

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: KADUSU SURESH

Name of the College: Govt Degree College (Men) Srikakulam

Registration Number: 2022001067032

Period of Internship: 4 Months From: 07-12-2022 To: 18-03-2023

Name & Address of the Intern Organization: GRAMA SACHIVALAYAM
BUDITHI

DR.BR. AMBEDKAR UNIVERSITY

Year 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:

K.SURESH

Reg.No: 2022001067032

Department of Commerce

Government Degree College (Men) Srikakulam

Student's Declaration

I KADUSU SURESH a student of Internship Program, Reg. No. 2022001067032 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 Budithi under the Faculty Guide, Sri. K. Chinna Rao, Department of commerce Government Degree College (Men) Srikakulam.

K. Suresh

K.SURESH

Reg. No. 2022001067032

Official Certification

This is to certify that *KADUSU SURESH* Reg. No. 2022001067032 has completed his/her Internship in *GRAMA SACHIVALAYAM BUDITHI* 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.



D. Srinivasulu
(Panchayat Secretary)
BUDITHI
Saravakota Mandal
Srikakulam Dist. (A.P.)
(Signatory with Date and Seal)

Endorsements

K. Chandra
Faculty Guide

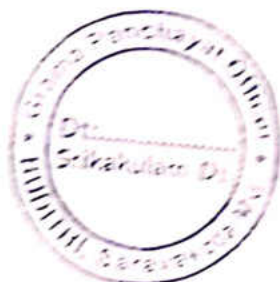
Head of the Department

B. Subramanian
Principal
19/7/23
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that KADUSU SUPESH Reg. No 2022SM6702 of Government Degree College (Men) Srikulam underwent internship in GPAA SACHIVALAYAM Budithi From 07-12-2022 to 12-02-2023

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



[Signature]
(Principal)
Authorized Signatory
Sachivalaya Ward and Bud
Srikulam Dec. 12/23

Acknowledgements

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

The Success and Growth of this internship Project requires a lot of Guidance and support from many people in the Skill organization.

I also would like all the people that worked along with me and Sachinlalgar with their patience and support they made an enjoyable working environment.

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

The Internship Opportunity I had with Sachinlalgar was a great chance for learning Communicational Skills.

I perceive as their opportunity as a big milestone in my career development. All the Sachivalaya Staff are friendly with me and also their 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 Voluntary.

Their class are very good impact of me they should very responsible and very duty mind on all the internship students

for permitting me to do the project work to Successfully

My Sachivalayam Staff members (or) workers giving valuable guidance to complete the project Successfully

I am extremely grateful to my Sachivalayam Staff member and friends who helped me in Successful completion of the 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.

This report is result of 12 weeks Internship. During the internship it is required to study the Organization, department of the Organization and critically analyze the hierarchical aspects of the Organization in the practical situation. I got an opportunity of getting practical knowledges about the village Secretariates in Andhra Pradesh. So to quench the thirst of practical exposure and for getting practical knowledge about I joined budithi, Sachivalayam - 3, Village Secretariate. During this time period, I gather all necessary information about Village Secretariates.

Effort have been made to compile this report in such away that activities its salient features not only for students but also for the layman. I divide this report into different aspects.

In this part all government related Services are not utilized people in fruitful manner, that is the main reason to Establish grama Sachivalayam in Andhra Pradesh. In the Date of Oct 9, 2019 government started grama Sachivalayam across the Andhra Pradesh. During the 3 years period nearly they give 5 crore Services to the people across Andhra Pradesh. Total 12 functionaries are there in Sachivalayam to serve the people in their respectively disciplinary.

At last I must say that this report is designed to motivate curiosity about grama Sachivalayam work in Andhra Pradesh. During this time period I learn so many things related to the management, team work, leadership Qualities, those qualities so many helpful to me to service in an Organization.

Outcomes achieved :-

- * Improved knowledge of the Organisational structure, function and responsibilities of the Grama Sachivalayam
 - * Enhanced administrative and clerical skills such as maintaining records data entry, and handling paper work
 - * Understanding of the various government schemes and programmes such as housing sanitation and education
 - * Improve Communication and Inter personal 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 Organization that functions at the village level in India. Its Primary Objective is to ensure the 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.

Grama Sachivalayam [also known as village Secretariate]. are Secretariats setup in the Indian state of Andhra Pradesh to decentralize the administration by making Services and welfare Services of all government departments available at one place. Andhra Pradesh was the first state in India to launch Village Secretariats government of Andhra Pradesh appointed village volunteers to deliver Services. It was launched on Gandhi Jayanti. Since the scheme was inspired by Mahatma Gandhi's concept of Grama Sarvagya that promotes villages becoming self sufficient, autonomous utilities establishment of Villages Secretariats was one of the promises made by Y. S. Jagan Mohan Reddy during his Praya Sankalpa Yatra.

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. Includes everything from issuing certificates and licenses to providing information on government schemes and programmes.

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

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 - transparent and inclusivity Accessibility.

CHAPTER 3: INTERVIEW PART

Description of the Activities/Responsibilities in the future Organization during Internship, which shall include - details of working conditions, working hours schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the interns acquired.

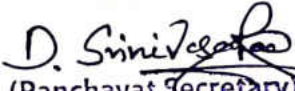
As the selective program organized by the government in order to select the students to serve and interact with working of departments they selected.

Given instructions are the Organized. With I chose the candidates between 12 to 14 years of age and eligible for the given instructions. The various educational qualifications are different according to the different parts.

There were some schemes that are introduced in the government. A school program like the 100 hours from 10th to 12th. The 100 hours, the 100 hours scheme, the 100 hours program, etc., which helps the children to acquire and to have a basic education for the children. These schemes are applied to the people belonging to below poverty line [BPL] families in the state.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction class about Sachivalayam Department and Staff.	Grama Sachivalayam is also known as village Secretariats	B. Uday
Day -2	Introduction class about Brief description of Staff numbers	Having in the Sachivalayam all the Secretariats Setup.	B. Uday
Day -3	Introduction class about Sachivalayam Department.	Government of andhra pradesh appointed the village volunteers	B. Uday
Day -4	Grama Sachivalayam Total Staff details.	Deep details about Staff	B. Uday
Day -5	Gram Sachivalayam Total staff details	Staff details from top to bottom.	B. Uday
Day -6	Grama Sachivalayam Total staff.	All the government department are having one place.	B. Uday


 (Panchayat Secretary)
 BUDITHI
 Saravakota Mandal
 Srikakulam Dist. (A.P)

WEEKLY REPORT

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

Objective of the Activity Done:

VILLAGE SECRETARIAT

Detailed Report:

FUNCTIONARIES ACTIVITY CALENDAR

Grama Sachivalayam is [also known as village Secretariat] are Secretariats setup in the Indian state of Andhra Pradesh - to decentralize the administration by making Services and welfare Services of all government departments available at one place Andhra Pradesh was the first state in India to launch village Secretariats. A Government of Andhra Pradesh appointed Village Volunteers to deliver Services. And also in the Grama Sachivalayam Setup are :-

- ① panchayat Secretary
- ② URO [Village Revenue Officer]
- ③ Survey Assistant.
- ④ ANM
- ⑤ Veterinary & Fishery Assistant.
- ⑥ Women police
- ⑦ Engineering Assistant
- ⑧ Electrical Assistant
- ⑨ Agriculture MPEO's
- ⑩ Digital Assistant
- ⑪ Welfare Assistant

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Panchayat Secretary	Grama Sachivalaya convenor, able to collect the taxes, and other welfare work under the Grama Sachivalaya	
Day -2	Panchayat Secretary	Collection, Generation and Spending Daily reports to Higher Authorities	
Day -3	Panchayat Secretary	shall ensure that office premises are neat and duty panchayat, Raj higher authorities.	
Day -4	VRD village Revenue Officer.	VRD should monitor the land and Ration food supply in villages.	
Day -5	VRD village Revenue Officer	Services of notices / Summons / orders under various Acts / Laws.	
Day -6	VRD village Revenue Officer	Identification of Beneficiaries under various Acts / Schemes.	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

PANCHAYAT SECRETARY

* collecting of property tax, water charges, other non-taxes.

* Attending RTI, court cases, SC/ST/HRC/Legal issues by maintaining registers.

* Allotment of turn duties for village Secretariat Functional Assistants.

* Must follow Panchayat Raj higher authorities during field visit.

* He should attend protocol duties, Government Special programmes, election duties and other important duties, whenever ordered by the higher authorities.

VRD [Village Revenue Officer]

* VRD should monitor the land and Ration food supply in villages.

* Reporting violations under land ceiling Act, OTC Act, pvt Act, LTR in Agency areas, Assignment rules and conditions and Mines and Minerals rules.

* Reporting on Inclusion, deletion and modifications in electoral rolls.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	SURVEY ASSISTANT	Should Surveyor of village lands.	
Day -2	SURVEY ASSISTANT	Inspection to take action against unauthorized layout construction, violations, filed.	
Day -3	SURVEY ASSISTANT	Inspection of lands proposed for layouts	
Day -4	ANM	Should be responsible for villager's health monitoring	
Day -5	ANM	Should be responsible for villager's scheduling health camp in the village.	
Day -6	ANM	Should be responsible for maternal's child health.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

VILLAGE SURVEYOR

- * Attending Office Registering day movement in movement Register, collect Land Maps/ Records and proceed field for attend Survey petitions.
- * protection of Panchayat properties.
- * Attending Spandana grievances. preparation of note on necessary issues in village and submit to the Reporting Officers / panchayat Secretary and Redressal of grievances [Ex : RTL etc.]
- Attending general duties and duties of other functional Assistants as and when required.

-ANM

- * As a part of ANMs routine daily Activity, she has to visit at least 30 household in her allotted area and covers the maternal & child health.
- * ANM should be responsible for villagers's health monitoring and scheduling health camp in the village.
- * she has to provide information to the PHC ANM concerned for uploading data in nearly 20 central and State.

ACTIVITY LOG FOR THE MONTH OF 2017

Day & Date	Brief description of the daily activity	Learning, outcome	Remarks for the day
Day-1	Introduction of Fishery Assisted	Introduction, history and objectives	
Day-2	Introduction of Fishery Assisted	The history of fishery in India.	
Day-3	Introduction of Fishery Assisted	The history of fishery in India and objectives of the course.	
Day-4	Aquaculture 1950's	Introduction of aquaculture in India and objectives of the course.	
Day-5	Aquaculture 1950's	Introduction of aquaculture in India and objectives of the course.	
Day-6	Aquaculture 1950's	Introduction of aquaculture in India and objectives of the course.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: AGRICULTURE, VETERINARY & FISHERY ASSISTANT.

* The Flag of Agriculture is Green, fishery & Agriculture is Blue, Veterinary is White and agriculture is Red.

* Veterinary :- Animal husbandry is the branch of agriculture concerned with animals that are raised for meat, fibre, milk and other products includes day to day care, selective breeding, and first domesticated born around 8000BC farming of the first crops.

Fishery :- fish farming or pisciculture involves commercial breeding of fish usually for food, in fish tanks or artificial such as ponds.

Agriculture :- Field visits and interaction with farmers [polambadi, seed, village programme, e-crop booking etc...]

* Operationalization of Rythu Bazar Kendra processing of petitions received.

* Organization of Village Knowledge Centre and Agri Input Shop in Rythu Bazar Kendra.

* Sensitization of farmers YSR Agri input testing Lab
Receipt of Agri Input Orders from kiosk.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Women Police [Grama Mahila Samyashana karyadarsi]	counselling, security and other important roles in villages.	<i>[Signature]</i>
Day -2	Women Police (Grama Mahila Samyashana karyadarsi)	Visit to Anganwadi Centre (AWC) to ensure timely operating pre-school attendance and quality of the food.	<i>[Signature]</i>
Day -3	Women Police (Grama Mahila Samyashana karyadarsi)	Prevent child marriage by issuing eligibility certificate to the couple after thorough verification of their age proof.	<i>[Signature]</i>
Day -4	Engineering Assistant	Village Engineering works & water supply, Grama Sachivalaya.	
Day -5	Engineering Assistant	Field visit covering all the engineering activities of quality work execution	
Day -6	Engineering Assistant	Technical inspection of building permission applications.	

DSR

[Signature]
(Panchayat Secretary)
BUDITHI
Saravakota Mandal
Srikakulam Dist. (A.P)

WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

- * Women police is also known as the Grama Mahila Samrakshana Karyadasi. She gives counselling Security and Other Important roles in village.
- * Prevent child marriage by issuing eligibility certificate to the couple after thorough verification of their age proof.
- * Visit to school / college / Girls Hostels / KGBV / working camps on "Crime against women and children," Drug and Sexual abuse, Fire Teasing, Dabbing, porno related, 94x3 Help lines and Self defense techniques, cyber Mithya, Mahila Mithya.

Engineering Assistant

- * Field visit covering all the engineering activities of quality work executions identifying the problems related to sanitation / water supply etc., and report to concerned Engineering departments.
- * Attending execution of all civil works including housing. Conducting quality control tests during execution of work and maintaining standards as per IS codes.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in-Charge Signature
Day - 1	Electrical Assistant	Electricity Supply and Street lights and wiring	
Day - 2	Electrical Assistant	Switch on Street lights in the Secretariat area before sunrise	
Day - 3	Electrical Assistant	Switch on street light after the sunset.	
Day - 4	Digital Assistant	Monitoring the Village in Single wireless system.	
Day - 5	Digital Assistant	Monitoring Office and entering all the details related to Transport, Conference, Communication, etc.	
Day - 6	Digital Assistant	Check the Office as entered by the Pandurang Srinivas	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- * Electrical Assistant is known as Energy Assistant.
- * Electrical Supply and Street lights and monitoring.
- * Visiting ward/Area/colony in the GP Area and identifying the problems related to meters, replacing electrical connections and attending meters, replacing fuse-off calls (Consumer Grievances). Monitoring and identification of problems related to street lights and water supply schemes.
- * Attending LT/HT line maintenance, OTR maintenance and replacement of OTR Section and HGA fuses for extending reliable and quality supply and attend Deendayal Upadhyaya Gram Jyoti" representations.

DIGITAL ASSISTANT

- * Monitoring the village in Single Window System and Attending Office and entering all the details related to Tappals/Grievances/Communications/Applications in the Inward Register and shall place it before Panchayat Secretary for initials and distribution.
- * Uploading/updating data of beneficiaries of eligible beneficiaries list under Nalagathmalu and different schemes.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Welfare Assistant	pension Distribution Drakna Mahila, house construction monitoring	J. Snivani
Day -2	Welfare Assistant	visit to Banks for SHG bank linkage/Housing loans as per schedule	J. Snivani
Day -3	Welfare Assistant	clearance of files/ services in online manual.	J. Snivani
Day -4	About Schemes	Navarathna.	J. Snivani
Day -5	About Schemes	The nine Navarathna welfare Schemes.	J. Snivani
Day -6	About Schemes	The nine Navarathana Welfare Schemes.	J. Snivani

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

WELFARE ASSISTANT

Detailed Report:

* Pension Distribution, Divyanga Mahila, house construction monitoring.

* Interacting with the other functional Assistants to exchange the information related to grievances in Spandana to ensure quality disposal and development activities of their Jurisdiction and to seek solutions.

* Field visits to village / schools / Hostels / SHG / VC meetings visits to self-employment units etc., for as per Calendar of Activities updation of JVD Cards, Anna Vodi scheme, pension applications and Verification/uploading.

Navaratnalu

Shri YS Jagan Mohan Reddy, Honorable Chief Minister of Andhra Pradesh has come up with an elaborate model of government comprised of welfare Schemes which are based on Navaratnalu.

→ The nine Navaratnam welfare Schemes are :-

- | | | |
|-----------------------------|-------------------------|------------------------|
| ① YSR Borthu Bhayasa | ④ YSR Jalayigram | ⑥ Housing for all poor |
| ② Fee reimbursement youth | ⑤ Ban of Alcohol | ⑦ Pension Enhancement |
| ③ Employment & Job creation | ⑧ Anna Vodi | |
| ⑨ Atudyasri | ⑦ YSR Asara, YSR chaita | |

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person for Change Signature
Day - 1	YSR Raithu Bhayasa	Every farmer to be provided Rs. 50,000 financial assistance	
Day - 2	YSR Raithu Bhayasa	For crop insurance farmers to get the idea during rainy season	
Day - 3	YSR Raithu Bhayasa	Farmers need not worry about crop insurance.	
Day - 4	Fee reimbursement Youth Employment & Job Creation	Fee reimbursement Youth Employment & Job Creation	
Day - 5	Fee reimbursement Youth Employment & Job Creation	Education Expense will be borne by Govt.	
Day - 6	Fee reimbursement Youth Employment & Job Creation	Rs. 50,000 per student per annum to be provided for education to fee reimbursement	

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

1. YSR Raithu Bhayasa

- * Every farmer to be provided Rs 50,000 financial assistance for crop saving farmers to get Rs 19,500 during may itself.
- * Farmers need not worry about Crop Insurance. Government to pay insurance premium on behalf of farmers.
- * Interest free crop loans to be provided to farmers.
- * Free bore-wells to be provided to farmers.
- * 9 hours free electricity during day time for agriculture purpose.
- * Rs 7 Lakh YSR Bhima to be provided to the family of farmer for accidental death (or) Suicide Act will be passed in the assembly to ensure amount does not land into the hands of loaner and government will stand by the deceased farmer family.

* Rs 4000 crores allotted for Natural disaster Relief fund.

2. Fee reimbursement Youth Employment & Job Creation

- * Education Expenditure will be borne for poor.
- * Rs. 20,000 per student per annum to be provide addition to fees reimbursement, boarding and lodging.

ACTIVITY LOG FOR THE NINE-MONTH PERIOD

Day & Date	Brief description of the daily activity	Learning Objectives	Assessment/Feedback
Day -1	AROGYASPI	Learn the meaning of Arogya and its importance in life.	Good
Day -2	AROGYASPI	Learn the meaning of Arogya and its importance in life.	Good
Day -3	Arogya	Learn the meaning of Arogya and its importance in life.	Good
Day -4	YSP Jalayogam	Learn the meaning of YSP and its importance in life.	Good
Day -5	YSP Jalayogam	Learn the meaning of YSP and its importance in life.	Good
Day -6	YSP Jalayogam	Learn the meaning of YSP and its importance in life.	Good

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

3. Arogyasari

* YSR Arogyasari cover for all categories with annual income less than Rs 5 lakh.

* Arogyasari applicable for all medical expenses above Rs. 1000 /-

* Free medical treatment through Arogyasari

* Arogyasari treatment applicable through out country.

* Rs. 10,000/- pension per month to be provided to the persons suffering with kidney, Thalassemia and perinatal disease.

* All government hospitals to modernized in two years at par with corporate hospitals for better Arogyasari treatment photo of the government hospitals would be displayed.

4. VSP Jalayagnam

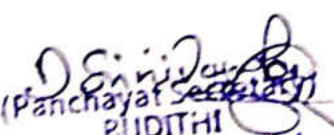
* Jalayagnam dream projects of bde or YSR to be completed.

* polavaram, poolasubbayya, Veligonda and other projects to be completed in very fasting basis.

* Safe water for drinking and water for cultivation to be provided ponds to be modernized to improve water tables.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Ban on Alcohol	Alcohol is one of the main reasons for dispute in families.	
Day -2	Ban on Alcohol	Human relations are collapsing	
Day -3	Ban on Alcohol	Ban on Alcohol will be implemented in three stages. Alcohol use to be limited to 5 days a week	
Day -4	Alcohol Use?	Members of poor families need not worry about child reproduction	
Day -5	YSP Aarogya, YSP Chayuta	Loan of women cooperative societies would be paid through in four installments.	
Day -6	YSP Aarogya YSP Chayuta	YSP chayuta to be provided to BC, SC, ST minority women.	

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 (Panchayat Secretary)
 EUDITHI
 Saravakota Mandal
 Srikakulam Dist. (A.P.)

WEEKLY REPORT

WEEK - 10 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

5. Ban on Alcohol

- * Liquor is one of the main reason for dispute in families.
- * Human relations are collapsing.
- * Ban on Alcohol will be implemented in large towns.
- * Alcohol use to be limited in a stay hotels.

6. Angan Aadi

- * Mothers of poor families need not worry about children's education. Financial assistance of Rs. 12,500/- given to mothers for children education.

7. YSR Aashra, YSR Choulas

- * Loans of women cooperative Societies would be paid to them directly in form installments.
- * 0% interest loans will be issued to the women and the interest will be borne by the government to the banks.
- * YSR choulas to be provided to BC, SC, ST minority women.
- * present co-operation system will be replaced with transparent system would be put in place.
- * Rs. 75,000 to be given after first year to women above 45 years age of BC, SC, ST and minorities through various co-operation or YSR choulas.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Housing for all poor.	Housing for all homeless poor families.	DR
Day - 2	Housing for all poor.	Registration to be done in the name of female person in the house at time of hand over.	
Day - 3	Pensions - Enhancement	Pension age limit to be decreased to 60 from 65 years	B. Chand.
Day - 4	Pensions Enhancement	Rs 3000/- pensions for Differently abled persons	B. Chand.
Day - 5	GADAPA GADAPA MANA PRABHUTVAM	Seek Feed back / suggestions from the public	DR
Day - 6	GADAPA GADAPA MANA PRABHUTVAM	Schedule finalised by district collector.	

WEEKLY REPORT

WEEK - 11 (From 19/..... to 19/.....)

Proposals for the Housing Scheme

Housing Scheme

- Housing for all poor
- Housing for all poor less poor families irrespective of caste, creed, religion, category.
- To take house to be constructed in 5 years
- Some sites to be provided to house less poor people along with regulations and construction.
- Regulations to be also in the name of female persons to house at time of hand over.
- To set up with bank for loan to be paid against the newly constructed house.

Pension - Enhancement

- Pension age limit to be decreased to 60 to 65 years.
- Family pension to be gradually increased to Rs. 8000/-
- Rs. 5000/- pension for Differently Abled persons.

Gadgaon Gadgaon

MAWA Probationaries

- The Gadgaon Gadgaon MAWA Probationaries is must seek feed back / suggestions from the public

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	GADAPA GADAPA MANA PRABHUTVAM	Must attend government program Notice the problem	
Day - 2	GADAPA GADAPA MANA PRABHUTVAM	The Gadapa Gadapa mana prabhutvam asaid awareness among the public about the schemes.	
Day - 3	GADAPA GADAPA MANA PRABHUTVAM	Suggestions from the public for process improvement and further improve the service delivery	R. Venu.
Day - 4	GADAPA GADAPA MANA PRABHUTVAM	The MLAs would make visits to the household in their jurisdiction	R. Venu.
Day - 5	GADAPA GADAPA MANA PRABHUTVAM	Seeks feed back/ suggestion from the public	R. Venu.
Day - 6	GADAPA GADAPA MANA PRABHUTVAM	Schedule finalised by district collect.	R. Venu.

} *[Handwritten signature]*

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: GADAPA GADAPA MANA PRABHUJAM

The Gadapa Gadapa mana prabhujam, it said, is to create awareness among the public about the Schemes and programmes of the government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries, and seek feedback/ Suggestions from the public for process improvement and further improve the Service delivery. The MLAs would make visits to the household in their jurisdiction as per the schedule finalised by respectively distric collectors within the limits of Grama/ ward Sachivalayam Now that the benefit distribution process has been implemented through Direct Benefit Transfer (DBT) mode, especially with the introduction of the "Annual Welfare calendar" The state government has on the occasion of completion of its three-year term, decided to further enhance the process by taking public feedback on any improvement in the process and Suggestions from the public for process improvement and further improve the Service delivery.

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 house hold by village	
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 volunteer	
Day - 3	Holi	-	-
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 volunteer will identify the local problems in the village inform the concerned	
Day - 5	Volunteers are conducting surveys and collecting information from people he said	I learned that the complete information of the village people is with the volunteer	
Day - 6	Second Saturday	-	-

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

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 village about govt. Schemes and Programs and also assist in the implementation of these Programs.

Some of the responsibilities of Grama Volunteers include identifying the need of the village and informing the government officials about them. Organization 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	J. Snivani
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	J. Snivani
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	J. Snivani
Day - 4	WEA asked to conduct a Survey on what kind of govt. welfare Scheme are being received by the people	I learned to do village Survey	J. Snivani
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	J. Snivani
Day - 6	Mentioned about the things that have been said and the programmes that was related	I have Submitted the Survey in Secretary	PSR

WEEKLY REPORT

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

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 father 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 report 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	WLA asked to inspect the work done in the Secretariat.	I got to know how things are done in the Secretariat.	D. Sanjay Kumar
Day - 2	Told about toll free numbers to remember	Learned the use of toll free number	DJP
Day - 3	Told about the holistic nutrition plan.	I learned the benefits of the holistic nutrition plan of children.	DJP
Day - 4	Second Saturday	-	-
Day - 5	Sunday	-	-
Day - 6			

WEEKLY REPORT

WEEK - 15 (From Dt..... 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 staff we should remember Govt. Help line no. Numbers to call for Complaints Suggestions.

Police - 100. Health and Medicine - 104

Fire Station - 101, Tele medicine - 14410

Govt Ambulance - 108 Prevention of Corruption -

14400 Electrical problems - 1912 Public issue

- 1902 Dish - 100/112/181

Eligible beneficiaries are provided with a balanced and nutritious meal consisting of rice, dal, vegetables and eggs. The scheme aims to address malnutrition among the vulnerable section 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.)

During Internship :-

Context :- This first day on my Internship was the day that I will never forget in my life. And this is because of experience I acquired which enables me to learn more about the working environment instructed us how we should behave during of our internship period. My Supervisor told me how to behave and to be confidential I was Oriented very well because I had to start working the next day.

⇒ MY ROLE :-

Myself I was considered as a new comer in the Organization. I had to first introduce myself to fellow workmates. which I did with out any problems my responsibility. I was trained by my Supervisor and Other staff depending on task to be performed.

PERFORMANCE :-

The working environment was so exciting my collages helped me to cope well all challenges at work and they are always there for me. Total 11 functionaries are there in Sachivalayam

PANCHAYAT SECRETARY, DIGITAL ASSISTANT, WELFARE ASSISTANT, ENERGY ASSISTANT, ENGINEERING ASSISTANT, SURVEY ASSISTANT, VRD, ANM, MAHILA POLICE, AGRICULTURE ASSISTANT, VETERINARY ASSISTANT, There are very helpful to improve my skills in real life environment.

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

I have tried to perform all duties efficiently and effectively to avoid any bad repetition that could occur and lead to wastage of time but I didn't practice more about what I have learnt in theory. I expected to practice it during internship. And the way in which intern has changed as a result of internship experience.

The punctuality is the most important and emphasized thing. which help in fulfilling their goals and objectives. Time Management As a result of internship a trainee learnt how to perform difficult responsibilities in short time. Confidence is a trainee has to be confident especially a work-filled. Socializing is the help and assistance rendered to intern by supervisors and other colleagues the power of friendship. ethical behaviour in work area and know how handle customers with different attitude and behaviours and working spirit. Creating good relationship with people and Good communication skills.

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.

- know how to handle customers with different attitude and behaviours.
- working spirit
- Creating good relationship with people.
- Good communication skills.
- Ethical behaviour in work area.
- Socializing: The help and assistance rendered to intern by supervisors and other colleagues the power of friendship.
- confidence :- A teacher got used with the external environment of school and a trainee has to be confident especially on work field.
- punctuality :- This is the most important and emphasized thing which help in fulfilling their goals and objectives.
- Time management :- As a result of internship a trainee learnt how to perform different responsibilities in short time.

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 moderate and I improve myself with communication different people in different places.

My written communication I improve it by writing day resolution / 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 everyone when I see them and thank them whenever they do good things.

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

To enhance your abilities in group discussion contribution as a team member. leading a team activities here are some suggestion.

- * Respect for other's is key to successful team members with respect regardless of their position a back ground

- * Be prepared :- Before going group discussions or team activities its important to gone prepared.

- * Communication Skills :- Good Communication Skill are crucial for effective team participation. clearly speak but any miswords are talking. The listener can't observe speaker view of talking.

- * Any team member team leader speak :- Should be able to time perfectly and time management the essential for any eitherers.

- * 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 on below.

- * Computer System
- * Internet connectivity
- * Telephone phone System single line phone system
- * Internet phone system
- * photo copy, copying, binding, multiple pocket.
- * copying
- * Scanners [iris scanner's]
- * printer's
- * Bio metric division
- * face Authority Programme.

I will seeing in my future job role above instrument I am full focus on digital technology and relevant instrument

Student Name: K. Suresh
 Registration No: 2022001067032
 Term of Internship: 15 weeks From: 12/12/2022 To: 13/3/2023
 Date of Evaluation: 13/3/2023
 Organization Name & Address: Uppala, Sachivalayam - budithi
 Name & Address of the Supervisor: DONKANA SRINWASA RAO PANCHAYATH
 with Mobile Number: SECRETARY (BUDITHI) 9160929195

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: 13/03/2023

D. Srinivas Rao
 Signature of the Supervisor
 Panchayat Supervisor
 BUDITHI
 Saravakota Mandal
 Srikakulam Dist. (A.P.)

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Kashy, Ashish</u>	Registration No: <u>202204362</u>
Term of Internship: <u>5th</u> From: <u>2/12/2022</u>	To: <u>12/6/2023</u>
Date of Evaluation: <u>12/8/2023</u>	
Organization Name & Address: <u>Govt. Ashish - Wadhwa</u> <u>Wadhwa</u>	

Please rate your performance in the following areas:

Rating Scale:

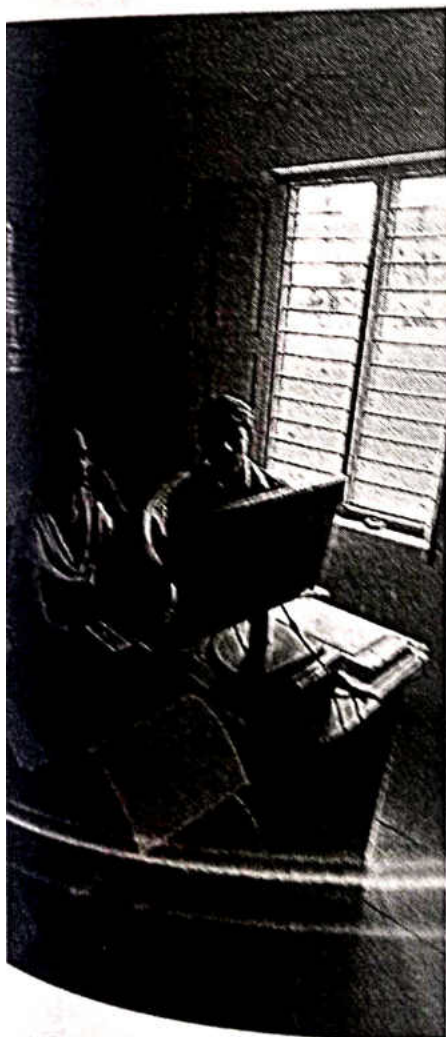
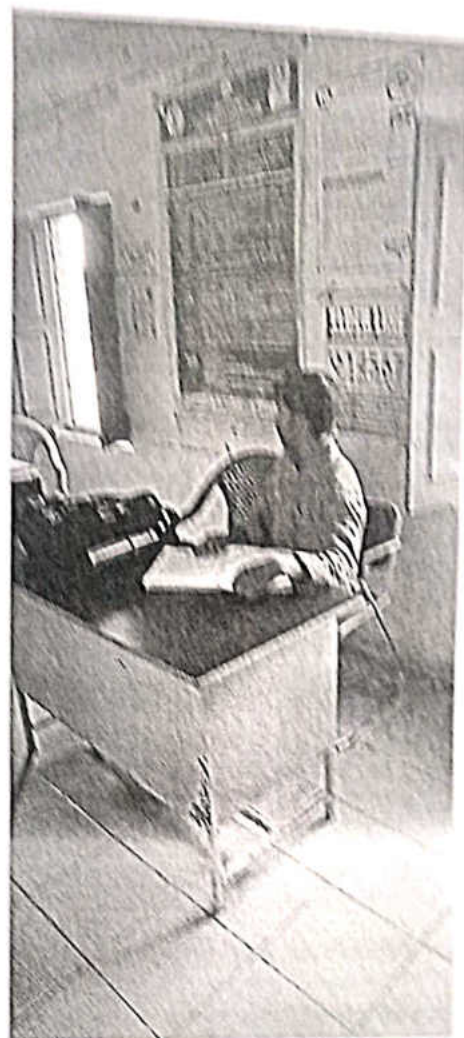
Letter grade of CGPA calculation to be provided

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: 18/3/2023

Signature of the Student

Evaluation by the Supervisor of the Intern Organization





Grama Dayshini [2022-2023]

Grama Secretariat [~~unani~~] Budithi

Name of Grama panchayat :- Budithi

Secretariat, Secretary :- A. Srinivasa Rao

Village Revenue Officer :- B. Siva Kesava Rao

Number of wards :- 7

Panchayat Special Officer :- D. Visweswara Rao (MPDO)

Sl.No	Name of the Employer	Employer Status

~~Budithi~~
Budithi

Village Volunteers :-

14

Grama Sachivalayam Organization 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 Grama Sachivalayam

- Village Secretariat
- ② Village Revenue Officer [VRO]
- Mahila Police and Women & Child Welfare Assistant.
- Digital Assistant
- ⑤ Engineering Assistant.
- Welfare and Education Assistant
- Agriculture Assistant
- ⑧ ANM
- Surveyor
- Energy Assistant.

Residential
Angaradi : 695.23

Allam land : 352.46

Other land : 232.05

Total pamba : 110.72

Details of Angaradi workers :- 1. Allam pushpa Kumari
2. Kalagali Sitaprasanna

Details of Asha workers :- 1. Parda Ujjalaxmi Rajaswini
2. Kalagali Raja

Details of primary health care :- A) P.H.C. ~~Madigan~~ Madigan
B) Sub-centre - ~~Madigan~~ Madigan
Buddhi

* population :- 2900

Men :- 1977

Women :- 923

* Details of Voters :- 1416

Men :- 736

Women :- 680

* Details of Ration Cards :- 582

* Total no. of houses :- 469

* Aarogya shree Cards :- 588

* Total Employment guarantee cards :- 607

Educational Employment
Monetised primary school : 02

Qualifications and desirous documents
Old Age Pension [Elderly pension]

should be filled with at least 60 years
belonging to ST Category should have at
least 50 years of experience.

urban area however the monthly income of a
household should not exceed Rs. 10,000/-

rural area however the monthly income of a family
should not exceed Rs. 12,000/-

Electricity Consumption :- The monthly electricity consumption
of the family is 300 unit

Must not be a permanent Employer 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 Area of
Good underadya or total 10 and platform is good
underadya

Each family should not own four wheeler vehicle
(not suitable for taxis, tractors, autos)

No Income tax should be levied on family members

Old age pension amount, ₹750/-

The property should not exceed 100 Square feet in
total urban area of the family.

Widow Pension

Must have at least 18 years.

* Only for female

* In rural area 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 employer (or) pensioner (or) health insurance)

Widow Pension amount Rs. 2,450/-

* Required document Application from Aahar Card, Husband Death Certificate, Aahar update certificate (History) cast certificate. Income certificate, Rice card.

Disable Pension

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 paid on family member

* Power consumption. The monthly electricity consumption of the family is 300 units.

important consideration for all types of families. However,

In rural areas however, the monthly income of a householder 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 permanent employee of a government company or business enterprise

* Each family should not own a four wheeler vehicle [not suitable for taxis, hackney, auto]

* Its income tax should not be levied on family members

* The property should not exceed 1000 square feet on total urban area of the family

* Total land of one family wet 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

Only Required Documents: Application form, Aadhar Card, Voter ID Card, Ration Card, Panchayat Certificate, Income Certificate, etc.

* There is no floor area in a family