

PROGRAM BOOK FOR

SEMESTER INTERNSHIP

Name of the Student: BURIDI VARUN

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

Registration Number: 2022001067011

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

Name & Address Internship of the Organization:

Nagarapanchayati
Palakonda

(SRIKAKULAM)

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



An Internship Report on

Nagarapanchayati

Submitted in accordance with the requirement for the degree of

B.COM (General EM)

Under the Faculty Guideship of

Sri. H.LAKSHMIPATHI *M.Com, M.Phil,NET*

*Department of Commerce
Government Degree College (Men), Srikakulam.*

Submitted by:

Buridi Varun

Reg.No: 2022001067011

*Department of Commerce
Government Degree College (Men), Srikakulam.*

Student's Declaration

I, **Buridi Varun** a student of internship Programme, **Reg.No: 2022001067011** of the Department of **Commerce**. College do hereby declare that I have completed the mandatory internship from 12-12-2022 to 18-02-2023 in Nagarapanchayati under the Faculty Guide, **H Lakshmipathi** Department of Commerce Government Degree College (Men), Srikakulam.

B. Varun

Buridi Varun

Reg.No:2022001067011

Official Certification

This is to certify that **BURIDI VARUN** Reg. No. **2022001067011** has completed his internship in **PALAKONDA NAGAR PANCHAYAT** under my supervision as a part of partial fulfillment of the requirement of the Degree of **COMMERCE** in the Department of **GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM**.

This is accepted for evaluation

A. Lakshman Rao
COMMISSIONER

Palakonda Nagar Panchayat
Signatory with Date and seal

Sp 13/7/23

Endorsements



Faculty Guide



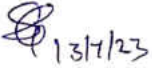
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that **BURIDI VARUN** Reg. No. **2022001067011** of **GOVERNMENT DEGREE COLLEGE (MEN), SRIKAKULAM**, underwent internship in **PALAKONDA NAGAR PANCHAYAT** from **12.12.2022 to 18-03-2023**.

The overall performance of the intern during his/her internship is found to be **Satisfactory**.


COMMISSIONER
Commissioner
Palakonda Nagar Panchayat
Palakonda Nagar Panchayat.


Acknowledgements

I am very much thankful to municipal co-operation for giving me strength, courage and ability to accomplish the internship Programme. as well as internship report in the scheduled time. Inspite of various complications It gives me Immense pleasure to thank a large number of Individuals for their co-operation and indirectly for preparing this report. I would express my gratitude for preparing this report. I was confused that I would express my gratitude towards my internship Sirs for their guidance and feedback which made me everything clear to me to complete this report. I was confused that I would be able to make a truthful report. But with them, I found a way immediately and in time. They kept me on track to complete this report and their suggestions and their feedback were very dynamic in making this report possible.

The departments helped me to gain more practical knowledge which made my internship journey more fruitful. A very special thanks goes to my department heads for their kind support and their timely feedback. Re-giving the guidelines of internship completion.

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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.

The internship report stress on the work experience I have gathered as an Intern in the Srikakulam (St) Palakonda Municipal Corporation (PMC) from 12 December, 2022 until () where I also have provided details about 4 months work experience at Palakonda Municipal Corporation where I had to work with different sections. Like General and Secretariat Est, Engineering, Town planning, Public health, Accounts Revenue, UPA All sections and Subsections - should be serviced.

Executive Summary:-

It is the most important part of Internship report

The main goals of the Internship:-

- ✓ Develop skills in your profession
- x Expand oral and written communication skills
- x Increase skills to understand and work with people from diverse backgrounds.
- x Acquire leadership 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.

- * A :- Sriekulam municipal Corporation is the civic body that governs the city of Palakonda in the Indian state of Andhra Pradesh. It was formed as a Municipality in the year 1856 and was upgraded to Corporation on 9 December 2015.
- * B :- The mission statement provides what the company hopes to achieve or become in future.
- * C :- The role and policy in an organisation is to provide general about the organisation mission.
- * D :- A Municipal Corporation is made up of ward committee each ward has one seat in the wards.
- * E :- The work is in different departments they perform various tasks in a municipal Corporation.
- * F :- Organization include planning, welfare public health, solid waste management ... etc when a company increases a market share it can ensure its profitability.
- * G :- A good plan should include goals and objectives desired, outcomes, metrics for measuring your progress, timelines and budgets for future development.

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.

Students are expected to contribute to Day-to Day work at the organisation possible internship activities. Include attending Department meetings assisting a colleague with relevant tasks. attending organising part of a training course. Workshop at lecture and testing products or tools.

working conditions are defined as the circumstances such as working hours, stress, degree of safety or danger that affect the workplace. Improving the work environment and conditions.

Skills:

- * How to improve my knowledge and skills into Practice.
- * The Benefits of networking.
- * Understanding workplace culture.
- * Enthusiasm is invaluable
- * Importance of good communication
- * Keeping a journal for personal growth
- * The Benefits of suggestions and their feedback.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Town Planning staff	organization structure	Ke G1
Day - 2	Various Functions and their responsibility	organization working frame.	Ke
Day - 3	Ap Building Rules and Regulations	G.O.H.S 200 - 119	Ke
Day - 4	About Master plan	Learning about master plan	Ke
Day - 5	About IDS and its Importance	Transferable Rights	Ke
Day - 6	Regulations Regarding master plan	The need of master plan	Ke

WEEKLY REPORT

WEEK - 1 (From Dt. 12-12-2022 to Dt. 13-12-22)

Objective of the Activity Done:

Detailed Report:

It major responsibility is town development preparation of development plan for all urban towns. In the State, land management find appropriate site for residential and industrial zone etc.

Town planning section:-

- 1) Formulation of building rules master plan rules and zonal Regulations.
- 2) Implementation of Master plan
- 3) Road widening programmes.
- 4) public spaces, Roads and Junction Improvement
- 5) Issuance of Permission for buildings and layout.
- 6) Regulations and demolition of un authorized constructions.
- 7) Removal of encroachments.
- 8) DPHs approved through online.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Dpms. Development Permission management System.	knowing the importance of DPMS	Yes G1
Day - 2	observation :- Plan Approval through online.	Process of Plan Approval through online method	Yes
Day - 3	LTP:- Interaction with Licensed Technical Person	About their Licence and Job Role	Yes
Day - 4	TPS:- Interaction with Town Planning super visor	About their functioning	Yes
Day - 5	Implement master plan	Field visit with T.P.O	Yes
Day - 6	Implement of master plan	Field visit with T.P.O	Yes

WEEKLY REPORT

WEEK - 2 (From Dt. 14-12-22 to Dt. 20-12-22)

Objective of the Activity Done:

Detailed Report: Roles and Responsibilities of town planning.

- 1) He shall undertake outdoor inspection daily for a period of 4 hours in the forenoon to the responsibilities entrusted him.
- 2) prompt detection of and taking action against all unauthorized constructions and violations to sanctioned plans.
- 3) Detection of and taking action against unauthorized hoardings and advertisements wherever this subject is allotted to him.
- 4) Detection and removal of objectionable encroachments.
- 5) maintenance of registers as specified under the acts, Rules and Government Orders pertaining to town planning.
- 6) Regularization at encroachments and removal of unlicensed Registers.
- 7) Survey data collection and drafting plans for preparation and implementation of G.T.P schemes and other scheme related to town planning in the areas.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Public health Section	organization structure	 FI
Day - 2	Various functions and their responsibility.	organization working hands	
Day - 3	Interaction with Sanitation Secretary about yobrole	About vitamins and minnerals	
Day - 4	Interaction with sanitation Secretary	Duties about sanitation Secretary	
Day - 5	Discussion about Birth certificate with health Assistant	knowing the process of Birth Certificate and form NO	
Day - 6	Discussion about Birth death Certificate with health Assistant	Process of death Certificate and Form 000	

WEEKLY REPORT

WEEK - 3 (From Dt. 21-12-22 to Dt. 27-12-22)

Objective of the Activity Done:

Detailed Report:

The public health in municipal corporation looks after the maintenance of health and sanitation, registration of births and deaths providing primary education and other services also.

compulsory functions:- It undertakes the responsibility of maintaining hospitals and dispensaries. cleaning public lanes and preventing the sale of rotten food stuffs and adulterated milk, etc. electricity and water supply. It provides safe drinking water and electricity for domestic and commercial use. It ensures that diseases do not break out in the city. It runs hospitals. It takes care of garbage collection, water supply keeping the streets and market clean and undertakes the responsibility of births and death certificates.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discussion about marriage certificate with health Assistant	knowing the process of marriage certificate and form no	
Day - 2	Field visit with ANM for Paddy - Day Day Programme.	Importance about Paddy - Day Day	
Day - 3	Seehivalayam visit: Interaction with ANM and Secretary	knowing about ANM duties & Secretary duties	
Day - 4	Anganwadi visit: Interaction with staff and children	knowing about the schemes for the children's growths.	
Day - 5	Sanitation visit in streets with Sanitation Secretary	Observed the work of municipal workers.	
Day - 6	Interaction with MHO - municipal health officer	knowing the roles and responsibilities of MHO	

WEEKLY REPORT

WEEK - 4 (From Dt. 28-12-22 to Dt. 3-1-2023)

Objective of the Activity Done:

Detailed Report:

Local Municipality in health services take major role about Food control: waste management: Health surveillance at communicable diseases excluding immunisation: vector control: environment: pollution control: Disposal of the Dead and Chemical Safety the municipalities take care of health. facilities for arranging the disposal wastes which cause a number of diseases they construct sewage to drain out dirty water from our cities and villages

public health services:

- 1) community health
- 2) Disaster management.
- 3) Health education and communication.
- 4) Health policy - Birth & Death services.
- 5) Health system: pollution control
- 6) Health system management-
- 7) Chemical Safety. pollution control
- 8) Sanitation work in pandemic situation.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Accounts Section	knowing about the section and Duties	
Day - 2	Annual Accounts Preparation	learning about receipts and payments	
Day - 3	Discussion about the budgets with Account Officer man	learning about the preparation of budgets.	
Day - 4	Interaction with Pae - audit sir	knowing about examiner and ext examiner duties.	
Day - 5	Discussion about the Comprehensive Financial management System (CFMS) with A.O	learning about bill receipts & payment of the monthly reconciliation.	
Day - 6	Explanation of Balance sheet	learning the verification of Balance sheet.	

WEEKLY REPORT

WEEK - 5 (From Dt. 4-1-23 to Dt. 10-1-23)

Objective of the Activity Done:

Detailed Report:

The main functions of the Account Sections are preparation of the budgets, processing of the bills and payments, vouchers, monitoring of the revenue generation maintenance of the books of account, Maintenance of the pay you general provision fund Management of Treasury Annual Accounts:- It is a year wise process. It has receipts and payments Trial balance Income and expenditure. Balance sheet.

Budgets:- It is a every process year. Normally Budget is submitted in January.

Audits:- The main functions of the Audit section is conducting a pre-audit at all the receipts and payments Based on the verification and approval of Audit Section payment will be released.

CFMS:- Comprehensive financial management system. The salary of employees is uploaded in CFMS worker it has maker, checker and approver.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Bill Creation & voucher creation Process (online)	Creating expense Bill and Bill payment	
Day - 2	Practical about entries of bills in the ERP system Enterprise resource planning	Learning about ERP	
Day - 3	Receipts entries of Annual Accounts	Learning about the Chitta, Chalcana	
Day - 4	Miscellaneous receipts in the Chitta collection	Learning about miscellaneous Report.	
Day - 5	Audit:- It is a every year Process after completion of audit submitted to SME	Knowing about audit and audit report.	
Day - 6	Grants: State and central government Give Grants	Learning about municipal grants	

WEEKLY REPORT

WEEK - 6 (From Dt. 11-01-23 to Dt. 20-01-23)

Objective of the Activity Done:

Detailed Report:

Challana:- It is a municipal form. It contains House tax, water tax, shop tax, rents, Decidth and birth etc chitta.

Chitta:- The Share off has to maintain the chitta. All money received on account of the chitta municipality shall be remitted in full to the treasury daily. In case of small municipality stated in a distance from the treasury as in the week as can be conveniently managed.

Grants:- The grants are provided by state govt and central government for the development of municipal corporation.

It has 001 and 002 used for treasury accounts
002- used for revenue property form 001- chitta other than revenue

Receipt forms:- It has chitta, cheques, online adjustments
envelop accounts:- These are conducted every year.

- 1) Receipts and Payments 3) Income & expenditure
- 2) Trial balance 4) Balance sheet

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Revenue staff members	organization structure	
Day - 2	Data entry on register houses & shop rents	verifying the rent details about shops	
Day - 3	House Tax and water tax payment Process	Knowing how tax's payment required.	
Day - 4	MDR miscellaneous Demand Register	Learning about miscellaneous Register.	
Day - 5	- Red notice -	Knowing about Red notice & Protocol	
Day - 6	update the Challana Register shop rent in municipality	Knowing the Process of Challana update	

WEEKLY REPORT

WEEK - 7 (From Dt. 21-01-23 to Dt. 28-01-23.)

Objective of the Activity Done:

Detailed Report:

The revenue department of the government supervises the work at the panchayat. It ensures that records are properly kept and land revenue is collected. It also ensures that farmers can easily obtain a copy of their land record. It is the revenue department that makes the students obtain their caste certificates. The main functions of the revenue section are assessment and levy of various taxes such as property tax, vacant land tax, collection and monitoring of the taxes function: - Levy of taxes on vacant lands, public & private property and also levy tax on water tap connections (smc) comes from these taxes two revenue inspectors will be there for the entire corporation. Shop room rent and water tax respectively 8% of the total income from revenue taxes will be sent to the local government out of 10% will be deducted for administrative charges.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VLT - Vacant Land Tax	Learning about the VLT process	 A,
Day - 2	Interaction with Revenue Inspector	knowing the duties of DI	
Day - 3	Ec - encumbrance Certificate	knowing the importance of Ec	
Day - 4	All matters relating to levy and collection of Direct taxes	knowing about the Levy tax	
Day - 5	Water Tax Process for the payment procedure	Collecting water tax payment from public	
Day - 6	House tax Process for the payment procedure	collecting house tax payment from public	

WEEKLY REPORT

WEEK - 8 (From Dt. 30-01-23 to Dt. 04-02-23)

Objective of the Activity Done:

Detailed Report:

Some of the typical tasks that interns in this department might be expected to perform include: Assisting with the processing and payments and issuing receipts to taxpayers helping to prepare and mail tax bills and statements participating in tax collection activities such as collection and audits. Conducting property survey to determine the value of real estate for tax purpose. Helping to prepare reports and representations on revenue collections and tax assessment. Assisting in the implementation of new revenue collection system and procedures reviewing and verifying tax returns and related documents. These are just some of the tasks that interns in the Revenue Department of a municipal office might be expected to perform. The specific task you will depend on the needs and priorities of the Department, as well as your skills, interest and educational background in the municipal corporation.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of UPA section	Organization Structure	KSA cmg
Day - 2	conducted a class regarding welfare schemes in the UPA section	we come to know the eligibility criteria of welfare schemes like Ammaud?	KSA
Day - 3	YSR pension kanyasulk applications verification	we come to know the total 12 types of pensions & applications	KSA
Day - 4	verification of YSR kalyana mastu and shood toofa application	I come to know the eligibility to get the financial benefit from government	KSA
Day - 5	verification of YSR neethana nestham scheme	here I know that weavers are getting 20000 yearly from the Govt to produce	KSA
Day - 6	verification of gsf low nestam application	from 10000 to 100000 I know that low graduates are getting 5000 Rs financial from govt	KSA

WEEKLY REPORT

WEEK - 9 (From Dt. 05-2-23 to Dt. 11-2-23)

Objective of the Activity Done:

Detailed Report:

The main functions of UPA Section is to implement the Development Section Schemes of the Government depending on the objectives of the Schemes. It need to Formulate the Strategy, identify the beneficiaries and administer Schemes.

Main features:

- * This section monitors all welfare schemes respected to all municipal corporation.
- * UPA sections : monitoring yst pensions, night Shelters and other welfare schemes from office
- * welfare secretaries would eligibility and Pneligubli leity of the oppadications from word secretarial & recommended to the commissioner for the welfare Schemes.
- * In Sachivalayam → entry and verification should be done (primary verification, Online entries)

Other welfare schemes:-

Housing is one of the welfare part on UPA

Housing → AP Tdco Chandrapuram Township Infrastructure Development Corporation).

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	verification of Yagan anna chethoductailors, naye brahminlu, Rajakula	Here, I observed that yearly set communities are getting 10,000 money for protections	K.S.A Cm
Day - 2	Conducted a class on APTIDCO housing	We come to know which type house gets constructed at Patrunivulasa.	K.S.A
Day - 3	Allotment of APTIDCO houses to the beneficiaries	I know the different categories of house 200sqft 1360sqft 420sqft and way of allotment	K.S.A
Day - 4	Preparation of APTIDCO houses registration Documents	I learned how to prepare the registration document to register the property in register office	K.S.A
Day - 5	Data entry on tideo houses beneficiary contribution	I observed the different categories of houses & updated in system	K.S.A
Day - 6	Verification of YSR low nestham application	I know that, low graduates are getting Rs 5000 financial support.	K.S.A

WEEKLY REPORT

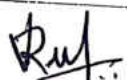
WEEK - 10 (From Dt. 13-2-23 to Dt. 18-2-23)

Objective of the Activity Done:

Detailed Report:

- AHP → Portal (Affordable housing in Partnership (Govt + Beneficiary) (Central + State)
- * AHP - APTIDCO (G+3) ; G+3 pattern through APTIDCO which is used instruction methodology named as Shree world technology using the materials no bricks only using Cement Concrete Iron.
- * The central website - PMAY (Pradhan Mantri Awas Yojana) & these are 4 types :- AHP, BC, CSS, ISSL.
- * Implementation & processing in URB
 - (a) Identify eligibility beneficiaries - belongs to GWS Economically weaker section
 - (b) Allotment of houses to eligible beneficiaries.
- * Data entry in Form 48 and mapping to DPR (Detailed Project Report) in PMAY
- * Unit Cost (house) :- (a) Central share - 1.5 lakh
(b) State share - 1.5 lakh
- * Revenue Beneficiary share either through direct payment at Bank form.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Pura Seva staff	Org aneization Structure	
Day - 2	Birth certificate form & Process of issuing	Learning about Birth certificate importance	
Day - 3	Death certificate form & Issuing Process	Learning about Death certificate & importance	
Day - 4	Gazetals: All communication received in the office	Gazetals which are distributed to the sections.	
Day - 5	E-office : Enables to create and manage electronic documents	Electronic documents that can viewed in online.	
Day - 6	Pura Seva - public service Deals about Dispatch service	The term dispatching denotes sending of the mail letters.	

WEEKLY REPORT

WEEK - 11 (From Dt. 13-2-23 to Dt. 18-2-23)

Objective of the Activity Done:

Detailed Report:

Birth Certificate:- It is a permanent and official record of child's existence, and provides legal recognition of the child's identity. At a minimum, establishes a legal record where the child was born and who his/her parents.

Death Certificate: A Death Certificate is either a legal document issued by a medical practitioner which states when a person died, declares the date, location and cause of person's death.

E-office:- E-office enables users to create and review, searched and shared. The e-office aims to support by governance by ushering in more effective and transparent inter & intra government process.

ToPPals:- All communications received in the office which are official and unofficial or deemed official are until registry known as TOPPAL.

Dispatch:- It is process of sending the letters to its designation through the messengers or postals.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of the General establishment Section	organization structure	
Day - 2	How to approve the Employee leave & responsibilities	learning about approval at leave.	C) 
Day - 3	Scanning of Bills, attaching Bills to applications	knowing about the bills.	
Day - 4	Income tax data entry in online	Data entry the income tax of Employees	
Day - 5	Income tax data entry in online	knowing about the income tax of employees.	
Day - 6	- Holiday -		

WEEKLY REPORT
WEEK - 12 (From Dt. 20-2-23 to Dt. 26-2-23)

Objective of the Activity Done:

Detailed Report:

In the General establishment section of an intern organisation is the department that fulfills its central administrative or general staff duties. It means for employees the first one is "salary" the attendance of the employees. They will also go through Salary Bills. They will send to treasury the next - about leaves. The leaves about casual leaves, medical leave, earned leave casual leave 1 day, medical leave 20 days earned leave 30 days medical reimbursement basically on reimbursement between employer and an employee under an employer. Most common of the reimbursement. ment fee for service (FFS) the used reimbursement service (FFS) refers to the repayment to a health insurance. It is a type of claim settlement. HRA → Full Form → House Rent Allowance Also

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of Secretariat establishment Section	learned about the organisation structure	 C1
Day - 2	Fly leaf register entries	learned about the word secretarial salaries and their works.	
Day - 3	word secretariat salary establishment entries	learning about word secretariat functions & goals.	
Day - 4	Secretarial salary statements collection	knowing the salary statement collection and keep in a a folder to send as commissioner	
Day - 5	Data entry on leaves approval	I came to know the leaves are given only for a serious problems.	
Day - 6	- Holiday -	-	

WEEKLY REPORT

WEEK - 13 (From DL.2.7.2023 to DL.4.3.23..)

Objective of the Activity Done:

Detailed Report:

main functions of secretarial section:-

The main functions of secretarial section is to provide Secretarial support to the deliberative wing of the OCB and assists in the conduct of the meeting maintain the minutes of the meeting communicates the Decisions of the governing body to the executive wing.

* In municipality of plakonda, total 23 Sachivalayam (clusters) 20 Panchayati Sachivalayam rural.

* In every Sachivalayam, there are 10 Secretariats.

1) Word Admin Secretary

2) Word sanitation and environmental Secretary.

3) Word welfare and Development Secretary.

4) Word planning and Regulation Secretary.

5) Word education Secretary.

6) Word Amminities Secretary

7) Word women and Panchayati Secretary

8) Word health Secretary

9) Word Revenue Secretary.

Leave approvals:- Casual, medical, maternity leaves

Regularization approvals:- Deputational Duties, Biometric failures.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Conducted a class on Engineering Section	learned about the organisation structure.	KM.. AF
Day - 2	Update Check slip in M-Book Files	knowing the details of Bill Abstract	KM..
Day - 3	Update M-Book Bill Register.	knowing the details of Bill Abstract.	KA..
Day - 4	Conducted a class on different works done in this Section	learned about different types of maintenance related engineering.	KA..
Day - 5	Update Agreement registered	I knowed about the contractor gets register by tender.	KA..
Day - 6	Update Checkslip in M-Book Files	knowing the details of Bill Abstract.	KA..

WEEKLY REPORT

WEEK - 14 (From Dt. 06-03-23 to Dt. 11-3-23)

Objective of the Activity Done:

Detailed Report:

About the section:-

Engineering Section works on City Development like roads, construction, Drains, Parks, Smart-city here. The Head of this Section (municipal engineer)

In this Section Deputy Executive engineer Assistant engineers, Sachivalayam staff like Amenity Secretariat and data entry operators.

Main works done in Engineering Section:-

- 1) maintenance of Roads
- 2) maintenance of water supply
- 3) maintenance of Drains
- 4) maintenance of Street Lights
- 5) maintenance of office buildings
- 6) maintenance of Development of the Parks
- 7) maintenance of Infrastructure Development.
- 8) maintenance of materials.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Conducted a class on different departments in Engineering Section	Learned about work done by me, Byee, AE and Syednevalaym	 AE
Day - 2	Data entry on tenders uploading in system.	I know that how tenders estimate the amount	
Day - 3	Data entry on cashbook related to engineering department.	I come to know how cash books are important	
Day - 4	Re-submitted C-Risk files	I come to know C-Risk are given only in urgent cases like pipelines.	
Day - 5	online complaints verification like notices	I observed how the complaints are given like water supply	
Day - 6	conducted a class by civil Assistant Engineer	I come to know how the smart city works build water supply supply	

WEEKLY REPORT
WEEK - 15 (From Dt. 13-3-23 to Dt. 18-3-23)

Objective of the Activity Done:

Detailed Report:

Roles and Responsibilities

- 1) communicate with clients to determine needs and explain complex issues.
- 2) conduct and research studies onsite.
- 3) manage field activity and implement engineering designs.
- 4) inspect and test material and machinery for safety.
- 5) Ensure proper maintenance of onsite equipment.
- 6) supervise and direct onsite crew.
- 7) Diagnose and troubleshoot machinery problems.
- 8) oversee repairs and technical improvement.
- 9) install new systems and technology.

The Quality engineer's responsibilities.

include design quality standards, inspecting materials, equipment, processes and products. Developing quality control system, and determining corrective actions and also work with managers and supervisors to implement quality measures.

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.)

This is my ideal working environment, as I thrive working as part of a team. I prefer working in a group where team members can encourage each other and share their ideas. I also enjoy working for an organization where I can continue to grow my skills both personally and professionally.

I enjoy working in an environment where the members of the team have a strong sense of a good ethic. I like working with competent kind funny people who like to get things done. It is important to me to feel that I can trust my team members to always do their best because I do.

An ideal work environment is your preferred atmosphere at work. Because all elements that make up an environment. Everyone's ideal work environment is different. There are some aspects that may affect your definition of your environment.

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

Many Employer look for certain basic skills intern.
we can divide these skills into technical and non-technical.
Skills technical skills include subject knowledge,
practical experience understanding the technology you
will work with etc.

The technical skills are the abilities knowledge, or expertise
required to perform specific job related tasks. Technical skills
are required ~~can~~ related to jobs in science, engineering
tech. manufacturing or finance they are learned through on-the-
job experience or structured learning.

Technical Skills Sometimes referred to as hard skills
involve the precise knowledge you use in order to
complete tasks. Some examples of technical skills are.

- Data analysis
- web Development.
- Computer Programming languages
- Financial Management
- UX Design
- Graphic Design
- Writing.

Overall, my technical skills and hands-on experience are primarily focused on natural language processing and artificial intelligence, allowing me to provide insight and information on a wide range of related topics.

Technical skills are qualities acquired by using and gaining expertise in performing physical or digital tasks.

There are many kinds of technical skills; traditionally people working in mathematics, computer science, mechanics and information technology have used many technical skills.

Today, however many more industries rely on employer with technical knowledge.

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).

Managerial skills refer to the abilities that a person possesses to effectively manage and lead a team of individuals to achieve a specific goal or objective. There are several key managerial skills that are essential to be successful in a leadership role:

Leadership:- A manager should possess the ability to inspire, motivate and guide a team towards a common goal.

Decision making:- A manager should be able to delegate tasks to team members effectively taking into account and their strengths and weaknesses.

Behaviour:- A manager should be able to communicate effectively with team members, stakeholders and higher management.

Workmanship:- A manager should possess the ability to resolve conflicts and maintain a positive work environment.

Performance analysis:- A manager should possess adequate and able to adjust to changing circumstances.

Strategic thinking: A manager should be able to think strategically and able to adjust to changing circumstances and develop plans that align with overall goals of the organisation.

Goal setting: A manager must establish specific measurable achievable relevant and time bound (SMART) goals this helps to provide direction and clarity to the organisation.

Overall planning is a critical managerial skill that requires a manager to be intuitive strategic and analytical. Effective planning can help an organisation achieve its goals improve performance and maintain a competitive edge.

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.,)

Improving communication skills requires a conscious effort and a willingness to practice. Here are some tips and to improve your oral communication: written communication,

conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate key points, closing the communication, maintaining niceties and protocols, greeting, thanking and appreciating others.

Practice active listening:

Pay attention to the speaker, maintain eye contact and show interest in what they are saying. Avoid interrupting or making assumptions.

Be clear and concise:-

Speak and write in a clear and concise manner. Use simple language.

use appropriate body language! -

your body language should match your message. maintain good posture use appropriate hand gestures and have eye contact.

practise public speaking! -

join a public speaking club or attend workshops to improve your public speaking skills. prepare and practice your speeches before hand.

read and write regularly! -

Read books, newspapers and articles to improve your vocabulary and writing skills. practice writing emails, memos and reports to improve your writers communication skills.

Be confident! Believe in yourself and your abilities.

practice positive self talk and visualization techniques to boost your confidence levels.

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

Group Discussions:-

- Prepare ahead of time by researching the topic and forming opinions.
- Listen actively to others and avoid criticism or negativity.
- Build on other ideas and encourage discussion.

Participation in teams:-

- Be Proactive and offer to help communicate regularly and be responsive.
- Show up Prepared and ready to contribute.
- Respect others' time and opinions.

Contribution as a team member:-

- Take on tasks that play to your strengths.
- Be open to feedback and use it to improve.
- Be accountable for your work and deliver on your commitments.

Leading a team/activity:-

- Define clear goals and expectations.
- Encourage participation and collaboration.
- Communicate regularly and provide feedback.
- Celebrate successes and learn from failures.

→ practise active listening and empathetic communication.

→ develop strong interpersonal skills.

→ such as conflict resolution and negotiation.

→ seek out opportunities to lead and take on new challenges.

→ Build relationships and networks both in side and outside your organization.

Continuously learn and develop your skills through training and education. Be flexible and adaptable to change.

Celebrate diversity and value different perspectives

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 have observed some technological developments personally and I can provide an overview of some of

the recent advancements in digital technologies are being used to improve efficiency reduce costs and automate processes.

Technological Development is the overall process of innovation and diffusion of technology or process.

* Automating Services, -

Technology can take over many of the bureaucratic duties that occupy municipal government members of the public can pay bills or fines and obtain permits through online portals not only does this reduce help desk duties for government employees, but it allows the public to conduct business without having to stand in line at an office.

then these portals are supported by a high speed network constituents can access automated service at any time of day high ~~greater~~ access to services boosts community satisfaction.

free up government staff to handle more specific

tasks.

Members of a community want to be able to interact directly with their municipal government. Citizens like to be heard when they have a problem or complaint. Keeping lines of communication open is important for instilling a sense of confidence and satisfaction among members of the public.

Members of the public can contribute to interact with their municipal government. Members of the public can communicate with community leaders through web conferencing or voice mail messages that can be forwarded to municipal web mobile devices.

Student Name: BURIDI VARUN

Registration No: 2022001067011

Term of Internship:

From: 02-12-2022 To: 18-03-2023

Date of Evaluation: 20/03/2023

Organization Name & Address: Palakonda Nagar Panchayathi

Name & Address of the Supervisor Nagar Panchayathi (Palakonda)
with Mobile Number Srikakulam (Dist) (Municipal Corporation)

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date:


Signature of the Supervisor
పేనేజరు
పాలకొండ నగర పంచాయితీ

Student Self Evaluation of the Short-Term Internship

Student Name: BURIDI. VARUN.	202200106701 Registration No: 0AM 202100576172
Term of Internship: From: 12-12-2023 To: 18-03-2023	
Date of Evaluation: Nagar Panchyathi. (Palakonda) 1-05-2023	
Organization Name & Address: Nagar panchyathi (Palakonda) Srikalasa (OH)	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

B. Varun.

Signature of the Student

Evaluation by the Supervisor of the Intern Organization







