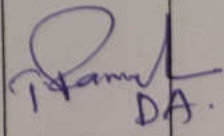
=> we participated in cluster level training on child rights & child safety education for parents.

=> Y.S.R Ammarvodi - yearly 15000/-

Y.S.R vidyadevena - yearly of their college forms

Y.S.R vasathi devena - yearly 20000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
12 Day - 1	We discussing about cyber crimes	we knowing the information	Ag (WPS) WP
13 Day - 2	learned orally about Paddy combine harvester	we know the Paddy combine system.	 AA
17 Day - 3	To Survey the Arogya - sri cards in cheedival - asa village	How to survey Arogya sri cards	 ANM
18 Day - 4	Y.S.R vahana mithra scheme class by welfare & education assistant	To know about the scheme	 WEA
19 Day - 5	we are participated in treated first aid classes with AHA sir	we gain the knowledge important points	N. Ravula MLHF AHA
20 Day - 6	They said how to apply for land pass books	we acquired the knowledge about the pass books.	 DA

WEEKLY REPORT

WEEK - 6 (From Dt. 8/1/23 to Dt. 14/1/23)

Objective of the Activity Done:

Detailed Report:

During the sixth week we shall discuss about these topics:

=> learned orally about paddy combine harvester which is feasible mostly for large farmers

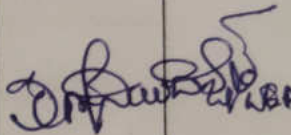
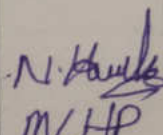
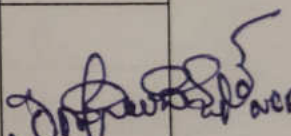
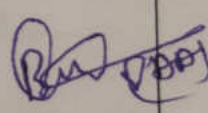
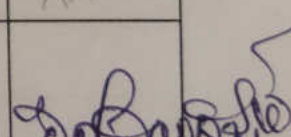
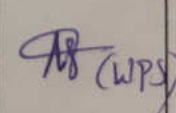
=> who was apply the scheme of vahana mithra they follows of rules and qualifications class by W & E A sir

=> we get the more important content about schemes of vahana mithra

=> we acquiring the some knowledge for survey of Arogya sri card scheme.

=> we know the main rules and regulations about apply the land pass books and importance of these types of services.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
21 Day - 1	we learned Y.S.R BHIMA class by welfare & education assistant sir	we gain the knowledge about this scheme	 WEA
23 Day - 2	we are participated in conduct tests of urine of pregnant women	we acquire the some knowledge	 MLHP ANM
24 Day - 3	we participated in Pase vignan badi Programme	we gain good knowledge about this programme	 WEA
25 Day - 4	we learned about thrashing activities of paddy	we know the more knowledge of thrashing	 AA
27 Day - 5	Explaining the mutilations & positions o certificates of land	we gain good information about this certificates	 WEA
29 Day - 6	we learned about the reducing activities for cyber crimes	we learned that activities	 (WPS)

WEEKLY REPORT

WEEK - 7 (From Dt. 15/1/23 to Dt. 21/1/23)

Objective of the Activity Done:

Detailed Report: During the seventh week we shall discuss about these topics:

=> we get the knowledge of Y.S.R. Bhima to shall submit data through website in our own.

=> Conduct test of urine pregnant women for albumin and sugar, & estimate hemoglobin level at clinic in addition to regarding BP & blood pressure

=> learned about thrashing activities of paddy, functioning of paddy thrasher and bags in field. Farmers use 80 kg bags.

=> we learned about give mutation & position certificates of land to the farmers.

WEEKLY REPORT
WEEK - 8 (From Dt. 22/1/23 to Dt. 28/1/23)

Objective of the Activity Done:

Detailed Report:

During the Eighth week we shall discuss about these topics:

=> To coordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance

=> How to create awareness on government programs for the welfare of women and girl children through mahila shakti kendra scheme was learned by me.

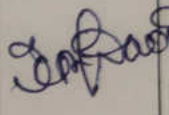
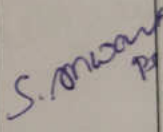
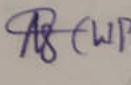
=> what records have ANM madam and main importance of these records.

=> Transporting of paddy to miles through paddy procurement centers, set up at RBK, levels.

MSP of 100kg grade 'A' paddy - 2040/-

80 kg grade 'A' paddy - 1632/-

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
30 Day - 1	To Participated Preventive deworming	we gain the some knowledge	
31 Day - 2	How to collecting the water tax, cases & taxes class by VRO sir	know the taxes	
1 Day - 3	she explaining the how to maintaining the records in Sachivalayam	we observing the records	
2 Day - 4	Explaining the Mahila Sakthi Kendra scheme	we know the this scheme	
3 Day - 5	we participated in aware-ness programme in schools for children	knowing the important information	
4 Day - 6	Transporting of Paddy at RBK levels.	very useful information gain this class	

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
6 Day - 1	How to react in law & order issues in village class by w.p.s	very useful information to us	TS (WPS)
7 Day - 2	How to conducting the Population of family welfare screeing	we know about population screen-ing	TS (WPS)
8 Day - 3	Explain the Social harmany and civil rights in village level	we gain the information about civil rights	TS (WPS)
9 Day - 4	How to allowed the certificates about heating & valuation for animals	we acquire knowt-edge that certificates	TS (WPS)
10 Day - 5	Conducted awareness among farmers on paddy procurement.	we learned how to conduct this meeting	TS (WPS)
13 Day - 6	How product Gov. lands & tanks, trees and proper-fies class. by VRO	we learned how to protect the govt. properties	TS (WPS)

WEEKLY REPORT

WEEK - 9 (From Dt. 29/1/23 to Dt. 4/2/23.)

Objective of the Activity Done:

Detailed Report:

During the ninth week we shall discussing about these topics.

=> we learned conduct population screening for Hyper tension / Diabetes / 3 Common cancers i.e. breast, cervix and oral (women) and men (oral, lung, prostate cancer)

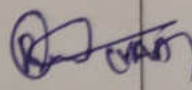
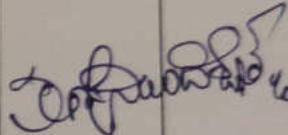
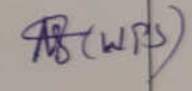
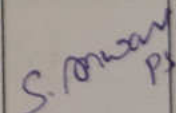
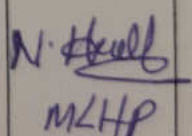
=> we know the how to allowed health & valuation certificates to animals.

=> we knowing how to manage law & order issue in cheerdivalase village area.

=> we learned how to maintaining and producing the government lands, govt. tanks, and govt. properties.

=> we know conducted awareness among farmers on paddy procurement process which is a way different from previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
14 Day - 1	we gained knowledge about rice, pulses	we know the rice & pulses	
15 Day - 2	Explaining about fodder development	we know the important points	
16 Day - 3	How to maintenance of village revenue records class by VRO	we know the knowledge about village revenue records	
17 Day - 4	women safety class by WPS madam	we know the points about women safety	
20 Day - 5	How to applied for kalyana karuka in official website	we know the way of apply for scheme	
21 Day - 6	How to motivate pregnant women for deliveries class by ANM	we know the valuable information	 MLHP

WEEKLY REPORT
WEEK - 10 (From Dt. 5/2/23 to Dt. 10/2/23)

Objective of the Activity Done:

Detailed Report: During the tenth week we shall discussing about these topics:

=> we learned the concept of about Rice follow pulses.

=> Motivate pregnant women for institutional deliveries or trained attendant at birth.

=> we know about how to maintenance of village revenue records and all village revenue accounts promptly and accurately.

=> we learned how to protecting women in difficult situations & draw to improve women safety actions in village areas.

=> we know the good knowledge about Kalyana Kanuka scheme and we learned the apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
22 Day -1	How to conducting the counselling sessions to farmers class by wps	we know the this type of meeting	As (WPS)
23 Day -2	Brief explanation about loan recoveries class by VRO sir	we know brief information in this class	As (WPS)
24 Day -3	we participated in implementation of ration balancing Pro	we acquiring the more information	As (WPS)
25 Day -4	we learned about sowing methods of maize	we know about this topic	As (WPS)
27 Day -5	we participated in distributed things Programme	we acquiring some information in this distribution	As (WPS)
28 Day -6	How to send proposals to pensions and monthly report to MPDO	we know the knowledge about sent to MPDO	S. Anwar ps

WEEKLY REPORT
WEEK - 11 (From Dt. 12/2/23 to Dt. 18/2/23)

Objective of the Activity Done:

Detailed Report:

During the eleventh week we shall discussing about these topics:

=> we acquiring the knowledge about how to send proposals for new pensions to MPDO & also how to send monthly report to the MPDO.

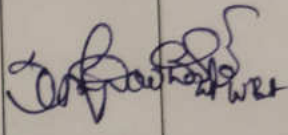
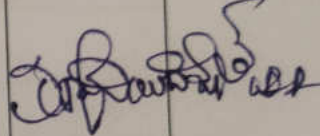
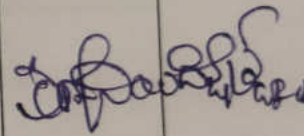
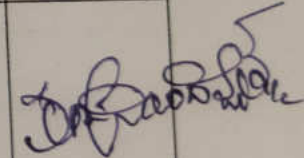
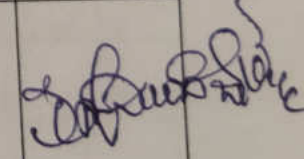
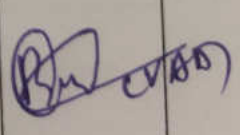
=> we know the which are distributed in conventional contraceptive and op cycles to the couples on demand.

=> we know about the implementation of ration balancing programme and also which ration give to animals for their growth and development.

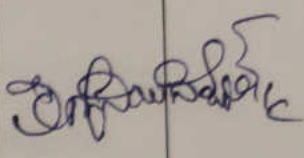
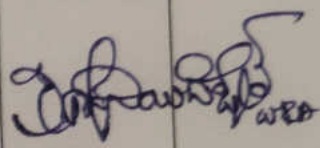
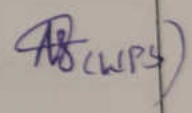
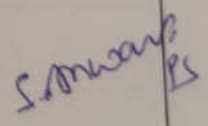
=> counselling sessions to farmers against suicides stress management with help of stake holders.

=> we know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
1 Day - 1	Important points of mother's education in her role	we acquiring the knowledge about mother's	
2 Day - 2	How to Sanctioned caste and income certificates	we learned the process	
3 Day - 3	Different welfare departments class by welfare assistant	we listned the class and gain the department	
4 Day - 4	How to arrangement of PSE material	we learned about PSE material	
6 Day - 5	How to arrangement of PSE material	we know the this scheme benefits	
7 Day - 6	we participated fertilizer distribution from RBK	we know the Process distribu-tion.	

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
9 Day - 1	How to conducting intertility camp in village area	we improve our management skills.	
10 Day - 2	we assumed how to conducting Mahila mandal meetings.	we learned about this meetings.	
13 Day - 3	we participated in awareness on importance of e-crop programme	we know about e-crop	
14 Day - 4	How to organize the pre-school class by wps madam	we learned the some beautiful activities	
15 Day - 5	How to provide feedback to higher authorities	we know the process	
16 Day - 6	How to intimate the higher authorities	we acquiring this process and remembers	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the thirteenth week we shall discussing about these topics:

=> we participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-2023

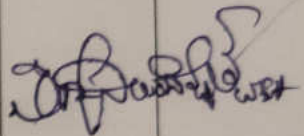
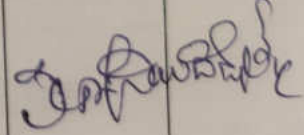
=> Farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance etc.

=> we learned death of unknow persons to inform higher authorities.

=> we assumed participate in the local mahila mandal meetings and spread the message on female ageal marriage, spacing method etc.

=> To provide feedback authorities on the status of implementation of the said schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to Identify the persons for various welfare schemes	we know the process and schemes	
Day - 2	we learned what are the Azmoish crops	we know about Azmoish crops	
Day - 3	How to maintaining the eligible couple register class by ANM	we learned this register information	N. K. Singh MLHP
Day - 4	How to develop nutri garden in village level	we know the development process	
Day - 5	How to update data on e-crop class by agricultural sir	we know the about e-crop website	
Day - 6	which items have the TMR kit class by AHA sir	we acquiring the important things in this kit	

WEEKLY REPORT

WEEK - 14 (From Dt. 5/3/23 to Dt. 11/3/23.)

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discussing about these topics:-

⇒ We learned how to update data on e-crop portal of farmers who registered there crops in e-crop portal.

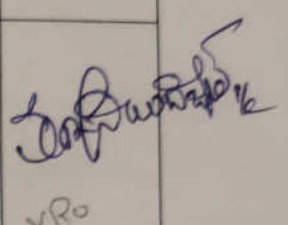
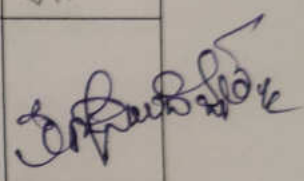
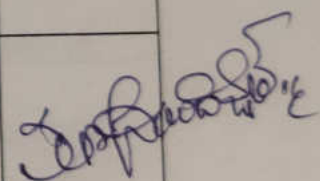
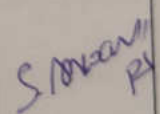
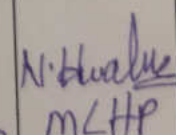
⇒ Identification of full army worm pest in maize crop and suggested methods to prevent

⇒ AZmoish of crops (100%) inclusive of inspection of survey stores

⇒ Maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.

⇒ Facilitate to develop village level Nutri Garden Anganwadi level kitchen Garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what are main activities for disaster situations class by vRo sir	we acquire some knowledge	 vRo
Day - 2	what are the enrollment of beneficiaries	we know the benefits of enrollment	 vRo
Day - 3	we participated in soil testing process	we knowing the process	 vRo
Day - 4	How to conducting the INAPH programme in village areas.	we learned about this programme.	 vRo
Day - 5	Importance of Sachivalaya -yam and it's working process	we learned the importance of Sachivalayam	 S. Mani
Day - 6	How to identify women for medical termination	we gain the knowledge for medical termination	 N. Hualu MLHP

WEEKLY REPORT

WEEK - 15 (From Dt. 12/3/23 to Dt. 18/3/23.)

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we shall discussing about these topics:

=> we learned about importance of soil testing process of soil collection in field in non crop growing time to know the nutrients in soil and recommendation of require fertilizers quality for various crops.

=> we know provide intimation regarding fire accidents, floods, cyclones and other accidents and calamities to the higher official whenever and whenever they occur and provide assistance to the remove.

=> Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.

=> INAPH : Information of animal productivity and health purification.

I am satisfied myself of this organization (Gram ward Sachivalayam) protocols, and working culture.

Everyone given value to time and everyone behaved well with us. They said were very well guidance and lessons are very well understand.

Cheedivalasa Sachivalayam place is a bit far from the village and destination is also good at Cheedivalasa Sachivalayam.

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

⇒ Each work is systematically managed

Application program - digital assistant

Field verification - welfare assistant

Third Party verification - Administrative staff

Pre applied - VRO

Final applied - MPDO/MRO

Everyone is using the technology bound work to avoid duplicity and ignore transparency in the eligibility of any scheme.

1. Bio metric division
2. Android smart phones
3. IRIS scanners
4. Face authentication

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 produced pre-defined which is very realistic and given to management, competence & analog skills.

Every work in time is bounded and cool be neglected whole world is observing the activity & decision making is very important.

For doing anything firstly practical knowledge and 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 modified and improved myself in communication of different people in different places.

My written communication as per improved it by writing say evaluation cription / thought

My anxiety level are low I am very much patient and listen to music when feel anything & I learn more anxiety management technologies.

My speech ability is moderate and it will be improved by communication skills.

I always greet every one which i see them & these whenever they do good things.

Oral and written communication skills have improved more than before confidence levels are also very well improved.

The way of the grasping the key points is greatly improved. In this internship, I learned how to greet others and Thank you.

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

In gram division, I always space with point to point and don't large to improve. I will be clear of what I am saying.

I also encourage often to participate in the discussions to share their views.

I always conclude the group discussions in a friendly & formal manner.

Oral skills are developed and different ideas come out in group discussions. Leadership skills and communication skills are developed in these discussions.

I lead will in these activities.

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

First thing:-

1. Handling of smart phones
2. Bio-metric disson
3. IRIS scanner
4. Face authentication programme

which given the realistic procedure.

Secondly :-

→ Using E-pos machine in PDS

Thirdly :-

→ Using 'Cops' and 'Reven' in land

Renamely program:-

→ using drones in defikation of markes in land allignment programme.

Student Name: T. Ramya

Registration No: 2022001066055

Term of Internship:

From: 7-12-22

To: 18-3-23

Date of Evaluation: 23/03/2023

Organization Name & Address: Sachivalayam, cheedivalasa

Name & Address of the Supervisor Anwar Syed
with Mobile Number 9652678935

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:

S. Anwar
Signature of the Supervisor
Kollivalasa Sachivalayam
Burja Mandal

Student Self Evaluation of the Short-Term Internship

Student Name: T. Ramya

Registration No: 2022001066055

Term of Internship:

From: 7-12-22

To: 18-3-23

Date of Evaluation: 23/03/2023

Organization Name & Address: Sachivalayam, Cheedivalasa

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
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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:

T. Ramya
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

