

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student: JAVVADHI SUDHEER

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

Registration Number: 2022001067031

Period of internship: 04 Months **From:** 07-12-2022 **To:** 18-03-2023

Name & Address Internship of the Organization: Grama sachivalayam,
Vasapa,
Kotturu

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

Sri. K.CHINNARAO

Department of

Commerce Government Degree College (Men) Srikakulam.

Submitted by:

J.SUDHEER

Reg.No: 2022001067031

Department of Commerce

Government Degree College (Men), Srikakulam.

Student's Declaration

I, JAVVADHI SUDHEER a student of internship Programme, **Reg.No: 2022001067031** 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 18-02-2023 in GRAMA SACHIVALAYAM under the Faculty Guide, Sri. K.CHINNA Rao, Department of Commerce Government Degree College (Men) Srikakulam.

J. SUDHEER
Reg.No: 2022001067031

Official Certification

This is to certify that **J.SUDHEER** Reg. No: **2022001067031** has completed his Internship in **GRAMA SACHIVALAYAM VASAPA** 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)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Jayvathi. Sudheer (Name of the intern)
Reg. No 2022001067031 of Govt Degree college (Men) ^{SKLM} (Name of the
College) underwent internship in Vasapa Gramasachivalaya (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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



D. Gopal Srinivasulu ^{W&E} ^{Vasapa}
Authorized Signatory with Date and Seal
Welfare & Education Assistant
Vasapa Secretariat (10190541)
Kotturu (Md), Srikakulam Dist

Acknowledgements

First i would like to thank sachivalayam team for giving me the opportunity to do an internship for giving intership within the organization.

The success and orderful of this intership project requires a lot of guidance and ~~endocment~~ from many people in the eduskeller 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 intership

The intership 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 every thing like schemes, Agriculture class are very good and simple way of teaching skills.

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

Their class are very good impact of me they should very responsible and very duty minded 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 staff members and friends who helped me on successful completion of this internship.

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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.

Learning objectives:

- * To gain an understanding of the functioning and structure of the grama sachivalayam organisation
- * To develop skills in administrative and clerical tasks related to the day to day operations of the organisation
- * To learn about the various government schemes and programmes implemented by the grama sachivalayam for the benefit of the rural population
- * To improve communication and interpersonal skills through interaction with villagers and other stakeholders
- * To acquire knowledge of the legal and regulatory framework governing the activities of the Grama sachivalayam

Outcomes achieved:

- * Improved knowledge of the organisational structure, functions and responsibilities of the Grama Sachivalayam
- * Enhanced administrative and clerical skills such as maintaining records, data entry, and handling paperwork
- * Understanding of the various government schemes and programmes such as housing, sanitation and education
- * Improved communication and interpersonal skills through interaction with villagers, officials and other stakeholders
- * Understanding of the legal and regulatory framework governing the activities of the Grama Sachivalayam

Brief description of the Grama Sachivalayam organization

The Grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objective is to ensure that effective implementation of government schemes and programmes for the welfare of the rural population, it is responsible for a wide range of activities such as health care, sanitation, education, housing and social welfare. The organization has administrative and clerical staff and it also collaborates with various departments to achieve its objects.

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 Introduction of the Organization

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralising governance and bringing administration closer to rural communities. The word 'Grama Sachivalayam' translates to village secretariat in English.

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of Chief Minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent government to rural communities by establishing a system of village secretariat in every village of the state.

under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services including everything from issuing certificates and licenses to providing information on government schemes and programs.

The Grama Sachivalayam system has been widely praised for its potential to improve access to government services and promote greater citizen participation in governance at the grassroots level.

B. Vision, Mission and Values of the Grama Sachivalayam

Vision: To create vibrant and self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunities, and a high quality of life.

Mission: To provide efficient, effective and transparent governance services to the people of Andhra Pradesh, particularly those living in rural areas, through the establishment of Grama Sachivalayam in every village.

Values: The values of Grama Sachivalayam are aligned with the principles of good governance, transparency and inclusivity, accessibility, accountability, efficiency, empathy, integrity.

c. policy of the Grama Sachivalayam

- * providing basic services like water, sanitation, health education and social security to the rural population
- * promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanism and feedback mechanism
- * facilitating the delivery of government schemes and programmes to the eligible beneficiaries in a timely and efficient manner
- * overall the Grama Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources

d. Grama Sachivalayam organizational structure:-

The Grama Sachivalayam is an organizational structure that is set up to ensure that government reaches the grass roots level. The Grama Sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the panchayat Raj institution.

The following are the various administrative posts that are present in the Grama Sachivalayam

- ① village secretary, ② village Revenue officer (VRO)
- ③ Mahila police and women & Child welfare Assistant

- (H) Digital Assistant (B) Engineering Assistant.
(C) Welfare and education Assistant. (F) Agriculture Assistant
(D) P.M., (G) Surveyor (A) Energy Assistant.

E. Role and responsibilities of the employees in Grama Sachivalayam

The Grama Sachivalayam is headed by a village secretary who is responsible for managing the day-to-day affairs of the village.

The employees in Grama Sachivalayam are responsible for a wide range of tasks, including: maintaining records, implementing government schemes, collection of taxes and fees, providing basic services, maintaining law and order, mobilizing resources, conducting surveys, organizing community events.

In summary, the employees in Grama Sachivalayam play a crucial role in the development of rural areas by providing basic services, implementing government schemes and maintaining law and order.

f. performance of the grama Sachivalayam in terms of turnover, profits, market reach and market value

As a government organization, the grama Sachivalayam organization is not profit-driven and does not have a market reach in the traditional sense. Its primary focus is to deliver government services to rural areas efficiently and effectively.

The grama Sachivalayam organization's performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in those areas.

G. future plans of the Grama Sachivalayam

Looking to the future, the grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in rural areas. They may also prioritize creating more job opportunities for the youth, promoting entrepreneurship and improving access to digital technology.

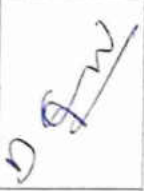
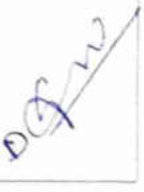
The future plans of the grama Sachivalayam organization will likely revolve around promoting sustainable development, improving education and healthcare services and creating more economic opportunities for the rural population.

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.

- * Panchayati Raj Act - 1944 lays that local govt. in every village of the growth development in a noticeable manner
- * Chief minister of Andhra Pradesh state YSR Jagan Mohan Reddy started this secretariat at Vijayawada, the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's birth day
- * Function of Grama Sachivalayam - it has mainly 11 types of the officers in secretariat. The village volunteer's system aims to bring govt services to people's door steps
- * Generally using of technological skills and instrument mainly use just like bio-metric computer system.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 12/12/22	I reported in the secretariat assigned to me	-	CFM
Day -2 13/12/22	The introduction of the Secretariat was given by the welfare assistant	learned about the village secretariat	
Day -3 14/12/22	The welfare assistant told about grama darshini	to know the condition of vasapa village	
Day -4 15/12/22	explain about employee roles and responsibilities	to know the duties of the employee	CFM
Day -5 16/12/22	was been telling about volunteers	to know the duties of the volunteers	CFM
Day -6 17/12/22	WEA said about the vision and mission of grama secretariat	I learned why grama secretariat was established	

WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/22 to Dt. 17/12/22)

Objective of the Activity Done:

Detailed Report:

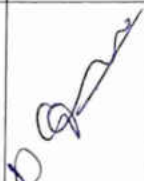
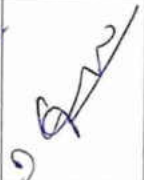
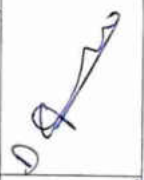
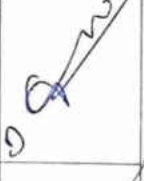
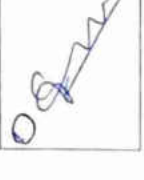
This week we learned about village secretariat i.e. why the secretarial system was established and their use

we also learned the benefits of the secretariat to the people of the village

we got to know the physical conditions of the residential areas in the grama secretariat and the duties of the employees in the grama secretarial system as well as the performance of the volunteers and their services

The welfare Assistant was fully informed about the vision, mission and values of the grama secretariat

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 19/12/22	The WTA officer explained the organisational structure of the secretarial	learned about the organisational structure of the secretarial	
Day -2 20/12/22	Explained the future plans of the grammar secretarial	we know the future plans of the secretarial	CTM
Day -3 21/12/22	About old age pension widow pension has been fully explained	we learned the required documents and eligibility for this type of pension	
Day -4 22/12/22	fully explained about disable pension and single women pension	we learned the required documents and eligibility for this type of pension	
Day -5 23/12/22	Explained about Traliter onal cobler pension & weaver pension	we learned the required documents and eligibility for this type of pension	
Day -6 24/12/22	Explained about toddy tapper pension and fisherman pension	we learned the required documents and eligibility for this type of pension	

WEEKLY REPORT

WEEK - 2 (From Dt 19/12/22 to Dt 24/12/22)

Objective of the Activity Done:

Detailed Report:

The organizational structure and future plans of the village Secretariat were discussed in detail this week. Also told about YSR Pension Kanuka, how many types required documents and eligibility criteria

Eligibility and required documents for old age pension, widow pension, disabled pension, single women pension, traditional cobblers pension, weaver pension, Toddy tappers pension and fishermen pension are given at the end

The YSR pension scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 26/12/22	fully explained dapper artist pension Anti-retroviral Therapy (ART) pension (PLHIV HIV pension)	we required the documents eligibility for this type of pension	
Day -2 27/12/22	explains about Transgender pension of Chronic kidney disease of unknown etiology pension	learned the required documents and eligibility for this type of pension	
Day -3 28/12/22	Explain about YSR Kalyanamastu / YSR Shodhi Tohfa	The purpose of this scheme is known	
Day -4 29/12/22	Explain about mandatory validation documents for registration of YSR Kalyanamastu	learned the required documents for this type of scheme	
Day -5 30/12/22	Explain about eligibility criteria of YSR Kalyanamastu / YSR Shodhi Tohfa scheme	we know who is eligible for its scheme	
Day -6 31/12/22	Have to tell people about the YSR Kalyanamastu scheme	we learned good presentation skills	

WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/12/22)

Objective of the Activity Done:

Detailed Report:

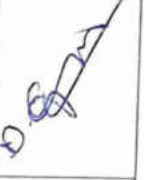
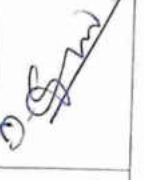
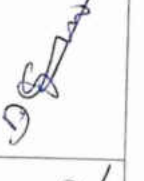
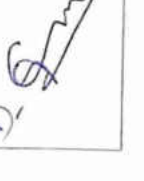
Eligibility and required documents for NPS pension, Anti-retroviral Therapy (ART) (HIV) pension, Transgender pension and Chronic Kidney disease of unknown etiology pension are given at the end

YSR Kalyana Matha / YSR Shacdi Yojana

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC minorities / differently abled / Below WP in conducting their daughter marriage in a dignified manner.

- * The bride must be above 8 years and Groom must be above 21 years as on the date of marriage
- * The application registration for the scheme should be done within 60 days from date of marriage
- * Both bride and Groom should have 10th class pass Certificate * The Caste and Income Certificate must be tagged with photos

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 2/01/23	The WEA officer is explained about YSR navaathalu	we know use of this kind of scheme	
Day - 2 3/01/23	Explained about AmmaVidhi scheme	The purpose of this scheme is known	
Day - 3 4/01/23	Explained about Rhythu Bhavosa scheme	I know how much this scheme has benefited the farmers	
Day - 4 5/01/23	Explained about Arogyasri scheme	I came to know that this scheme provides for medical treatment to poor people	
Day - 5 6/01/23	Explained about housing for all	The purpose of this scheme is known.	
Day - 6 07/01/23	Explained about Jalayaganna scheme	I learned that there will be no shortage of water due to this scheme	

WEEKLY REPORT

WEEK - 4 (From Dt 02/01/23 to Dt 09/01/23)

Objective of the Activity Done:

Detailed Report: VSL nauratnal is a welfare scheme. The scheme comprises nine different welfare programmes or schemes, each aimed at improving the living conditions of the AP.

Samrathi: Under this scheme, financial assistance is provided to the mothers or guardians of school-going children to support their education. The amount of assistance is Ru. 15,000/- per annum.

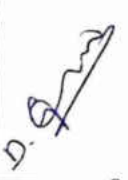
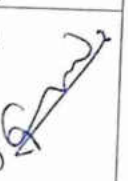
Rajya Baidhi: This scheme provides financial assistance to farmers in the far state. The amount of assistance is Rs. 13,500 per annum.

Rajya Shiksha: This scheme provides free health care services to the people of AP. The scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases.

Housing for all: This scheme aims to provide affordable housing to the people of AP.

Jalajyagranam: Under this scheme, the AP Govt. will go to improve the irrigation projects and complete.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 09/01/23	Explained about fee reimbursement. scheme	The purpose of this scheme is known	
Day - 2 10/01/23	Explained about YSR vidya deevena scheme	It is known who is benefiting from this scheme	
Day - 3 11/01/23	Explained about YSR vasathi deevena . scheme	It is known who is benefiting from this scheme	
Day - 4 12/01/23	Explained about memabadi, Nadu, Nedu scheme	The purpose of this scheme is known	
Day - 5 13/01/23	He said that the work of nadu nedu scheme should be examined	we observed the nadu nedu work	
Day - 6 14/01/23	Pongal holiday [Bhego]	-	-

WEEKLY REPORT

WEEK - 5 (From Dt. 09/01/23 to Dt. 13/01/23)

Objective of the Activity Done:

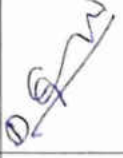
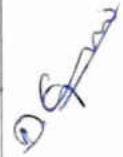
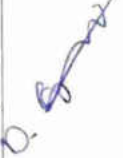
Detailed Report: Fee Reimbursement:- Aimed at providing financial assistance to students from economically weaker sections to pursue their higher education under this scheme. The government reimburses the tuition fee and other expenses such as exam fee, library fee etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc.

SR Vidya Deevena:- It provides financial assistance to eligible students from economically weaker sections to cover their higher education in government and private college.

SR Varahi Deevena:- It provides financial assistance to eligible students from economically weaker sections to cover their hostel and mess expenses during their higher education.

Nadu Nedu:- The scheme focuses on improving the basic amenities, including classrooms, furniture, toilets, drinking water and other infrastructure.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 16/01/23	pongal holidays [kanuma]	-	-
Day - 2 17/01/23	Explained about Jaganna vilya kanuka	I learned, due to this scheme stu- dents are going to Govt. School	
Day - 3 18/01/23	He said about the YSR Cheyutha scheme	I learned that women are contin- ing their own busi- ness because of this scheme	
Day - 4 19/01/23	He said about the YSR vahana mitra	I learned, this scheme is known to receive financ- al assistance to children	
Day - 5 20/01/23	we went to the school and checked the food	I came to know that nutritious food is being ser- ved in the school	
Day - 6 21/01/23	we went to the school and checked the clean- ness of the classroom and toilets	It is known that the school is kept clean every day	

WEEKLY REPORT

WEEK - 6 (From Dt. 16/01/23 to Dt. 21/01/23)

Objective of the Activity Done:

Detailed Report: Jagananna vidya karnika:- This scheme is launched by the Government of Andhra Pradesh to provide pre school kits to students studying in government school in the state. The kit includes items such as school bag, notebooks, text books, shoes and uniforms.

YSR Cheyutha:- under the YSR Cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are aged between 45 and 60 years. The financial assistance is given in the form of an annual allowance of Rs. 18750.

YSR Vahana Mitra:- provide financial assistance to self-employed drivers of autorickshaws, taxis and mini cabs. under the scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

The school was visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM Madam was explain about their duties	TO know the duties of ANM madam	CW
Day - 2	The ANM Madam was explain about their general duties / instructions	I Learned the general duties instructions of ANM	CW
Day - 3	ANM madam explain about social services with awareness programme	I Learned some social services (AIDS, HIV, physioth. therapy)	CW
Day - 4	Republic day		CW
Day - 5	Explain about medical termination of pregnancy	I know which hospital to visit for treatment of pregnancy women	CW
Day - 6	Explain about Health education	I Learned health education	CW

WEEKLY REPORT

WEEK - 7 (From Dt 22/01/23 to Dt 27/01/23...)

Objective of the Activity Done:

Detailed Report:

General instructions of AN-M:-

- * She should work under the administrative control of the medical officer phc and guidance of the female health supervisor
- * should be in uniform with identity card
- * All the ANMs have to discharge all the duties as assigned by the phc medical officers
- * Social awareness programmes:- Aids, HIV, healthy food, diabetes, heart attack
- * medical termination of pregnancy:- Identify women in need of medical termination of pregnancy (MTOP) and refer them to the nearest health facility for comprehensive abortion care

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The VRO was explain about their duties	to know the duties of VRO	G. Vin VRO
Day - 2	VRO told about the certificate he issues	certificates issued by VRO are known	G. Vin VRO
Day - 3	VRO is said that government assets will provide protection	It is known who protects government assets	G. Vin VRO
Day - 4	VRO said about water tax collection	It is known the who collects the tax	G. Vin VRO
Day - 5	The mahila police was explain about their duties	To know the duties of mahila police	Alankar
Day - 6	He said the matter related to peace and security of the village	I learned that women police can bring peace and security	Alankar

WEEKLY REPORT

WEEK - 8 (From Dt. 30/1/23 to Dt. 07/01/23.)

Objective of the Activity Done:

Detailed Report:

The village Revenue officers shall issue Notarizing certificate and solvency certificate in their respective jurisdiction duly following the procedure. For the other certificates which have to be issued by the revenue department, he/she will enquire and submit his report to the competent authority.

* protection of public lands, public tanks, trees etc... Effective measures will be taken for the protection of government assets.

* Collection of water tax, Cattle House tax, tax and other sums pertaining to Revenue department

* The Mahila police play an important role in ensuring that women in the village feel safe and protected. They work closely with local communities to identify potential risks and to take proactive measures to prevent crimes before they occur. They also respond quickly to incidents and provide support and assistance to victims and their families.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	she talk about the Child marriage and dowry prohibition act	Learned about child marriage and dowry prohibition act.	<i>Albanyka</i>
Day - 2	maihla police explain about the domestic violence act	Learned about domestic violence act	<i>Albanyka</i>
Day - 3	agriculture assistant was explain about their duties	to know the duties of agriculture assistant	<i>L. Southi</i>
Day - 4	Agriculture assistant was explain paddy procurement system	It is know how the farmers are selling paddy to R.B.K	<i>L. Southi</i>
Day - 5	agriculture assistant was explain important use of R.B.K	I Learned the benefits of R.B.K center	<i>L. Southi</i>
Day - 6	she said about availability of seeds, fertilizers and pesticides	I Learned that seeds, fertilizers and pesticides are available in R.B.K	<i>L. Southi</i>

WEEKLY REPORT

WEEK - 9 (From Dt. 06/02/23 to Dt. 11/02/23)

Objective of the Activity Done:

Detailed Report:

The female police spoke about child marriages and created awareness among the villagers.

Dowry prohibition Act: The dowry prohibition Act is an important law in India as it seeks to prevent the exploitation of women and their families through the practice of dowry.

Domestic violence Act: The domestic violence Act is a law that seeks to protect individuals who are victims of domestic violence.

* The paddy recruitment system in Rhythu Bharosa Kendram involves registering farmers and their land details on the RBK portal, after which the RBK team verifies the information and provides paddy seeds to the registered farmers.

* Some of the uses of Rhythu Bharosa Kendram include providing information on crop cultivation, soil testing, distribution of seeds and fertilizers and access to agricultural equipment and machinery.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	digital assistant was explain about their duties	to know the duties to digital assistant	R. Suresh
Day - 2	OA told about updating all the information in the village secretarial main. taking the database	it is learned that the OA will computerize all the information in the secretarial	R. Suresh
Day - 3	OA said about front office incharge (CSC, meera)	it was learned that all kinds of online services are done in the secretarial	R. Suresh
Day - 4	village surveyor was explain about their duties	to know the duties of village surveyor	G. minna
Day - 5	the registration and equipment related to the survey were informed	Registration of the survey. learned about the equipment	G. minna
Day - 6	maha sevaram	-	-

WEEKLY REPORT

WEEK - 10 (From Dt 13/02/23 to Dt 17/02/23)

Objective of the Activity Done:

Detailed Report:

Digital assistants can computerize tasks in a secretariat by using natural language processing to understand commands and automate tasks such as scheduling meetings, sending emails, managing files and providing information. This reduces manual labour and increases efficiency.

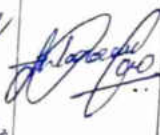
All the online services available at service center and CSC center are done at the secretariat, so the digital assistants

The village surveyor said how the survey of the land is done and how the details are submitted online

The village surveyor told about the re-survey of lands and the benefits of the re-survey to the farmers

The village surveyor informed how to use land surveying equipment

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Engineering assistant was explain about their duties	To know the duties of engineering assistant	
Day - 2	He told about the responsibilities of building construction inspection technical advice.	I learned who is responsible for government building	
Day - 3	He said about drinking water supply, quality proper chlorination	I learned who is responsible for drinking water supply	
Day - 4	Energy assistant was explain about their duties	To know the duties of energy assistant	K. Sainarung
Day - 5	Energy assistant told about power supply problems and solution	I learned about that power supply issues & solutions	K. Sainarung
Day - 6	He said about avoiding illegal use of electricity	I learned that electricity should not be used illegally	K. Sainarung

WEEKLY REPORT

WEEK - 11 (From Dt. 22/02/23 to Dt. 28/02/23)

Objective of the Activity Done:

Detailed Report:

Engineering Assistants help engineers in planning and managing various projects. They assist in creating project plans, tracking progress, and ensuring that projects are completed on time and within budget.

Engineering Assistants may be required to conduct inspections and surveys to gather data and assess the condition of infrastructure, buildings and equipment.

Engineering assistants are responsible for preparing reports on various projects and activities. And he is responsible for proper chlorination of drinking water supply.

The energy assistant talked about the problems of electricity and the ways to solve them and explained the dangerous of illegal use of electricity.

He said that electricity should not be used unnecessarily and excessively.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He said about creating awareness on electricity consumption methods	I learned the methods of electricity consumption	K. Saiborung
Day - 2	It is said about preventing power interruption from tree branches	I learned that energy assistant prevents power outages from tree branches	K. Saiborung
Day - 3	Panchayat secretary was explain about their duties	To know the duties of panchayat secretary	CTM
Day - 4	The panchayat secretary said about birth and death registration certificate	It is known who issues birth and death certificates.	CTM
Day - 5	Panchayat secretary said about conservation of panchayat property	I learned about the preservation of panchayat property	CTM
Day - 6	Panchayat secretary told about Gram panchayat meeting and Gram Sabha	I learned that people problems are solved by Grama panchayat meetings Grama Sabha.	CTM

WEEKLY REPORT

WEEK - 12 (From Dt. 27/10/23 to Dt. 04/11/23)

Objective of the Activity Done:

Detailed Report:

The energy assistant imported awareness on power consumption practices and explained how to eliminate power interruption due to tree branches.

Birth and death registration certificate is the official process of recording the birth or death of an individual. A birth certificate is a legal document that records the birth of a child, including their name, date of birth, place of birth and parent's names.

A death certificate is a legal document that records the death of an individual, including their name, date and place of death, cause of death and other relevant information. These certificates are essential for various legal and administrative purposes, such as obtaining a passport, enrolling in school or settling an estate.

The panchayat secretary said how the panchayat properties will be protected and informed about the benefits of organizing gram sabhas.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The village volunteer said that government schemes and benefits will be delivered door to door	I learned that Govt. schemes benefits are easily delivered to every household by volunteers	V. Tirupathi
Day - 2	Volunteers help in accessing government services like ration cards, pension schemes / health services	It is known that govt. services are easily accessible to people because of volunteers	V. Tirupathi
Day - 3	hols	-	-
Day - 4	Volunteers said they would identify local problems such as water scarcity, sanitation & health problems and report them to the concerned authorities	It is learned that the volunteers will identify the local problems in the village and inform the concerned	V. Tirupathi
Day - 5	Volunteers are conducting survey and collecting information from people he said	I learned that the complete information of the village people is with the volunteers	V. Tirupathi
Day - 6	Freeel Saturday	-	-

WEEKLY REPORT

WEEK - 13 (From Dt. 06/03/23 to Dt. 10/03/23...)

Objective of the Activity Done:

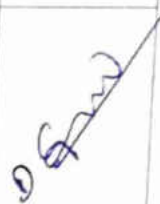
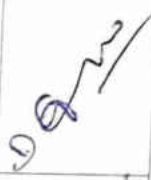
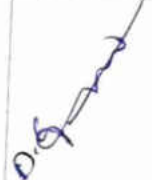
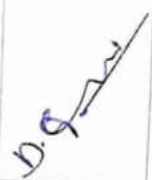
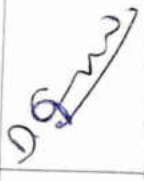
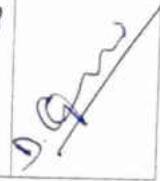
Detailed Report:

Grama volunteers are local individuals who are selected by the village administration to act as a liaison between the government and the local people. They are responsible for providing information to the villagers about govt. schemes and programs, and also assist in the implementation of these programs.

Some of the responsibilities of Grama Volunteers include identifying the needs of the village and informing the government officials about them, organizing health camps and awareness programs, facilitating the construction of toilets and other basic amenities and mobilizing the community for development activities.

Grama volunteers are considered the backbone of the government's rural development program, and they play a crucial role in the implementation of various schemes and programs aimed at improving the lives of people in rural areas.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people of the village	I learned to do village survey	
Day - 2	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people of the village	I learned to do village survey	
Day - 3	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people	I learned to do village survey	
Day - 4	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people	I learned to do village survey	
Day - 5	WEA asked to conduct a survey on what kind of govt. welfare schemes are being received by the people	I learned to do village survey	
Day - 6	Mentioned about the things that have been said and. The programme book was illustrated	I have submitted the survey on Secretary	

WEEKLY REPORT

WEEK - 14 (From Dt. 13/03/23 to Dt. 19/03/23.)

Objective of the Activity Done:

Detailed Report:

In this week each house in the village was asked to survey and report on the government welfare schemes, how many people are living in the family and their ration numbers and their phone numbers. He asked to know how much financial assistance each household will get due to these welfare schemes.

I have submitted the reported of the survey to the secretariat late this week.

Also I got to know how much financial assistance each household gets due to government welfare schemes.

The program book was evaluated by welfare and education assistant at the end of this week.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	WEA asked to inspect the work done on the secretariat.	I got to know how things are done in the secretariat.	
Day - 2	told about toll free numbers to remember	learned the use of toll free numbers	
Day - 3	He said about the holistic nutrition plan.	I learned the benefits of a holistic nutrition plan for children	
Day - 4	Second Saturday	-	
Day - 5	Sunday	-	
Day - 6			

WEEKLY REPORT

WEEK - 15 (From Dt. 27/12/22 to Dt.)

Objective of the Activity Done:

Detailed Report:

A secretariat is a government office comprising various departments and branches responsible for performing administrative and executive functions. I learned that the nature of work in a secretariat varies with a particular department or department.

A state we should remember Govt. Help line no numbers to call for complaints, suggestions.

polish	- 100	Health and medicine	- 104
fire station	- 101	telemedicine	- 14410
Govt. Ambulance	- 108	prevention of corruption	- 14400
electrical problems	- 1912	public issue	- 1902
Disha	- 100/112/131		

eligible beneficiaries are provided with a balanced and nutritious meal consisting of rice, dal, vegetables, and eggs. The scheme aims to address malnutrition among vulnerable sections of society by providing them with a balanced diet.

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.)

The work environment in the Goram Secretariat is expected to be professional, disciplined and focused on providing quality services to the public.

Interpersonal interactions within the organization and with the public are courteous, respectful and helpful.

Clarity of job roles includes with clearly defined protocols, procedures and processes to ensure work is performed efficiently and effectively. Time management is very important and employees are motivated and complete their work within specified deadlines.

Harmonious relationships, socialization, mutual support and teamwork are encouraged to foster a conducive work environment.

There is space and ventilation for employee comfort and well-being. The work environment in the Goram Secretariat is professional.

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

- * proficiency in using computer, basic software applications and the internet for communication, data entry and record-keeping
- * The ability to write clear, concise and accurate reports, memos, and other documents that convey complex technical information to a non-technical audience.
- * The ability to communicate effectively with the public, handle inquiries and complaints and provide high quality customer service.
- * we learned how to communicate with colleagues and clients through various digital channels such as email, chat and video conferencing.
- * The ability to organize, analyze and interpret data using tools such as spreadsheets, databases and data visualization software
- * we have learned basic computer skills, database management and typing speed

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 learned above some managerial skills are useful for our future

- ① Leadership skills: Manager need to inspire and motivate their team to achieve their goal. They team to achieve successfully complete anything.
- ② Decision making skills: Manager must make informed decisions quickly and efficiently. They should be able to analyse data, evaluate options and choose the best course of action.
- ③ Problem-solving skills: The staff members should be able to identify and solve problems quickly and effectively. They should be able to think creatively and find innovative solutions to complex problems.
- ④ Goal setting: We are learning about, any target or goal must as to do first observe for thing and set the plan so definitely do that particular action.
- ⑤ Interpersonal skills: Managers and any person should be able to relation and confidently talking. So when over we can again assimilated interpersonal skills.

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

My communication skills are modify and improve myself with communication different people in different places.

my written communication is per improve if by writing say evolution suraption / thoughts

my confidence levels are very high and I will continue with the same

my Anxiety level are very low, I am very patient and listen to music whenever I feel anything and I learned more anxiety management techniques

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

I always greet every one when I see them and thank them whenever they do good things.

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

To enhance your abilities in group discussions contribution as a team member, leading a team or activities here are some suggestions

- * Respect for others is key to successful team members with respect regardless of their position or back ground
- * Be prepared: Before going group discussions or team activities its important to gone prepared.
- * Communication skills: Good communication skills are crucial for effective team participation. Clearly speak but any members are talking. The listener can't observe speaker view of talking
- * Any team member or team leader should be able to time perfectly and time management these essential for any culture
- * Leadership skills if you are leading a team or activity strong leadership skills are essential this includes being able to

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 can see by future planning of job role with technological instrument in secretarial.

Following are below.

- * Computer system
- * Internet connectivity
- * Telephone phone system, single line phone system
- * Internet phone system
- * Photo copier, copying, binding, multiple pocket copying
- * Scanner's [IRIS scanner's]
- * Printer's
- * Bio-metric device
- * Face Authority programme.

I will seeing in my future job role above instruments can full focus on digital technologies and relevant instruments.

PHOTOS & VIDEO LINKS





Student Self Evaluation of the Short-Term Internship

Student Name: JAYVADHE. Suelheer

Registration No: 2022001067031

Term of Internship: 15 weeks From: 12/12/2022

To: 18/03/2023

Date of Evaluation: 18/03/2023

Organization Name & Address: Grama sachivalayam - vasapa

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: 18/03/2023

J. Suelheer
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: J Sudhyan	Registration No: 20220010640
Term of Internship: From: 12/12/2022 To: 13/3/2023	
Date of Evaluation: 18/03/2023	
Organization Name & Address: Gorana Sachivalayam - Vasapa	
Name & Address of the Supervisor: D. Gopal Das Naidu, Welfare Education Assistant, Vasapa Secretariat, 3397166681	

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: 18/03/2023

Signature of the Supervisor
 Welfare & Edu Assistant
 Vasapa Secretariat: 101905411
 Kotturu (Md), Sri Kalakulam Dist

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: JAVVADHJ. SUDHEER

Programme of Study: B.COM T.M

Year of Study: 2022-2023

Group: B.COM

Register No/H.T. No: 2022001067031

Name of the College: Government degree college (men) - srikakulam

University: DR. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: JAWADHI. SUDHEER
Programme of Study: B.COM .T.M
Year of Study: 2022-2023
Group: B.COM
Register No/H.T. No: 2022001067031
Name of the College: GDC (MEN) SRIRAKULAM
University: DR. B.R. AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

Grama Aarshini (2022 - 2023)

Grama Secretariat (Vasapa)

name of grama panchayat :- 01 VASAPA

Secretariat, Secretary :- Vasapa, Janni Chandramma

Village Revenue officer :- Girish Kumar patnaik

number of wards :- 10

panchayat special officers:- Krishna Rao (EOPRO)

Slab	Name of the employee	Employee status
01.	Janni. Chandramma	The panchayat secretary
02.	Girish Kumar patnaik	The Revenue officer
03.	Rada Girish	panchayat secretary Grade (VI) OA
04.	O. Gopal das Naidu	welfare & Educational Assistant
05.	Satishda nageshwar Rao	engineering Assistant
06.	limmla. Suthi	Agriculture Assistant
07.	Godaba. minna Rao	village surveyor Assistant
08.	raala. mounika	wahila police
09.	Gudisa. Sathya Rani	ANM
10.	Kella. Sai veera Kumar Shankar	line man

Vasapa village volunteers:-

- | | | |
|--------------------------|------------------------|---------------------|
| 1. K. Venkatesh Rao | ⑤ Mesari. Sudhvi | ⑨ Mesala. Pradeepa |
| 2. Palle. Jagadeesh | ⑥ Goramda. Haru | ⑩ Nalagana. Kalyani |
| 3. Palle. Harish | ⑦ Katagati. Uma | |
| 4. Kandhi. pratanna Rani | ⑧ Veluputhi. Venkatesh | |

Total Residential area :- 1. vadapa

2. Ram Nagar

3. vadapa colony

Geography :- 695.22

pullam land :- 352.46

Meer land :- 232.05

Total perambo :- 110.72

details of Angaradi work :- 1. Allam. pushpa kumari

2. Kalagati: sitasatnam

details of Dsha work & 1. Lada voralanmi

2. Kalagati - Roja

details of primary Health Care :- (A) P.H.C Kurigam

(B) sub-centre - Nivagam

* population :- 1900

men :- 977

women :- 923

* details of voters :- 1416

men :- 736

women :- 680

* total number of houses :- 469

* details of Ration Cards :- 582

* Aadanya shru cards :- 578

* total employment guarantee cards :- 607

Educational Information

mandal parishad primary school :- 02

YSR pension so that the plans of the reality of pension, qualifications and several documents

Old Age pension (Elderly pension)

- * Should be filled with at least 60 years
- * Candidates belonging to ST category should have at least 50 years of experience.
- * In rural areas, however the monthly income of a household should not exceed Rs. 10,000/-
- * In urban areas however the monthly income of a family is Rs. 12,000/-
- * Power Consumption: The monthly electricity consumption of the family is 300 units
- * must not be a permanent employee or a pensioner [Sanitary health insurance]
- * The total land per family is 8 acres if it is wet land and 10 acres if it is dry land. 10 Acres of Good underadya or total 120 and plateau is good underadya
- * Each family should not own two-wheeler vehicle (not suitable for taxi, tractor, auto)
- * No income tax should be paid on family members
- * Old age pension amount, 2750/-
- * The property should not exceed 1000 square feet in total carbon area of the family

Widow pension

- * must have at least 18 years
- * only for females
- * in rural areas, however, the monthly income of a household should not exceed Rs. 10,000/-
- * in urban areas, however, the monthly income of a family Rs. 12,000/-
- * power consumption: The monthly electricity consumption of the family is 300 units
- * must not be a permanent employee (or) pensioner (antony health insurance)
- * widow pension amount Rs. 2750/-
- * Required document: Application form, Adhar card, Husband death certificate, Adhar update certificate (History) Caste Certificate, Income certificate, Recd Card

Disable pension

- * No correlation with age
- * In rural areas, however the monthly income of a household should not exceed Rs. 10,000/-
- * In urban areas however the monthly income of a family is Rs. 12,000/-
- * no income tax should be levied on family members
- * power consumption: The monthly electricity consumption of the family is 300 units
- * disable pension amount - 3,000/-
- * must have 40% and above marks on SAAKEM certificate

Important information for all types of pension Schemes

- * In rural areas, however, the monthly income of a household should not exceed Rs 10,000/-
- * In urban areas, however, the monthly income of a family is Rs 12,000/-
- * power Consumption. The monthly electricity consumption of the family
- * must not be a prominent employer or a pensioner
- * Satisfy health insurance
- * each family should not own a four-wheeler vehicle [not suitable for taxi, rickshaw, auto]
- * no income tax should not ~~be~~ be levied on family member
- * The property should not exceed 1000 square feet on total urban area of the family
- * Total land of one family with land - not above 3 acres dry land - not above 10 acres. In rural areas. In urban areas not above 10 acres among wet land and dry land
- * mainly Required documents: Application form, Aadhar Card, Aadhar update history, caste certificate, income certificate, PDS card
- * There is no more than one person in a family