

Model Program Book



SHORT-TERM INTERNSHIP (On-Site/Virtual)

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SHORT-TERM INTERNSHIP
(Onsite / Virtual)

Name of the Student: MUTHU. SARATH BABU

Name of the College: Government degree college (men)

Registration Number: 2122001050025

Period of Internship: From: 18/8-2023 To: 30-09-2023

Name & Address of the Intern Organization

GIRAMA SACHIVALAYAM-3,
HIRAMANDALAM, Sivakalasi,
Andhrapradesh, 532459

AMBHEDKAR UNIVERSITY **University**
YEAR

An Internship Report on

GRAMA SACHIVALAYAM SERVICES

(Title of the Internship)

Submitted in accordance with the requirement for the degree of

Bachelor of Science MPCs (B.Sc)

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

GOVERNMENT DEGREE COLLEGE (MAM) Sirkakulam.

(Name of the College)

Submitted by:

M. Saralatha Babu

(Name of the Student)

Reg.No: 2122001050025

Department of

B.Sc (computers) MPCs

(Name of the College)

Student's Declaration

I, MUTCHU SARATH BABU student of _____
Program, Reg. No. 2122001050025 of the Department of STVT degree college (men)
College do hereby declare that I have completed the mandatory internship srikatulam
from 18-08-2023 to 30-9-2023 in SRAMA SACHIDANAYAN (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
BSc (computers) MPCs, Government degree college (men) srikatulam
(Name of the College)

M. Sarath babu
(Signature and Date)

Official Certification

This is to certify that MUTCHU. SARATH BABU (Name of the student) Reg. No. 2022000050025 has completed his/her Internship in GIRANMA SACHIDANALAYAM (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Sc (Computer) MPC in the Department of Govt Degree College (mm) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements

Faculty Guide 

Head of the Department 

Principal

Certificate from Intern Organization

This is to certify that MURIL SARNATH BABU (Name of the intern)
Reg. No 2122001050025 of GAM Degree College (Name of the
College) underwent internship in GURUDEV ACADEMY (Name of the
Intern Organization) from 18/8/2023 to 30/09/2023.

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



Authorized Signatory with Date and Seal

(పంచాయితీ కార్యదర్శి)
గ్రామ పంచాయితీ
పొలమరంబం
శ్రీకామరం జిల్లా.

Acknowledgements

I am deeply grateful to all staff members to the Hiramandalam Grama Sachivalayam and also my advisors during this internship for their valuable advice and guidance their industry experience and helped me to ~~do~~ better understand the company and industry and allowed me to make the most of my internship.

Throughout the internship, the Hiramandalam Grama Sachivalayam provided me with valuable insights and guidance that helped me to navigate my tasks and responsibilities.

They were always available to answer my questions and provide support and their wisdom and helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable —

experiences with me.

I am grateful thanks for tiramandalam Sathivalayam. Support and the opportunity they have provided me. Their financial assistance allowed me to focus.

Finally, I would like to thank for providing the funding and supported that enabled me to complete this internship with out their assistance

I would not have been able to gain this valuable experience.

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CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page 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.

An Executible Summary is a short document or section of a document produced for business purposes - it summarizes a longer report (or) proposal or a group of Related Reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activity is performed in the internship during the internship period of time.

The activities are to collect all the details and write the roles of all Sachin/Alayam staff members.

In Sachivalayam there are 11 members.

- * Panchayat Secretary :- Grama panchayat Sachivalayam - able to collect the taxes, and other welfare work under Grama Sachivalayam area.
- * VRO (Village revenue officer) :- should monitor the local land Ration - food supply in villages.
- * Survey Assistant :- should survey of all village lands.
- * ANM :- should be responsible for villages health monitoring and scheduling health camps in villages.
- * Veterinary & fisher Assistant :- live stock, dairy and fisheries.
- * Women police :- counselling security and other important rules in village.
- * Engineering Assistants :- water supply, Grama Sachivalaya & village engineering works.
- * Agricultural Assistant :- maintaining Agricultural works.
- * Digital Assistant :- monitoring the village is single window system.

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.

Grama Sachivalayam is also known as Village Secretary set up in the Indian state of A.P. to decentralise the administration by making services and welfare services of all government departments available at one place. A.P. was the first state in India to launch village secretariats to deliver services. It was launched on Gandhi Jayanti since the scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that provides villages becoming self-sufficient, autonomous entities. Establishment of Village Secretariats was one of the promises made by P. V. N. Rao in his Prasa Samkalpa Yatra.

- * It is used to make services and welfare services of all government's departments available at one place.
- * Govt of AP appoints village volunteers to deliver services.
- * It was launched on Gramlhi Jayanthi
- * Since the scheme was inspired by mahatma gramlhi
- * Village secretariat was first launched on Oct 2nd, 2019 on the eve of mahatma gramlhi Jayanthi
- * The notification for the village / ward secretaries has been released on 27-14 July 2019.
- * It is used to provide the public conveniently.

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.

An internship is a period of work experience offered by an organisation for a limited period of time.

As an internship programme organised by the govt in order to select the students to aware and interact with working of departments they selected.

Grama Sachivalayam was the organised entity who choose the candidate between 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The required educational organisation are different according to the different posts.

There were some schemes that are introduced in the government of AP like Y.S.R. Annamalai scheme, YSR Rice Card, YSR Navaaraha YSR Vasathi dewana etc.

The internship goals are year main purpose in the work place is to gain knowledge and experience and you may also full fill educational program requirements.

internships are a great way to connect classroom knowledge to real, world experience Learning is one thing, but using those skills into the workforce.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He undertake applications of grievances from volunteers	maintain and updates RAIS Reports	<i>P. K. S.</i>
Day - 2	Fill service application forms on behalf of citizen / volunteers	manage routine office activities such as file maintenance	<i>P. K. S.</i>
Day - 3	Provide information to citizens on enquiry of application format	upload the approved plan in Grama Panchayat development (GPD P)	<i>P. K. S.</i>
Day - 4	DA submission of daily reports to Panchayat Secretary	Panchayat Secretary visit the daily reports of DA.	<i>P. K. S.</i>
Day - 5	DA explain that attend to duty as entrusted by the Panchayat Secretary	All employees work under the Panchayat Secretary	<i>P. K. S.</i>
Day - 6	DA explains that he attends to protocol duties, and guest special programs	He must attend all guest programs	<i>P. K. S.</i>

WEEKLY REPORT

WEEK - 1 (From Dt. 21/08/23 to Dt. 26/8/23)

Objective of the Activity Done:

About Digital Assignment (D.A)

Detailed Report:

Digital Assistant

- * Act as service & information provider, front office incharge to the public at village secretariat.
- * upload the approved (GPPD) in the plan plus software
- * manage, maintain and update MIS containing the database of the village, secretariat.
- * ensure digital services to the public effectively that are provided modify by the local govt. like, birth & Death, tax demand etc.
- * attend duty of other functionalities - and when required.
- * submit daily reports to panchayat Secretary.
- * undertake applications/ grievances from commoners forward the same to concerned functional assistant for redressal.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineering - assistant says that he do technical inspection of building	He give the permissions of construction of the govt buildings.	cls
Day - 2	e-n prepare the construction bills and prepare the quality control reports	construction bills granted by the e-n.	cls
Day - 3	e-n attending government special programmes general duties	He must attend all govt programmes.	cls
Day - 4	Assists in planning and developing engineering design projects	making plans using detailed drawings	cls
Day - 5	He prepares engineering plans, follow specifications	preparing estimates and budgets	cls
Day - 6	completing regulatory documents concerning safety issues	creating technical supports for customers.	cls

WEEKLY REPORT

WEEK - 2 (From Dt. 28/08/2023 to Dt. 29/08/23)

Objective of the Activity Done:

Detailed Report:

About E&A.

Engineering Assistant.

* attend & inspect all engineering and civil work under secretariat limits assigned by Panchayat Raj & Social Development, PWS Housing and Sanitation S&A Department.

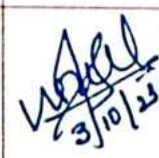
* Identify and resolve pipeline leakages, observe, value pipes to identify the leakages.

* maintain good secretariat Sanitation - drinking water sources public taps and hand pumps.

* create awareness on low cost and eco-friendly models and suggest models for housing beneficiaries and other line departments.

* conduct inspection of public buildings and school buildings and prepare fitness certificate periodically and submit the authority.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Identify eligible beneficiaries for schemes through volunteers	Facilities application process - for eligible beneficiaries for schemes	 3/10/23
Day - 2	with draw pension amount from Bank and handle disbursement through volunteers	undertake pension applications	 3/10/23
Day - 3	monitor implementation of pension amount from village volunteers	undertake verification and up-loading data.	 3/10/23
Day - 4	monitor implementation of new scheme in all govt. schools	BC - a part of village schools	 3/10/23
Day - 5	undertake registration and bio-metric authentication of fresh students for new scheme	Mahabhum Students Biometric Authentication	 3/10/23
Day - 6	monitor implementation of physical verification of new pensions	YSR Pension Kanuka - Grievance.	 3/10/23

WEEKLY REPORT

WEEK - 3 (From Dt..1.9.2023 to Dt..9.9.2023)

Objective of the Activity Done:

- About W.A.E.N.

Detailed Report:

Welfare Educational Assistant

- * Field visits to village / schools / hostels / STOR / VO meetings visits to self employment unit etc.
- * To prepare calendars of activities.
- * Identify eligible beneficiaries for schemes through volunteers
- * Withdraw pension amounts from bank & hand disbursement through volunteers
- * Monitor physical verification of new & live pensions through volunteers, send proposals for new pensions to HPDO's.
- * Co-ordinate with school education Department for effective.
- * Monitor implementation of mid-day-meals scheme in all the govt schools.
- * Undertake registration and bio-metric authentication of free students for VVO schemes.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
V.S Day - 1	village Surveyors measure land-features such as depth and shape	Attending office registration day maintained by Registrar	P. Bharu
Day - 2	they examine previous land records to verify data from on-site surveys	collect land map records and proceed field for attend survey	P. Bharu
Day - 3	Surveyors also prepare maps and reports and present result to clients	attending of record work and uploading of survey data	P. Bharu
VRO. Day - 4	A Village Revenue Officer (VRO) is a gazetted official who is responsible for administration of village	VRO will be authority for maintaining of village records	P. Bharu
Day - 5	collection of taxes, land Revenue....	Preliminary reports on the issue of certificate	P. Bharu
Day - 6	Protection of gazetted properties movements	Assisting the Police by reporting the offences	P. Bharu

WEEKLY REPORT

WEEK - 4 (From Dt. 1.1.2023 to Dt. 1.6.2023)

Objective of the Activity Done:

Detailed Report:

V.S and V.R.O
village survey and Village Revenue Office.

V.S:-

- * Attending office, Registering day movement; collect maps / Records.
- * Inspection of lands proposed for logate
- * Attending field survey
- * Attend general duties and duties of other functional assistants as and when required.
- * Revenue Record (RR) / stone survey, street survey record

V.R.O:-

- * maintenance of village Revenue Record and village Revenue Accounts promptly and accurately.
- * collection of land Revenue taxes and other sums pertaining to Revenue Department.
- * The V.R.O will assist the Revenue functionaries in discharging the Executive and the Registrarial functions.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
✓ A-A Day - 1	conduct field visits for use of farmed if the farmers	undertake e-crop booking groups	Y. Prakash
Day - 2	conduct field visits and interaction with farmers (parambadi) etc.	Disseminate latest or improved technologies to farmers	Y. Prakash
Day - 3	Prepare integrated village action plan for agricultural and allied sectors	Develop integrated village action plans for agricul	Y. Prakash
V.P.A. Day - 4	Role of fisheries co-operative in enhancing fish production	Productivity in public water bodies.	h.
Day - 5	fish nutrition and feed management	types of feed, feeding methods	h.
Day - 6	harvesting fish of any aquatic organism	commercial fishing operation taking.	h.

WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/2023 to Dt. 23/09/2023)

Objective of the Activity Done:

Detailed Report: V.F.A. (Village Fisher Assistants)

* Fisheries Department has 3 types 1) Inland 2) aquaculture 3) marine

* The Department is responsible for matters relating to formulation of policy and schemes relating to Development of Inland, marine and coastal fisheries and fishery institutes.

* The village fisheries Assistant shall be responsible to their regular supervisory officers.

A.A.:

* Field visits and interaction with farmers Porumbad / seed Village programme, e-crop booking etc.

* operation of Lythe Barasa Kondhram Processing of postharvests received.

* Display minimum support Price (msp) of various crops at Lythe Barasa Kondhram

* Implementing central & state schemes related agricultural.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
ANM Day - 1	ANM says that she has to visit atleast 30 house hold in her allocated area per day	she checks that what kind of problems faced by people	K. Srinivas ANM
Day - 2	ANM uploading of daily Reports like HBs - & TBIP - TBSP etc.	she enroll the daily Health Reports in govt Records	K. Srinivas ANM
Day - 3	Register pregnant women in 12 weeks & ensure care of women's health	she care in pregnancy and child birth	K. Srinivas ANM
MLP.S Day - 4	Gramma Mahila Samraksha Karyakarthini visit anganawadi centre	she visits angana Kadi centre and check the quality of food	B. S. L.
Day - 5	She prohibits the awareness of child marriages	awareness of. intercastal comparisons communities	B. S. L.
Day - 6	Orissa Produce awareness on domestic violence at work place	awareness of people about judicial acts.	B. S. L.

WEEKLY REPORT

WEEK - 6 (From Dt. 25/9/23 to Dt. 30/9/23)

Objective of the Activity Done:

Detailed Report:

ANM &

Juxillary Nurse midwife & Mahila Police

ANM:-

- * work under the administrative control of the medical officer primary health centre (PHC) and technical supervision all the Records
- * maintain all the Records and Reports as prescribed under reproductive and child health care (RCM)
- * Prepare the plan for the area with the help of female Health Supervisor.

Mahila Police

- * create Awareness on the Prevention of alcohol & drug abuse.
- * create awareness about gender-based violence.
- * awareness on domestic violence, sexual harassment of women at work place, out, child marriages, prohibition and ensure constitution and functioning of internal complaints committees.

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.)

*. Internships are generally thought of as a resource for college students looking to gain experience in a particular field. However a wide array of people can benefit from training internships in order to receive real world experience and develop their skills.

*. An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internships are utilized in a number of different career fields. Including architecture, engineering, healthcare, economics, advertising and many more.

Some internships are used to allow individuals to perform specific research while others are specifically designed to allow people to gain first-hand experience in work.

You have applied for an internship to gain knowledge of an industry and professional experience but that doesn't mean you don't have anything to offer. During your interview highlights instance, where you have taken it upon yourself to contribute (or) positively effect change.

Your potential employer will appreciate to choose wait to receive someone on board who doesn't have to wait to receive direction for every task. and who's willing to assist others their work. while taking initiative is important. so, it is the ability to receive feedback.

- o -

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

skill - the ability - to - do something well. many people claim - that are skilled in a certain activities. skill can be - the deciding - factor in whether you will be very successful or unsuccessful. 2 certain activities in your life. firstly - the communication skill. - the communication occurs in variety of ways. but Primarily interested in your ability - to write - to speak professionally

- today's work culture - whether you are trying - to intern organisation - in startup (or) well established firm requires even the most senior level executives to wear multiple hats. As a intern, one day you might find yourself. supporting the sales team and - the next day performing custom service.

critical thinking refers - to your ability - to analyse and evaluate a situation.

of issue & form a judgment - the tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible

angles and to pose creative questions to challenges.

It's something many of your Professors have since emphasized and is highly valued by employers.

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.

* Management skills are the practice of understanding developing people and their skill management. skills core abilities and their needed to perform certain duties. usually as it produce to overseeing a team. such as solving problems, communication well, and motivation each day from employees.

* An election is a formal group decision making process by which a population chooses an individual or multiple individuals to hold public office.

Electronic voting machine (also known as EVM) is voting using electronic means to either and (or) take care of the chores of casting and counting votes.

An EVM is designed with two units. the control units and the balloting unit. counting the EVM which is called strong.

room is used to keep ballot boxes
of polling. In counting day in presence
of controlling officer the seal of strong
open and the ballot boxes should opens
for counting in presence of election
nominatees, after successful completion of
counting officer announce the election
naming who is the winner.

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.,)

I can improve my communication skills as the part of about villages and about Jagannanna schemes.

In the part of villagers I think about how is life in the village and do you have enough resources and also is like easy here. There are many questions raise in my mind. So, I can prepare a essay in my village.

My village namely Hirumandalam. It is situated near nako office. It is also Paradise of beauty, freshness & peaceful. The people of my village mostly like farming. This is very calm and silent and also called the Rural Part of the country. It is called as a Rural. because it doesn't have

modern facilities like cities.

In my village, there is no pollution
no noise and no smog. I feel very excited
when we prepare to go to our village, but
one defect of my village is there is no
facility of proper roads. In fact there is an
foot from the road to village to reach
there Respectively.

Finally, I conclude that my village
is small but the people living here have
big hearts. means my village is very simple
but happy life, so. please should visit
my village and enjoy its natural
beauty & nature.

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

In the period of internship I know that the civil supplies live in the part of Rice card services. that is how to apply new rice card. Already having rice card and by birth adding how to add member below 5 years also how to member deletion in Rice card and Required documents etc.

As Govt decide to issue New Rice card to all the eligible families of the state where the total income of family should be less than 10000/- per month and 12000/- per month in rural & urban areas respectively. The Rice application is visit nearest ration office means the applicant has to go to office to get, D, application form.

add name in ration card online In ration card section click on link and new members name and open the application form. fill in all details completely &

upload relevant documents including a scan of your existing ration card and identity documents of a new member.

Deile name in Ration card that is Applicant shall obtain the form from the respective office or a written / electronically typed application on any plain sheet as advised shall be used or use the following link to download form link use.

" Deletion of number in Ration card application form" or number addition. After ground level verification ration card will be issued in 2-3 weeks as notified by the Department.

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

I observed the relevant to subject area of training. I learned about during the period of internship solid waste processing centre. These sheds are constructed for this purpose where compostable and non-compostable waste from house holds are collected and transported through grey abassadors engaged by the Gram Panchayat.

Over the past few weeks, the State run Jagannamma Swachh Samiksha campaign has proved to be the best platform of encouraging village folk about the necessity of segregating waste at household level and making the village litter free and garbage free.

• All the people who attend the program
is large numbers for themselves the procedures
at scope where the second level of segre-
gation takes place followed by Preparation
of Vermi compost beds, plastic disposal, and
safe disposal of soiling material through
incinerators.

Student Self Evaluation of the Short-Term Internship

Student Name: MUTHE - SARATH BABU Registration No: 2122001050025
 Term of Internship: From: 18-08-2023 To: 30-09-2023
 Date of Evaluation: 30-09-2023
 Organization Name & Address: Grama Sachinlayam Atipurmandalam

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 (circled)	5

Date:

M. Sarath Babu.
Signature of the Student

This evaluation forms is to be completed by the supervision at the end of semester. The purpose of this evaluation is to assess the overall performance of the intern and to provide guidance to the intern of professionalisation and workplace readiness.

For example Education Evaluation is a method and to prove if the expectations and aims of an educational process reflect reality. Educational evaluation is the process by which teachers, schools and students are evaluated to indicate the effectiveness of education and degree to which students integrate and understand information.

- *. A course will continue to be offered.
- *. A particular text book will be used
- *. A teacher gets promoted
- *. A student passes to the next grade.

Evaluation by the Supervisor of the Intern Organization

Student Name: **MUTHE.. SARFILI BABU** Registration No: **2122001050028**

Term of Internship: From: **18-08-2023** To: **30-09-2023**

Date of Evaluation:

Organization Name & Address: **GRAMA SACHIVALAYAM-1, Hiramandalam**

Name & Address of the Supervisor **A. Narasinga Rao, Hiramandalam-1**
with Mobile Number **Sachivalayam, 9182146921**

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

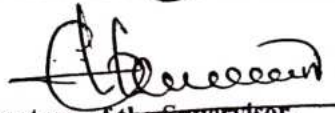
Please note that your evaluation shall be done independent of the Student's self-evaluation

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 (circled)	5

Date:

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 Signature of the Supervisor
 (పంచాయితీ కార్యదర్శి)
 గ్రామ పంచాయితీ
 హిరమండలం,
 శ్రీకాకుళం జిల్లా

PHOTOS & VIDEO LINKS

