

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: NEDURI SAI KIRAN

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

Registration Number: 2022001067054

Period of internship: From: 17-12-2022 To: 18-03-2023

Name & Internship of the Organization: SACHIVALAYAM(Kinthali,
Srikakulam)

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

An Internship Report on

Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.COM (Men) T.M

Under the Faculty Guideship of

K. chinna rao (M.COM)

(Name of the Faculty Guide)

Department of COMMERCE

Government Degree College (Men) Srikakulam

(Name of the College)

Submitted by:

N. Sai Kiran

(Name of the Student)

Reg.No: 2022001067054

Department of COMMERCE

Government Degree College (Men) Srikakulam

(Name of the College)

Student's Declaration

I, NEDURI SAI KIRAN a student of Internship programme
Program, Reg. No. 2022001067054 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 07-12-22 to 18-3-2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
K. Chinna Rao (Name of the Faculty Guide), Department of
Commerce Government Degree College (Men) Srikakulam
(Name of the College)

N. Sai Kiran
(Signature and Date)



Official Certification

This is to certify that NEDURI SAT KIRAN (Name of the student) Reg. No. 2022001067054 has completed his/her Internship in Sachivalayam (Kinthali) (Name of the Intern Organization) on Sachivalayam (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 GDC (MEN) Srikakulam (Name of the College).

This is accepted for evaluation.

(Signature with Date and Seal)
WELFARE & EDUCATION ASSISTANT
Grama Sachivalayam
Kinthali
Ponduru (Md) Srikakulam (Dist)

Endorsements

K. R. S. Rao
Faculty Guide

[Signature]
Head of the Department

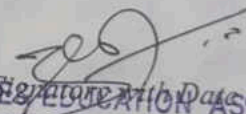
Principal



Certificate from Intern Organization

This is to certify that NEDURI SAI KIRAN (Name of the intern)
Reg. No 2092001067054 of G.D.C (Men) SIKLM (Name of the
College) underwent internship in Sachivalayam (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).


Authorized Signature of the Date and Seat
WELFARE/EDUCATION ASSISTANT
Grama Sachivalayam
Kinthali
Ponduru (Md) Srikakulam (Dist)

Acknowledgements

1. The gram/ward sachivalayam is the administrative arm of an international organization, such as the United Nations. It's responsible for carrying out the day-to-day work of the organization and supporting its decision-making bodies. In this sense, the secretariat is made up of the staff and bureaucrats who work for the organization.
2. The staff holds records for the fastest times in the secretariat to people issues and problems. Applications.
3. In govt a secretariat may be a department (or) agency responsible for co-ordinating policy and providing administrative support to a minister (or) other higher-ranking officers.
4. Govt schemes providing to people with door-to-door step in simple way. May refer to a team (or) department responsible for managing administrative tasks, such as records-keeping, scheduling, and correspondence.
5. I am extremely and heartfully thankful to our gram/ward sachivalayam staff members who are always in a friendly and respectful manner. I feel a great feeling. Lots of thanks to our college principal madam.

Contents

1. Chapter - 1 :- Executive Summary.
2. Chapter - 2 :- Overview of the organization.
3. Chapter - 3 :- Internship Part.
4. Log Books - First week to Fifteenth week.
5. Chapter - 5 :- Outcomes Description.
 1. Describe the real time technical skills you have required.
 2. Describe the managerial skills you have acquired.
 3. Describe how you could improve your communication skills.
 4. Describe how could you could enhance your abilities.
 5. Describe the technological developments you have observed and relevant to the subject area of Training.
6. Student self evaluation of the short-term internship.
7. Evaluation by the supervision of the intern organization.
8. Photos & Videos 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.

Learning objectives:-

To gain an understanding of the functions and structure of the gram sachivalayam organisation.

To develop skills in administration and clerical tasks related to the day to day operation of the organisation.

To learn about the various government schemes and programmes implemented by gram sachivalayam for the benefit to 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 gram sachivalayam.

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 the organization:-

Grama Sachivalayam is a government initiative the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural.

Communitice the word Grama Sachivalayam translates village secretariat in english.

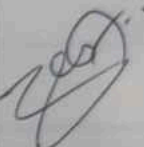



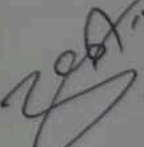
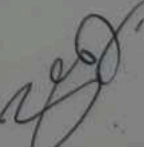
under the Grama Sachivalayam system each secretarial is staffed with a village secretary other official who are responsible for delive of government services include to provide information program.

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.

1. Panchayati Raj Act - 1994 says that local govt in every village of the growth & development in a motivatable manner.
2. Chief minister of Andhra Pradesh state YSR Jagan Mohan Reddy. (started this secretariat at Vijawada. the statement was made. on october 2. 2019. the 150th anniversary of mahatma gandhi's birth day.
3. Function of gram ward sachivalayam. It has mainly 11 types of the officers in secretariat. The village volunteers system aims to bring govt services to people door steps.
4. Generally using of technological skills and instruments mainly use that like bio-metrics, computer system,
5. The internship part these kind of skills and very important. listening and speaking, confidence, leadership qualities, peedual and time management.
6. Objective of ward sachivalayam provide services and central level schemes.
7. Out comes of ward sachivalayam to
 - i, Early solution to all problem.
 - ii, All services of to no. step.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	I reported in the secretariat assigned to me		
Day -2	The introduction of the secretariat was giving by the well Assistant.	Learned about the village secretariat	
Day -3	The welfare assistant told about grama dashini	We are learned to the chapuram-2 different types of problems.	
Day -4	Explain about employees roles and responsibilities.	I know some type of duties about the employees.	
Day -5	Our staff members introduced with volunteers.	I am daily face and looking towards volunteers walking.	
Day -6	NEA said about the vision and unision of gram secretariat.	I learned why to organized sachivalayam.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

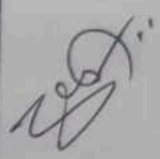
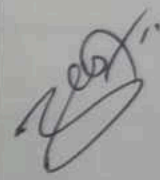


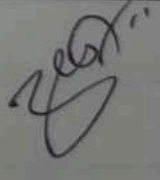
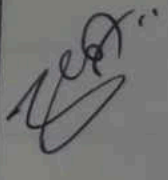
This week we are learning about village secretariate. Why the secretariat system was established and then use.

We are 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 gram secretariat and the duties of the employees in the gram secretariat 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 gram secretariat, why to creation for this govt to introduces in people of society.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The WEA officer explained the organization structure of the Sachivalayam.	I can take some knowledge.	
Day - 2	Explained the future plans of the gram secretariat.	We know the future plans of the secretariat.	
Day - 3	About old age pension widow pension has been deeply explained.	We are analyzing what type of document is required.	
Day - 4	Deeply explained about disable pension and single women pension.	We are analyzing and what is important document is required.	
Day - 5	Explained about traditional cobbler pension of weaver pension.	We learned the required document and eligibilities.	
Day - 6	Explained about today tappers pension and fisherman pension.	We learned the required documents and eligibilities information.	

WEEKLY REPORT

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




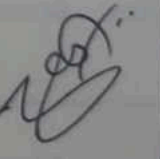
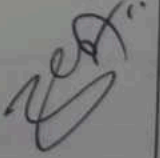
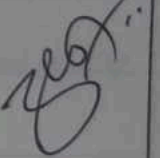
Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village secretariat were discussed in details. Their 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, arivable pension, sig single women pension, Traditional cobbler's pension, weaver pension. Today foppers pension and fisherman's pension are given at the end. The YSR pension scheme is designed to provide a safety net for vulnerable section 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	The unahila police in Sacharalyam she is inculcate her duties	I am full focus and learned outcome information.	
Day - 2	The mahila police officer taught sexual harassment in society.	How to handle and how to build these type of harassment.	
Day - 3	The mahila police officer inculcate angwadi services	What are the corruption on angwadi services.	
Day - 4	The mahila police officer told about some important section and helpline numbers.	Any accident and criminal case issues how to inform higher officers.	
Day - 5	The VRO sir explained local govt and main aim.	Secretariat one of the local govt the particularly aim and goal.	
Day - 6	Our VRO told. Today we are going to field work your cheampuram-shower.	Which numbers are eligible and not eligible for govt schemes.	

WEEKLY REPORT

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

Objective of the Activity Done:




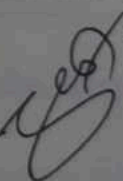


Detailed Report:

The village secretariat was first launched on 2nd October 2019 on the even of gandhi jayanti in Ap of our V.S.R. Jagan Mohan Reddy Sir.

The duties of cooman police officer:-

1. Immediate reporting officer:- Station house officer.
 2. Working in co-ordination with Dept: Home, Women, & child welfare, crime department & municipal.
 3. Functions: law & order, atrocities against women and weaker sections and awareness programmes.
- * Monitor, ensure Anganawadi center be opened in-time on all working day's.
 - * Inspect and respected some Anganawadi teachers were without care and protection of pregnancy woman.
 - * Woman police officers explain some help line number for dista 100/112/181 and police number 100.
 - * Our chapuram-2 secretariat so many young age student not registerate with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The welfare officer is explaining about his responsibility and duties of in secretariat.	I can learned his role and responsibilities at secretariat.	
Day - 2	The WEA is said by the Govt Conductions to important schemes.	I have written in my class notes.	
Day - 3	We are help to our secretariat some important duties like, election work.	We can do confidently these works.	
Day - 4	The secretariat staff as like WEA, VRO, WPO telling about future plans to students.	We have learned how to maintain and set of future life.	
Day - 5	The village revenue officer explained about the beneficiary like such a issue like cyclone, Fire.	The society in the people how to intimate with VRO.	
Day - 6	The VRO Sir was explaining take charge of unclaimed property & send to the police station.	I can learned save and protect from govt properties.	

WEEKLY REPORT

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

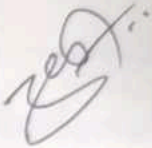


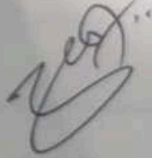

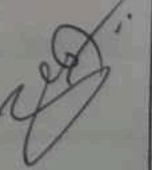
Objective of the Activity Done:

Detailed Report:

The general duties of welfare assistant.

1. Generating awareness among the public in the village secretariat.
Jurisdiction about the scheme meant for the weaker section of the society.
 2. Ensuring that all eligible students of weaker section of the village get to scholarship and colleges till they complete atleast intermediate (or) equivalent course.
 3. Providing feedback to higher authority on the status of implementation of said schemes.
 4. Supervising over the work of all village conductors working under the village secretariat as far as their welfare duties are concerned.
- * VRO Sir providing information regarding fire accidents, floods, cyclone and other accidents calamity to the higher officers.
 - * Conduct promptly to the higher officer inspect of treasure through and keep government attached property in safe custody.
 - * Future planning is important for all families thinking about the future can be chabing and emotional.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The ANM madam was explain about general instruction.	I can learned the general duties of ANM	
Day - 2	The madam was telling about maternal and child health.	I can learned the ANM madam has given precaution for pregnancy.	
Day - 3	The ANM madam explain about social services with awareness programme.	I can learned some social services, dietetics, physiotherapy, AIDS & HIV.	
Day - 4	She is teaching about health education in secretariat.	How to protect our body healthfully.	
Day - 5	Today is class about nutrition.	How many types of food habits can takes.	
Day - 6	Today of the class about communicable disease.	I can learned some type of diseases, chickenpox, measles, influence.	

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

Objective of the Activity Done:

Detailed Report:

General Instructions

1. She should work under the administrative control of medical officer PHC and guidance of the female health supervisor.
2. She would stay at her official head quarters and available for all maternity care services.
3. Should be prepare map planning of her allocated are and population of people data was collected.
4. All the ANMS was to discharge all the duties as assigned by the PHC medical officers.




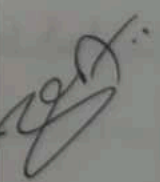

Maternal and child health:- Register pregnant women with 12 weeks after baby health. She is full health care starting and ending position to healthfull precaution the ANMS given the pregnancy women.

Social awareness program:- Cancer, Diabetes, HIV, AIDS, Heart attack with caps, healthy food.

Health Education:- Participate in the local mahila meeting, spread the message on female age at marriage. Co-ordinates programmes carefully these are Anganwadi workers, gram services in promoting services to peoples.

Communicable disease:- Chickenpox, Measles, Diphtheria, Sars, pertussis, whooping cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	the ANM ma- Pongal Holiday [kanuma]	-	-
Day - 2	Explained about jagannama vidya konuka.	I learned Due to this scheme students are going to govt school.	
Day - 3	He said about the cheyutha scheme.	I learned that women are continuing their own business because of this scheme.	
Day - 4	He said about the YSR vahana mithra scheme.	I learned this scheme is known to service financial assistance to drivers.	
Day - 5	We went to the school and checked the food.	I came to learn the nutritional food is being served in the school.	
Day - 6	We went to the school and checked the cleanliness of the classrooms and toilets.	It is know that the school is kept clean every day.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

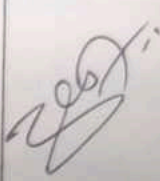
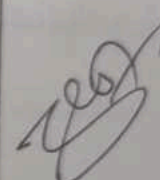

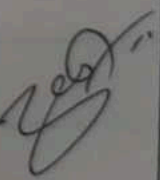
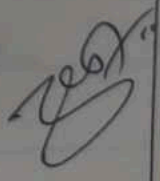
Jagananna Vidya karnika :- This scheme is launched by the govt. of AP to provide the free school kits to students studying in govt. school in the state. The kit includes items such as school bags, note books, Text books, shoes & uniforms.

YSR cheyutha :- Under the YSR cheyutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 and 60 years. The financial assistance of ₹ 18,750.

YSR vahana mitra :- Provide financial assistance to self-employed drivers of autorickshaws, taxis and maxi cabs under this scheme, eligible beneficiaries receive an annual financial assistance of ₹ 10,000.

The schools 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	Explained about fee reimbursement scheme.	The purpose of this scheme is known.	
Day - 2	Explained about YSR Vidya deevana scheme.	It is known who is benefiting from this scheme.	
Day - 3	Explained about YSR Kranti deevana scheme.	It is known who is benefiting from this scheme.	
Day - 4	Republic Day	-	-
Day - 5	Explained about manabadi-nodu, Nedu scheme.	The purpose of this scheme is known.	
Day - 6	He said that the works of nodu nedu scheme should be examined.	We observed the nodu, nederworks.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:




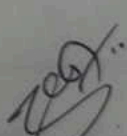
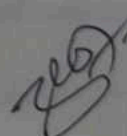
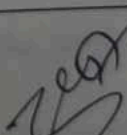
Fee reimbursement :- Aimed at providing financial assistance to students from economically weaker sections to prepare their higher education under this scheme. The government reimburse the tuition fee and other expense such as exam fees, library fee, etc for eligible students studying in various courses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

YSR Vidya Deevana :- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private colleges.

YSR Vasooshi Deevana :- It provides financial out to eligible students from economically weaker sections to cover their hostel and mess expense during their higher education.

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

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The WEA officer's explained about VSR navaratnalu.	we knows use of this kind of schemes	
Day -2	Explained about Amravadi scheme	the purpose of this schemes is known.	
Day -3	Explaine about Rythu bharosa scheme.	I know how much this scheme has benefited the farmers.	
Day -4	Explained about Arogya sri scheme	I came to know that this scheme provides free medical treatment to poor people.	
Day -5	Explained about House for all	the purpose of this scheme is known	
Day -6	Explained about Jay Jalayagnam scheme.	I learned that their will be no shortage of water due to this scheme.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Navaatnaluk is a welfare scheme the scheme comprises nine different welfare programmes or schemes each aimed at improving the living condition of the A.P.

Anna Vodi :- Under this scheme financial aid is provided to the mother or guardians of school-going children to support their education. the amount of aid is ₹ 15,000 per annum.







Kythu Tsharalo :- This scheme provides financial aid to farmers in the state the amount of assistance is ₹ 13,500 per annum.

Arogyasri :- This scheme provides free healthcare services to the people of AP. The scheme covers the cost of medical treatments and surgeries for a wide range of illness and diseases.

Housing for all :- This scheme aim is provide affordable housing to the people of A.P.

Jaluyogam :- Under this scheme, the AP Govt. will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Fully Explained about Doppu artist pension & Anti-retiretal therapy (ART), pension (DLTHV) Pension.	We learned the required documents and eligible for this type of pension.	
Day -2	Explained about Transgender pension & chronic kidney disease of unknown etiology pension.	Learned the required documents and eligibility for this type of pension.	
Day -3	Today explain about YSR kalyanamasthu YSR Shaadi totha	The purpose of this scheme is known.	
Day -4	Explain about candidly validation documents for registration of YSR kalyanamasthi	Learned the required document for this type of scheme.	
Day -5	Explain about eligibitca . criteria of YSR kalyanamasthu YSR Shaadi Tohta scheme.	We knows who is eligible for this scheme.	
Day -6	Have to tell people about the YSR kalyama masthu scheme	We learned good presentation skills.	

WEEKLY REPORT

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

Objective of the Activity Done:

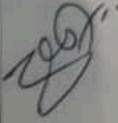


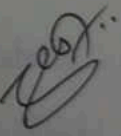

Detailed Report:

eligibility and required documents for deppu artist pension, Anti-retroviral therapy (ART) (HIV) Pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyanamasthu / YSR (Shaadi Tahfa) :- The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC minorities differently abled / bacwub in conducting their daughters marriage in a dignified manner.

1. The bride must be above 18 years and groom must be above 21 years as on the date of marriage.
2. The application registration for the scheme should be done within 60 days from date of marriage.
3. Both birth and groom should have 10th class pass certificate.
4. The caste and income certificates must be tagged with ~~stokhar~~.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Explaining about the responsibilities of digital assistant.	I can gain knowledge of digital out duties.	
Day - 2	The general application-forms of caste certificate.	Learned of important and required documents.	
Day - 3	The digital out explained some polling station at chaparam-2 Secretariat.	There are three polling stations like, 369, 364, 363.	
Day - 4	We are going to field about eligibility candidates for voters I. D.	Such a members are not apply for voters I. D.	
Day - 5	He is how to respect of beneficer come to secretariat	I can learn how to respective talking with candidates.	
Day - 6	Shivaratri	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital Assistant Duties:-

① Delivery of service / Documents benefits to the beneficiaries. ② Awareness and providing to the govt schemes like navaatnalu ③ the limited as well as application process to citizens. ④ Digital services to the public effectively that are provided mandatorily by the local govt like birth, death, properties valuation, tax demand etc.

→ Digital Assistant said, this system shall be for ensuring, delivery of service on the principle of first-come first-serve without any third-party agency ship.



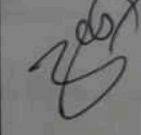

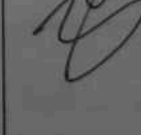
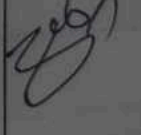
→ Required Documents to apply from caste certificate:-

① Application form ② Caste certificate issued to the family members ③ 10th marks memo / DOB certificate / transfer certificate ④ 1 to 10th study certificate or DOB issued by the GP/MA. ⑤ Ration card / EPIC card / Aadhar card.

→ Chaparum-2 Secretariat in polling station as 369, 364, 363.

→ So, many citizens not applicable for voter Id in chaparum-2 Secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The VRO sir explaining about his duties	I am knowing his duties in secretariat.	
Day -2	the VRO sir explained about panchayat secretary administrative.	I am knowing his administrative work.	
Day -3	The VRO sir explained about panchayat secretary with community we develop.	I am knowing his community welfare works.	
Day -4	The VRO sir side said about panchayat secretary co-ordination duties.	I am knowing his co-ordinator duties	
Day -5	How to save and protect our govt properties.	I can learned with some govt properties	
Day -6	Any land issue to harmonent for others.	I can learned how solved of people problems.	

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Village Revenue Officers (V.R)

Duties :- 1. Maintain of village revenue record send all village revenue accounts. ② collection of land revenue, cesses, taxes and other sum pertaining to revenue, cases, taxes and other department. ③ - 1/3 moish of crops (100%) inclusive of inspection of surey stones. ④ Provide intimation regarding fire accidents, floods cyclone and other accidents and calamities, to the higher officers.




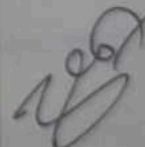
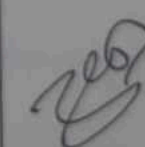
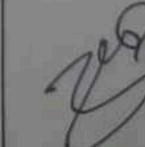
→ Administrative of panchayathi secretary :- Maintains registers, collects taxes, organize sarpanch meetings protect panchayat lands, maintain Birth & Death reg.

→ Community welfare Develop :- Assists pension payments, prepares list of BPL, conducts literary classes, implements schemes, Assists education dept. enroll.

→ Co-ordinator :- Mobilize participation, community forest Dept, Discussion's, Facilitate ward sabal and gram sabhas, submission of Orp plan to mpda.

→ The Vro and panchayat secretary are ready to any harassment in land properties intimate above the officers.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	What is the duties and responsibilities of word volunteer.	I am knowing the kindful information.	
Day-2	The volunteer was informed as to scheme with awareness.	He explained to the Navarathala scheme? learned about information.	
Day-3	Require skills and eligibilities of word volunteers.	I learned the volunteers for kindful information.	
Day-4	The volunteers is monthly one time supply to people with pension.	I learned about which type of pension are available.	
Day-5	What are the duties and responsibilities of lineman in secretariat.	I gain about information of lineman.	
Day-6	Requirements and skills of lineman in secretariat.	I gain about information of lineman.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Secretariat duties and responsibilities:-

1. Answering and directing phone calls.
2. Organizing and distributing messages.
3. Maintaining company schedules
4. Organizing documents and files
5. Supervising staff and new employees.

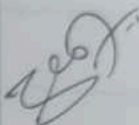

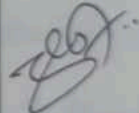
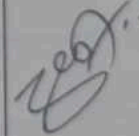
Duties and Responsibilities of volunteer's:-

1. On independence day 2019, Andhra Pradesh launched, the village volunteer system.
2. The village volunteer system aim to bring govt services to people's doorsteps, on October, 2 2019, the 150th anniversary of Mahatma Gandhi's birthday.
3. He would be first to identify the benefit ciarries learn about their difficulties, and then outline the govt scheme available to them.

Duties and Responsibilities of lineman:-

- A lineman has many responsibilities, such as working with heavy equipment to reach power line, and using various tools to repair (or) Re-place power lines and
- The secretariat role is to facilitate the govt conduct, management and control of the university by co-ordinating the exchange of information, to people.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO told about the certificate the issue.	Certificates issued by VRO are known.	
Day -2	VRO is said that government assets with provide protection.	Certificates issued and who to protects govt properties, I, learned	
Day -3	VRO said about water tax collection.	It is known who collects the tax.	
Day -4	Holiday of secretarial because of govt order.	-	-
Day -5	VRO is explaine how to maintaing for villegee revenue records.	I knowledgeable of certaine thing to villegee records.	
Day -6	Seconds Saturday -holiday.	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

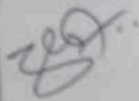
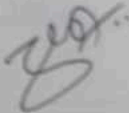




Detailed Report:

1. Maintenance of village revenue records and all village revenue account promptly and accurately.
2. Collection of land revenue, cesses, taxes.
- * Protection of public lands, public taxes, tree, effective measure will be taken for the protection of government assets.

The village revenue officers shall be issue solvency certificate and solvency certificate in their respective jurisdiction duty following the procedure for the other certificate which have to be issued by the revenue department, he enquire and submit his report to the competent authority.

He was a great job in secretariat because his response to his surrounding village lands and taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day-1	The ATM madam was explaining about health education.	I learned health education.	
Day-2	Explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnant women.	
Day-3	Explaining about general instruction.	I learned the general instructions.	
Day-4	The madam explained some social services.	I knowing how many type of social services.	
Day-5	The MP madam was talked about to child marriage and dowry prohibition act.	Learned about child marriage and dowry prohibition act	
Day-6	Mahila police explain about the domestic violence act.	Learned about domestic violence act.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General instruction of ANM:-

1. Should work under the administrative control of the medical officer pbc and guidance of the female health supervisor.

2. Should be in uniform with identity card. Social awareness programmes:-
AIDS, HIV, Healthy foods, diabetes, heart attack in cps, medical kits.

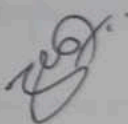


First aid

Medical termination of pregnancy:- Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest health facility for comprehensive abortion care.

Downy prohibition act:- The downy prohibition act is an important law in india as it seek to prevent the exploitation of women and their families through the practice of downy.

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

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	-Holiday	-	-
Day -2	-Holiday	-	-
Day -3	The welfare unit was introduce to our total staff members.	knowing about which of member stand in secretariat.	
Day -4	The welfare WEA was explaining about what is secretariat.	understand which is secretariat	
Day -5	The use to the people about class his explained of secretariat.	I learned about uses of secretariat.	
Day -6	Second Saturday is -Holiday.	-	-

WEEKLY REPORT

WEEK - 15 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

The maximum staff of secretariat :-

1. Village secretariat
2. Village Revenue officers
3. Mahila police.
4. Digital Asst
5. Welfare Asst
6. Engineering Assistant
7. AMH.
8. Surveyor of village
9. Agriculture Asst
10. Volunteers.

What is Secretariat :- The secretariat assists in decision making in govt by ensuring inter-ministerial co-ordination, ironing out differences, amongst ministry/ Department and evolving consensus through the instrumentality of the standing committees of secretaries.

→ Grama sachivalayam also known as village secretariats are secretariats set up in the India state of Andhra Pradesh to decentralize the administration by making services and welfare services of an government departments available at one place.

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.)

People interaction :- A secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to e-mails, and greeting visitors. Good communication skills gives a greatful success.

Facilities available and maintenance :- A secretary may be responsible for managing office facilities such as office equipment, supplies, and meeting rooms.

* The secretariat in high officer take a clarity of job roles and explain under the officer their may responsibilities. I can seen they duties, and team work, relationship, mutual support and socialization.

* So overall, a secretary plays a critical role in ensuring that an organizations runs smoothly and efficiently. They need to be highly organized, detailoriented and able to work well under pressure, good communication and interpersonal skills are also essential for success in the roles.

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

Technical skills are specific abilities and knowledge related to a particular field or profession. They often involve the use of specialized tools, software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

Here are some examples of technical skills in various fields:-

1. Application programme → Digital Assistant
2. Field verification → Welfare Assistant
3. Third party verification → Administrative support work.
4. Profinal Applied → VRO
5. Final Applied → MPDD / MRO.

And basic technical equipment in secretariat:-

1. Biometric Division.
2. Android smart phones.
3. IRIS Scanners.
4. Face verification app.
5. Time-management and multitasking.
6. Computer and technical skills.

So, can learning some technical at secretariat.

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 about some managerial / skills are useful our future.

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

These are just a few example of skills that managers and higher officer's, professional courses. The specific skills are require for any where.

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.)

We could be improve our communication skills with front of the higher officer doing and working. explained for so many topics, that time we are learned such a beautiful communication. There are

* Listen activity :- effective communication is not just about speaking but also about listening. Listening should be paying attention, asking questions, and providing feedback.

* The listener able to speak clearly and confidently, use appropriate body language choose your words carefully, Be aware of your audience. These are communication could learn in secretant.

* I am going to field work purpose, after we are collect data, due the time learn about people way of talking, how could be responded that place improve and our written communication, conversational abilities, confidence levels etc.

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 discussions, contribution as a team member's leading a team or activities here are some suggestions.

1. Respect for others is key to successful team members with respect, regardless of their position (or) back ground.

2. Be prepared :- Before joining group discussions or team activities it's important to come prepared.

3. Communication skills :- Good communication skills are crucial for effective team participation. Clearly speak but any miswords are talking, the listener can't observe speaker view of talking.

4. Any team member (or) team leader should be able to time punctuality and time management these essential for any where.

5. 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.

1. Computer System.
2. Internet connectivity.
3. Telephone: Multiple, phone system, single line phone system.
4. Internet phone system.
5. Photo copier, copying, binding, multiple pocket copying.
6. Scanners (IRIS Scanners)
7. Printers.
8. Bio-Metric Division.
9. Face Authority programme.

I will seeing in my future job role above instruments.

I am full focus on digital technologies and relevant instruments.



Student Name: N. SAI KIRAN Registration No: _____

Term of Internship: From: 07-12-2022 To: 18-03-2023

Date of Evaluation: 25-03-2023

Organization Name & Address: Sachivalayam Kinthali Sorikakulam

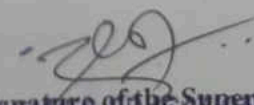
Name & Address of the Supervisor with Mobile Number

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

Sl. No.	Criteria	1	2	3	4	5
1	Oral communication					5
2	Written communication					5
3	Proactiveness					5
4	Interaction ability with community					5
5	Positive Attitude					5
6	Self-confidence					5
7	Ability to learn					5
8	Work Plan and organization				4	5
9	Professionalism				4	5
10	Creativity					5
11	Quality of work done					5
12	Time Management					5
13	Understanding the Community					5
14	Achievement of Desired Outcomes					5
15	OVERALL PERFORMANCE					5


Signature of the Supervisor
WELFARE & EDUCATION ASSISTANT
Grama Sachivalayam
Kinthali

Date:

Student Self Evaluation of the Short-Term Internship

Student Name: N. SAI KIRAN

Registration No: 2022001062054

Term of Internship: Sachivalayam From: 07-12-2022 To: 18-03-2023

Date of Evaluation: 23-3-2023

Organization Name & Address: Sachivalayam (Kinthali Srikakulam)

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 ✓

N. Sai Kiran
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization



