

**PROGRAM BOOK FOR
SEMESTER INTERNSHIP**

Name of the Student: Komanapalli Sai

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

Registration Number: 2022001067040

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

Name & Internship of the organization KeswaraoPeta Shachivalayam
(Srikakulam)

**DR.B. R AMEBEDKAR UNIVERSITY ETCHERLA,
SRIKAKULAM 2022-2023**

An Internship Report on

Grama Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
B.Com. Grama (E.M.)

Under the Faculty Guideship of

Sri H. Laxmipati

(Name of the Faculty Guide)

Department of

Government Degree College (Men) Srikakulam

(Name of the College)

Submitted by:

Kannanpalli. Sai

(Name of the Student)

Reg.No: 2022001067040

Department of Commerce

Government Degree College (Men) Srikakulam

(Name of the College)

Student's Declaration

I, Kumarapalli Sai a student of Internship
Program, Reg. No. 20220010670410 of the Department of Govt degree college (men)
College do hereby declare that I have completed the mandatory internship
from 17/12/22 to 18/03/23 in Sachinlalayam (Keshavnagar) Name of
the intern organization) under the Faculty Guideship of
SH H. Jaxuipali (Name of the Faculty Guide), Department of
Commerce, Government degree college (men) - Sakin
(Name of the College)

K. Sai
(Signature and Date)

Official Certification

This is to certify that Kommanapalli. Sai (Name of the student) Reg. No. 2022001067000 has completed his/her Internship in Sachinrajaram (Kasavaraopeta) (Name of the Intern Organization) on Semester Internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Gr. U. Degree College (Moul) (Name of the College).

This is accepted for evaluation.

Endorsements

(Signatory with Date and Seal) 21.03.2023
Panchavathi Secretary
Kesavaraopeta G.P.
Etcherla Mandal

Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that K. Sai (Name of the intern)
Reg. No. 20220010670040 of Govt Degree College (Men) (Name of the
College) underwent internship in Municipal Department (Name of the
Intern Organization) from 07-12-2022 to 18-3-2023.

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



[Signature]
Authorized Signatory with Date and Seal
21.03.2023
Panchayat Seal
Kesavareopeta G.P.
Etcherla Mandal

Acknowledgements

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

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

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

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

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

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

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

there 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 sachivalyam staff members (or) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my sachivalyam [Urom] staff members and friends who helped me in successful completion of this internship.

Contents

1. chapter-1 :- Executive Summary.
2. chapter-2 :- overview of the organization.
3. chapter-3 :- Internship post.
4. Log book [First week to fifteen week]
5. chapter-5 :- Outcomes description.

* Describe the real time technical skills you have acquired.

* Describe the managerial skills you have acquired.

* Describe the technological developments you have observed and relevant to the subject area of training.

* Describe how could you could enhance your abilities.

6. Student self evaluation of the short-term Internship.
7. Evaluation by the supervision of the intern organization.
8. Photo & Video links.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

- Panchayathi Raj Act, 1994 says that local governance in every village for growth and development in a sustainable manner
- Implementation of Gram Sachivalayam to render door to door service to the household and also developing the village in a sustainable manner.
- Functioning of Grama Sachivalayam. It has mainly 10 types of function which does with all the activities required in a village.
- Objectives of Gram Sachivalayam.
 - * Sustainable development
 - * Door to Door service.
 - * Health and Hygienic condition.
 - * Roles and responsibilities of all departments.
 - * They are going government schemes.
 - * The on going schemes through P.B.K
 - * To protecting Human rights.
 - * To prevention of child marriage.

→ outcomes are achieved by me in the urana sochivabpm.

- * learned the government schemes.

- * know the type of land used for growing crops.

- * I got to know the health treatment of animals.

- * I learned about child rights and human rights.

- * I got to know what nutrition food is given to agnawodi children, and pregnant ladies.

- * I learned how to manage the people and also maintain of government office.

- * I learned how to interact to the people.

- * I improve the also communication skills.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

→ Introduction of Gram Sachivalayam:-

- 1. Providing various citizen services of a short possible type.
- 2. Single window service system.
- 3. To secure transparency to the people with government.
- 4. Providing ambient environment by all living organization.
- 5. Planning GPDP [Gram Panchayat Development programme].
- 6. Each functionary has a specific value to fulfil the required to the villagers.
- 7. Door to Door service & welfare to the people.
- 8. Citizen satisfaction ultimate aim of an organization.

→ Vision, Mission, and values of the organization:-

* Grama Sachivalayam are secretariats setup in Indian state of AP to decentralize the administration by making services and welfare of all government departments available at one place.

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

→ Policy of the organization:

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

→ Organizational Structure.

- | | |
|------------------------------------|--------------------------------|
| 1. Panchayati Secretary | 2. Digital Assistant |
| 3. Welfare and Education Assistant | 4. Village and Revenue Officer |
| 5. Engineering Assistant | 6. Veterinary Assistant |
| 7. Village Surveyor | 8. Mahila Police |
| 9. ANM | 10. Line Man |

→ Roles and Responsibilities:-

The employees work on their duties by higher authority's orders.

→ Performance:- Each functionary has been worked by the rules and citizen satisfaction is the ultimate aim of the Sakshiyam.

→ Future plan:- To enrich the government schemes and people believe the transparency of the government.

CHAPTER 3: INTERNSHIP PART

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

→ We participated in many activities during the internship. Which are.

- * Field visit by welfare and education assistant.
 - * Home hold survey.
 - * We have observed the voter list of village.
 - * Participate the child and human rights meeting.
 - * We have observed the health checkup of the animals.
 - * Re. Survey of agriculture land.
 - * Urea Distribution.
 - * The 104 vehicle arrived in the Sachivalyam, we observed to the guidelines of the ANM madam.
 - * We went to schools and Anganwadis around the Sachivalyam area with Mahila Police Madam etc.
- During the activity process healthy and hygienic environment creating by the secretaries.
- We are evaluated every week by sachivalyam staff.
- All the equipment provided by the an organization.

→ Like these - - -

- * Computer, Application forms.
- * Soil taking Machine.
- * B.P Machine, Thermometer, Medicines etc.
- * Animal husbandary items.
- * Power tiler, cutting blayer, Tool kit.
- * Revenue Records.

→ Skills acquired:-

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers.	Introduction.	
Day - 2	Introduction of panchayati secretary & welfare education assistant.	To know the secretary and education assistant.	
Day - 3	Introduction of ANM and voluntary Assistant.	To know the ANM & voluntary Assistant.	
Day - 4	Introduction of VRO and women police.	To know the VRO & women police.	
Day - 5	Introduction of line man & agriculture assistant.	To know the line man & agriculture assistant.	
Day - 6	Introduction of the village surveyor and digital assistant.	To know the village surveyor and digital assistant.	

Panchayati Secretary
Kaseveripeta G.P.
Etcherla Mandal

WEEKLY REPORT

WEEK - 1 (From Dt. 11.12.22 to Dt. 13.12.22)

Objective of the Activity Done:

Detailed Report:

Gram Sachivalayam Keswarapeta Functions and Volunteers.

Main functions are in follows:-

1. Panchayati Secretary.
2. Digital Assistant.
3. Welfare and Education Assistant.
4. Village and Revenue officer.
5. Engineering Assistant.
6. Veterinary Assistant.
7. Village Surveyor.
8. Mahila police.
9. ANM.
10. Line Man.

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

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

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Importance of RBK and Agriculture Schemes.	We know the RBK Schemes & Agriculture Schemes.	 Pachayathi Secretary Kosavara, Jetti G.P. Etcherla Mandal
Day -2	Discuss about the Land Registration Rules	We learned the Land Registration Rules.	
Day -3	We are participated field work with Veterinary assistant	We observed the normal health checkup for animals.	
Day -4	Discuss about the Dr. Y.S.R. Arogya Sathi card scheme	Minimum qualifications of the Y.S.R. Arogya Sathi scheme.	
Day -5	Reducing child marriage class by male police madam	We know about the child marriage.	
Day -6	Discuss about the various types of medicines	We learned the various medicines.	

WEEKLY REPORT

WEEK - 2 (From D1A8:1A:1A... to D12D:1A:1A...)

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics.

→ Introduction to agriculture and schemes on going in state related to agriculture.

→ Major changes after introduction of RBIs at village level.

→ We discussing about the how to apply land registration with VRO Sirs.

→ How to check the animals health status.

→ We learned about the conditions of the Dr. Y.S.R. Arogya Sri Scheme.

→ We participated child Manages classes.

→ We know the importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Discuss about the different types of diseases.	We learned about the diseases.	
Day -2	Prohibition of the child abuse.	We know the activities of child abuse.	
Day -3	Who deserve to apply V.S.R Pension class by welfare and education dept.	We remembering that qualification of V.S.R Pension.	
Day -4	Different types of animal diseases class by veterinary science.	We gained about the animal diseases.	
Day -5	We participated on village resources.	We observed this activity.	
Day -6	Horticulture class by agriculture dept.	We know the horticulture crops.	

WEEKLY REPORT

WEEK - 3 (From Date: 18.12.22 to Date: 22.12.22)

Objective of the Activity Done:

Detailed Report:

During the third week we shall discuss about these topics.

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

→ Prohibition of child abuse with different types of methods.

→ We gain about the knowledge of pension categories.

→ Types of animal diseases:- 1. Fowl cholera 2. Foot & Mouth disease.
3. Anthrax.

→ Killipalem village having an agriculture & horticulture are of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Different types of crops visited in kewarapeta village.	We observed crops status in village.	 Pooja Jadhav Secretary Kewarapeta G.P. Bicharla Mandal
Day -2	We participated in health survey activity.	We acquire knowledge about the health survey.	
Day -3	We know about the sexa partak with practically.	I had to apply on my own experience.	
Day -4	Awareness programme on child rights.	To know about the child rights.	
Day -5	Survey of the crop lands with UKO sir.	We gain knowledge of crop lands	
Day -6	We discussed that sensor tags are given that animals.	We learned rules of the sensor tags.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fourth week we shall discuss about these topics.

→ Different types of crops :- 1. Paddy 2. banana 3. Maize
4. Black gram 5. Green gram 6. Coconut

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

→ I had apply on my own experience for seva portals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to measure the shore class by VRO sir	Shore measuring	
Day -2	We saw the pregnant lady during her health checkup by ANM mam.	We observed health precautions.	
Day -3	We attending cluster level training programme.	We know about the child safety education.	
Day -4	To participated on vaccination of animals in kawarapeta	We observed the vaccination.	
Day -5	We discussed Y.S.R amravadi & vidya deevana schemes	We acquire the knowledge of schemes	
Day -6	We discussed about paddy harvesting.	Majorly grown variety of paddy harvesting.	

Patel Jayanti Secretary
Kawarapeta G.P.
Bichhora Mandal

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics:-

→ Paddy harvesting - mainly grown variety of paddy MTU 1061 & HTU 7029.

→ Learned the process of harvesting of paddy, manually and saw harvesting with paddy reaper.

→ We participated in cluster level training on child rights & child safety education for parents.

→ Y.S.R Ammaradi - Yearly 15,000/-

Y.S.R Vidyadevara - Yearly of their college terms.

Y.S.R Varathidevara - Yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	We discussing about syber crimes.	We knowing the information.	
Day-2	learned orally about paddy combine harvesting.	We know the paddy combine harvesting.	
Day-3	To survey the arogya sir cards in kelwarraopeta.	How to survey arogya sir cards.	
Day-4	V.S.R Mahanimitra Scheme class by welfare & education assistant.	To know about the scheme.	Panchayathi Secretary
Day-5	We are participated in treated first aid cases with ANA Sir	We gain the knowledge important points.	
Day-6	They said how to apply for land passbooks.	We acquired the knowledge about the pass books.	

WEEKLY REPORT

WEEK - 6 (From Dt. 11.1.23.. to Dt. 20.1.23..)

Objective of the Activity Done:

Detailed Report:

During the sixth week we shall discuss about these topics:-

→ Learned usually about paddy combine harvesting which is feasible mostly for large farmers.

→ Who was apply the scheme of vahana mitra they follows of rules and qualifications class by wife EA Sir.

→ We get the more important content about scheme of vahanamitra.

→ We acquiring the some knowledge for survey of Aragya-sri card scheme.

→ We know the main rules and regulations about apply the land pass books and importance of these type of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We learned Y.S.R BILMA class by W&A Sir	We gain the knowledge about scheme.	
Day -2	We are participated in conduct tests of using of pregnant women.	We acquire the some knowledge.	
Day -3	We participate in pare vignanabadi programme.	We gain good knowledge about this programme.	
Day -4	Learned about thrashing activities of paddy.	We know the more knowledge of thrashing.	
Day -5	Explaining the mitations & position certification of land.	We gain good information about this certificates.	
Day -6	We learned about the reducing activities for cyber crimes.	We learned that activities.	

WEEKLY REPORT

WEEK - 7 (From Dt. 21.1.23... to Dt. 28.1.23...)

Objective of the Activity Done:

Detailed Report:

During the seventh week we shall discuss about these topics.

→ We get the knowledge of Y.S.R BHIMA to shall submit data through website in our own.

→ Conduct test of urine Pregnant women for albumen and sugar and estimate hemoglobin level of clinic in addition to recording Hb and blood pressure.

→ Learned about thrashing activities of paddy, functioning of paddy thrasher and bags in field, farmers use 80 kgs bags.

→ We learned about give mutation & position certificates of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	To participated preventive diwaring	We gain the some knowledge.	
Day -2	How to collecting the water tax, comes & taxes class by VRO Sir	know the taxes	
Day -3	She explaining the how to maintaing the records in Sachivalyam.	We observing the records.	
Day -4	Explaining the mahila saktikendra scheme.	We know the this scheme.	
Day -5	We participated in awareness programme in school for children.	knowing the important information.	
Day -6	Transporting of paddy at RBK levels.	very useful information gain this class.	

WEEKLY REPORT

WEEK - 8 (From Dt: 26.12.23.. to Dt: Dt: 02.01.23..)

Objective of the Activity Done:

Detailed Report:

During the eighth week we shall discuss about these topics.

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

→ How to create awareness on government programs for the welfare of women and girl children through mobile Sakhi Kendra scheme was learned by me.

→ What records have ANM maintain and main importance of these records.

→ Transporting of paddy to miller through paddy presument centers set up at RBK levels. HSP of 100kg grade 'A' Paddy - 2040/-, 50kg grade 'A' Paddy - 1630 /-.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to react in law & order issues in village class by NPS.	very useful information to us.	
Day -2	How to conducting the population of family welfare screening.	We know about population screening.	
Day -3	Explain the social harmony and civil rights in village level.	We gain the information about civil rights.	
Day -4	How to allowed the certificates about health & volution for animal.	We acquire knowledge this certificates.	
Day -5	Conducted awareness among farmers on paddy growement.	We learned how to conduct this meeting.	
Day -6	How to protect government lands & tank / trees and properties class by VRO	We learned how to protect the government properties.	

Punchayathi Secretary
Keechurupeta G.P.
Elacherla Mandal

WEEKLY REPORT

WEEK - 9 (From Dt. 5.11.23. to Dt. 11.11.23.)

Objective of the Activity Done:

Detailed Report:

During ninth week we shall discussing about these topics.

→ We learned conduct population Screening for hypertension/ Diabetes/ common cancers. i.e breast, cervix and oral (blumen) and oral lung prostate cancer (men).

→ We know the how to allowed health of violation certificates to animals.

→ We knowing how to manage how of order issue in kerosene petrol.

→ We learned how to maintaining and protecting the government lands, tanks and properties.

→ We know conducted awareness among farmers on paddy procurement process which is very different from previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gained knowledge about rice follows pulses.	We know the rice & pulses.	
Day - 2	Explaining about fodder development.	We know the important points.	
Day - 3	How to maintenance of village revenue records class by VRO.	We know the knowledge about village Revenue records.	
Day - 4	Women safety class by WPS madam.	We know the points about women safety.	
Day - 5	How to applied for kalyana kanaka in official website	We know the way of apply for scheme.	
Day - 6	How to motivate pregnant women for deliveries class by ANM.	We know the valuable information.	

WEEKLY REPORT

WEEK - 10 (From Dt. 13.12.23 to Dt. 18.12.23)

Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discuss about these topics:-

→ We learned the concepts of about Rice fellow pulses.

→ Motivate pregnant women for institutional deliveries or trained attended at birth.

→ We know about how to maintain of village revenue records and all village revenue accounts promptly and accurately.

→ We learned how to protecting women in difficult situations & drew all village to improve women safety actions in village areas.

→ We know the good knowledge about kalyana karuka scheme and we learned the apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to conducting the counselling sessions to farmers class by NPS	We know the this type of meeting.	
Day -2	Brief Explanation about loan recovery class by VRO sir,	We know brief information in this class.	
Day -3	We participated in implementation of ratio balancing pro.	We acquiring the more information.	
Day -4	We learned about sowing methods of maize.	We know about this topic.	
Day -5	We participated in distributed things programme	We acquiring some information in this distribution.	
Day -6	How to send proposals for pensions and monthly report to MPDO.	We know the knowledge about sent to MPDO.	


 Panchayathi Secretary
 Kumbakonam C.P.
 Etcherla Mandel

WEEKLY REPORT

WEEK - 11 (From D1.13.1.2.3 to D1.18.2.2.3..)

Objective of the Activity Done:

Detailed Report:

During the eleventh week we shall discussing about the topics:

→ We acquiring the knowledge about to end proposal for new provision to MPED & also how to send monthly report to the MPED.

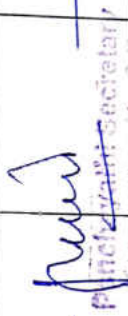
→ We know the which are distributed in conventional contraceptive and or cycles to the couples on demand.

→ We know about the implantation of ration balancing programme and also which ration give to animals for their growth and development.

→ Conducting sessions to farmers against Suicides stress management with help of stake holders.

→ We know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother's education in her role.	We acquiring the knowledge about mother's.	 Assistant Secretary Education Department
Day - 2	How to sanctioned cost and income certificates.	We learned the process.	
Day - 3	Different welfare departments class by welfare Assistant.	We listened the class and gain the department.	
Day - 4	How to arrangement of PSE material.	We learned about PSE material.	
Day - 5	How to grounding of animals under V.S.R cheyutha.	We know the this scheme benefits.	
Day - 6	We participated fertilizer distribution from KBE.	We know the process distribution.	

WEEKLY REPORT

WEEK - 12 (From Dt. 20.12.23 to Dt. 25.12.23.)

Objective of the Activity Done:

Detailed Report:

During the twelfth week we shall discuss about these topics.

→ We learned about process of fertilizer distribution from RBIs and involved in all amount of urea to farmers through DBT process.

Sowing methods of maize and irrigation methods used in maize.

Maize in zero tillage method.

→ Cost of production in maize from farmers.

→ We know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunisation and personal and environmental hygiene.

→ All welfare departments - Social welfare, Tribal welfare, BC welfare, minority welfare, differently-abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting infatality camp in village areas.	We improve our management skills.	
Day - 2	We returned how to conducting Mahila mandal meetings.	We learned about this meetings.	
Day - 3	We participated in awareness on improving importance of crop programme.	We know about e-crop.	
Day - 4	How to organize the pre-school class by WPS madam.	We learned the some some beautiful activities.	
Day - 5	How to provide feedback to higher authority.	We know the process.	
Day - 6	How to intimate the higher authority.	We acquiring this process and remembered.	

WEEKLY REPORT

WEEK - 13 (From Dt. 1.12.23. to Dt. 7.12.23...)

Objective of the Activity Done:

Detailed Report:

During the thirteen week we shall discuss about these topics:-

- We participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-23.
- Farmers under e-cropping booking will be benefited with procurement of crop at MSP crop insurance etc.---
- We learned death of unknown persons to inform higher authorities.
- We assumed participated in the local mahila mandal meeting, and spread the message on female agent marriage spacing method etc.
- To provide feedback to higher authorities on the status of implementation of the side schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to identify the persons for various welfare schemes	We know about Aamish crops process and schemes	
Day -2	We learned what are the aamish crops.	We learned this register information. Aamish crops	
Day -3	How to maintain the eligible couple register class by ANM	We know the development process. register information	
Day -4	How to develop nutri garden in village level	We know the development process.	
Day -5	How to update data on e-crop class by agriculture sir.	We know the about e-crop website	
Day -6	Which items have the TMR kit class by ANM sir	We acquiring the important things in this kit	

WEEKLY REPORT

WEEK - 14 (From Dt. 6.3.23... to Dt. 11.3.23...)

Objective of the Activity Done:

Detailed Report:

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

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

→ Identification of fall army worm pest in maize crop and suggested methods.

→ Harvest of crops [100%] inclusive of inspection of survey stores.

→ Maintain Eligible couple register properly and utilise the information for motivation of couples for acceptance of family welfare methods.

→ Facilitate to develop village level nutri garden/ Anganwadi level kitchen garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	What are main activities for disaster situations class by VED Sirs	We acquire some knowledge.	
Day-2	What are the enrollment of beneficiaries	We know the benefits of enrollment	
Day-3	We participated in soil testing process	We know the process.	
Day-4	How to conducting the INAPH Programme in village areas.	We learned about this programme	
Day-5	Importance of Sachivalyam and its working process.	We learned the important of Sachivalyam.	
Day-6	How to identify women for medical Termination.	We gain the knowledge for medical termination	

WEEKLY REPORT

WEEK - 15 (From Dt. 23-3-23... to Dt. 29-3-23..)

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we shall discussing about these topics:

→ We learned about importance up soil taking process of soil collection in field in non crop growing time. to know the nutrients in soil and recommendation of require fertilizers quality for various crops.

→ We know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and wherever they occur and provide assistance to the revenue.

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

→ INAPH: Information of animal productivity and health purification.

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.)

I experienced a very good environment with professional knowledge & kind of people in this organization all the staff are very punctual in attending the office. All the sachivalyam staff behaved very well with us.

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner the facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working schedule are appreciable. The staff co-operation & extended their operation in the internship programme.

The digital assistant are used for helping in learning advanced and needs at this moment for accountability which keeps the system trust and worthy.

I am satisfied myself at this organization [nam word (sachivalyam) Protocalls, and working culture.

Everyone given value to time and everyone behaved well with us.
They said were very well understood.

Kerwaropeta Sachintalyam place is a bit far from the village and
ventilation is also good at Kerwaropeta Sachintalyam.

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

→ Each work is systematically managed.

Application program digital Assistant.

Field Verification - Welfare Assistant.

Third party Verification - Administration staff

Pic Applied - VRD

Final Applied - MPPD/ MRD.

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

1. Bio - Metric Division.

2. Android Smart Phones.

3. IRIS Scanners.

4. Face Authentication.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc).

I. achieved the real time governance produgal pre defined which is very realistic and given time management, competence & Analog skills.

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

For doing anything firstly practical knowledge and secondly planning and thirdly the procedure for implementation.

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

My communication skills are modified and improved myself in communication & different people in different places.

My written communication as per improved it by written say evaluation expression/ thought.

My Anxiety level are low:- I am very much patient and listen to music when I feel anything & I learn 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 & there whenever they do good things.

oral & written communication skills have improved more than before confidence levels are also very well developed.

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

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

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

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

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

Oral skills are developed and different ideas come out in group discussion, leadership skills and communication skills are developed in these discussions.

I lead well in these activities.

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

First thing:-

1. Handling of smart phones.
2. Bio - Metric Detection
3. IRIS Scanner.
4. Face Authentication programme.

Which given the realistic procedure secondly:-

Using E-POS Machine in PDS

thirdly:-

Using 'Cops' e-Review in land.

Re-namely program

- Using drones in identification of marks in land alligment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Komanapalli Sai

Registration No:

Term of Internship: 17-12-22 From: 17-12-22

To: 18-03-23

Date of Evaluation: 22-03-2023

Organization Name & Address: Grama Sachivalayam (Keswaro petta)

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:

K. Sai
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Page No



Student Name: Kommanfathi Sai

Registration No:

Term of Internship: 4 months From: 07.12.2022 To: 18.03.2023

Date of Evaluation: 21.03.2023

Organization Name & Address: Grama Sachivalayam, Kesavaraopeta, Etcherla mandal,

Name & Address of the Supervisor with Mobile Number: Panchayat Secretary, Kesavaraopeta (Grama) Sachivalayam, Etcherla. 9985935101

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

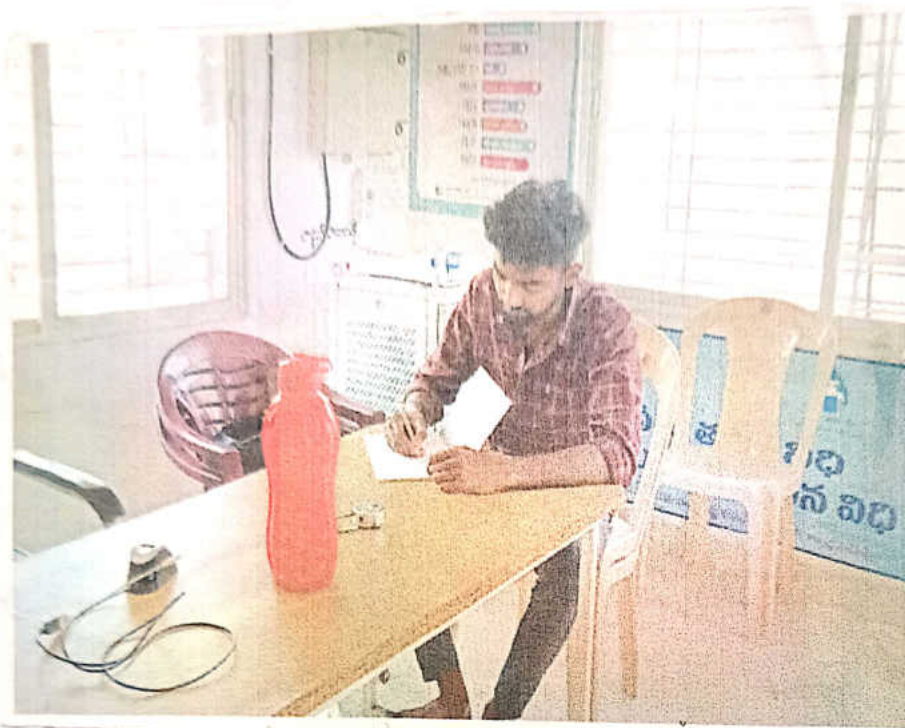
Date: 21.03.2023

Kesavaraopeta

Signature of the Supervisor
Panchayathi Secretary
Kesavaraopeta G.P.
Etcherla Mandal

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PHOTOS & VIDEO LINKS



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