

PROGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student: PONDARI JANAKI

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

Registration Number: 2022001067067

Period of internship: From:17-12-2022 To: 18-03-203

**Name & Internship of the Organization: SACHIVALAYAM
(Singupuram,srikakulam)**

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

An Internship Report on

Sachivalayam Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Com

Under the Faculty Guideship of

S.ESwar Rao

(Name of the Faculty Guide)

Department of

Commerce Government Degree college (men) Srikakulam

(Name of the College)

Submitted by:

Pondasi JANAKI

(Name of the Student)

Reg.No: 2622001067067

Department of Commerce

Government Degree college (men) Srikakulam

(Name of the College)

Student's Declaration

I, Pondari JANAKI a student of internship
Program, Reg. No. 2022001067067 of the Department of Government degree college (men)
College do hereby declare that I have completed the mandatory internship
from 07-2-22 to 18-3-23 in sachivalayam (Name of
the intern organization) under the Faculty Guideship of
S. Eswara Rao (Name of the Faculty Guide), Department of
B.com Commerce Government degree college (men) skdm
(Name of the College)

P. Janaki
(Signature and Date)

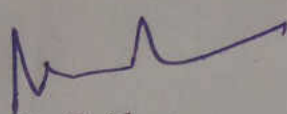
Official Certification

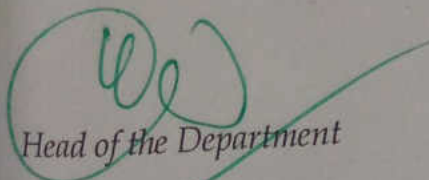
This is to certify that Kum P. Jarnaki (Name of the student) Reg. No. 2022001067067 has completed his/her Internship in sachivalayam (Name of the Intern Organization) on sachivalayam department (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com Commerce in the Department of inment Degree college (men) Srikakulam (Name of the College).

This is accepted for evaluation.

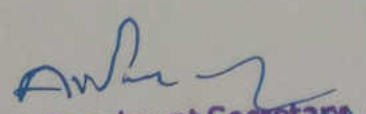
Endorsements




Faculty Guide


Head of the Department

Principal

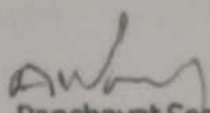

Panchayat Secretary
Grama Panchayat
SRIKAKULAM
Srikakulam (Mdl & Dist)

Certificate from Intern Organization

This is to certify that Kum P Jarnaki (Name of the intern)
Reg. No 2022001067067 of Government degree college (Name of the
College) underwent internship in Sachivalayam (Srikakulam) (Name of the
Intern Organization) from 17-12-22 to 18-3-2023

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




Panchayat Secretary
Authorized Signatory Grama Panchayat
SINGUPURAM
Srikakulam (Mdl & Dist)

Acknowledgements

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

The success and smoothness of this internship project requires a lot of guidance and assistance from many people in the edutek organisation.

I also would like to thank the people that worked with me and Sachivalayam with their patience and 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.

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:- out went Description

* Describe the real time technical skill you have required

* Describe the managerial skill you have acquired

* Describe how could you enhance your abilities.

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

* Evaluation by the supervision of the inter organization

* Photos & 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.

Learning objectives:-

- ↳ To gain an understanding of the functioning 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 Grama Sachivalayam for the benefit of the rural population.
- ↳ To improve communication and interpersonal skills through interaction with villages and other stakeholders.
- ↳ To Acquire knowledge of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Outcomes Achieved :-

- ↳ Improved knowledge of the organisation structure functions and responsibility of the grama sachivalayam.
- ↳ Enhanced administration and clerical skills such as maintaining records, data entry, and handling paperwork.
- ↳ Understanding of the various government schemes and programmes such as housing, sanitation and education.
- ↳ Improved communication and interpersonal skills through interaction with villages, offices and other stakeholders.

↳ Understanding of the legal and regulatory frame work governing the activities of the grama sachivalayam.

Brief description of the grama Sachivalayam organisation

The Grama Sachivalayam is a government organisation 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 reallocate sanitation, reduction housing and social welfare. The organisation, reduction and clerical staff and it also collaborates with various departments and agencies to achieve its objectives.

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.

1. Introduction of the organization:-

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

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

Under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services including issuing certification and licenses to providing information regarding

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

B. vision, mission and values at the Grama Sachivalayam

Vision :- To create vibrant and self-sustaining rural communication 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 and transparent governance through the establishment of Grama Sachivalayam in every village are transparency and inclusivity, Accessibility, Accountability, Efficiency, Empathy and integrity.

Policy of the Grama Sachivalayam:-

providing basic services like water sanitation, health education and social security to the rural population promoting transparency and accountability in the functioning of the organization through various measures like social audit, grievance redressal mechanisms and feedbacks mechanisms.

Facilitating the delivery of government schemes and programmes to the eligible beneficiaries in a timely and efficient manner.

Overall, the Grama Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and structure.

Grama Sachivalayam organization structure:-

1 Village Secretariat

2 Village Revenue Officer (or)

3 Mahila Police & women and child welfare assistant

4 Digital Assistant

5 Engineering Assistant

6 Welfare and education assistant

7 ANM

8 Line man.

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 mobilized manner
2. Chief Minister of Andhra Pradesh State Y.S.R Jagan Mohan Reddy started the secretariat at Vijawada the statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi birthday
3. Function of gram ward sachivalayam it has mainly 11 types of officers in secretariat. The village volunteer system aims to bring govt services to people's doors
4. Generally using of technological skills and instrument mainly use just like bio-medics computer system.
5. The Internship part these kind of skills are very important listening and speaking, confidence, leadership qualities, punctual and time management
6. Objective of ward sachivalayam provide services and central level schemes
7. Outcomes of ward sachivalayam to -
a) early solution to all problems
b) All services at 10 no stop

- ⑨ Engineering Assistant
- ⑩ Health Assistant
- ⑪ Surveyor of village

The Grama Sachivalayam is a decentralized administrative structure that is aimed at providing governance at the grass roots. The grama sachivalayam ensures that people have access to basic services and facilities in their villages.

E. Roles and responsibilities of the employees in Grama Sachivalayam:-

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

The employees in grama sachivalayam are responsible for a wide range of tasks including maintaining law and order, mobilizing, conducting surveys, organizing community events.

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

G. Future Plans of the Grama Sachivalayam:-

Looking to the future the Grama Sachivalayam organization may focus on implementing more sustainable practices and technologies to address the growing environmental creating more job opportunities for the youth promoting entrepreneurship and improving access to digital technology.

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

F. Performance of the organization in terms of turnover, profits, market reach and market value:-

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

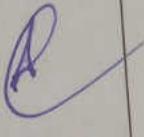
The Grama Sachivalayam organization performance is evaluated based on its ability to deliver government services effectively to rural areas and improve the quality of life for people in those areas.

Every task either big or small is successful due to the effort of a number of wonderful people who have always given their valuable advice or lent a helping hand. I sincerely appreciate the inspiration support and guidance of all these people who have been instrumental in making this internship.

I express my gratitude to the staff of the secretariat for their valuable suggestions and guidance during our project period.

I would like to thank the director of our college Government Degree College (men) for their support and motivation.

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 secretarial assigned to me	we are learned to the peditary different types of problems.	N. A.
Day - 2	The short production of the secretariat was giving by the welfare assistant	learned about the village secretariat	
Day - 3	The welfare assistant told about Grama daashini	we are learned to the ^{singuram} different types of problems.	
Day - 4	explain about employees and responsibilities.	I am daily face and looking towards volunteers working	P. Appalaraju
Day - 5	out staff member's introduced with volunteers	I am daily face and looking towards volunteers	P. Appalaraju
Day - 6	WTA said that the vision and mission of gram secretariat	I learned how to organize Sachivalayam.	N. A.

WEEKLY REPORT

WEEK - 1 (From Dt. 7-12-22 to Dt. 13-12-22)

Objective of the Activity Done:

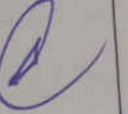
Detailed Report: This week we learned about the village secretariat that is why the secretariat system was established and their uses.

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 create this government to introduce 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 WTA officer explained the organization structure of the Sachivalayam	I can have same knowledge on it	
Day - 2	explained the future plans of the gram secretariat	We are learned the future plans of the secretariat	
Day - 3	About old age pension widow pension has been deeply explained	we analysed what type of document is required.	
Day - 4	deeply explained about disable pension and single women pension	we analysed what documents are required	
Day - 5	explained about traditional cobbler pension and pension of weaver	we learned the required documents and eligibility information	
Day - 6	explained about tappers pension and fisherman pension	we analysed the required documents and eligibility information.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The organization structure and future plans of the village secretariat were discussed in details. They were also told about YSR Pension Kanuka, how many types required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension, traditional cobbler pension, weaver pension, today tappers pension and fisherman's function 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 mahila Police in Sachivalayam she is inculcate her duties	I am fully Joused and learned the outcome in normal	M. Vallu
Day - 2	the mahila Police officer thought sexual harassments in society	how to handle and how to build those type of situations	M. Vallu
Day - 3	the mahila Police officer inculcate Anganwadi Services	what are the Corruption in Anganwadi service	M. Vallu
Day - 4	The mahila Police officer told that some important sections and helpline numbers	Any accidental criminal case issues how to inform higher officers	M. Vallu
Day - 5	the VRO site explained local government and main aim	secretariat are of the local govt that particularly use and goal	A
Day - 6	our VRO told to go on a field work in our village has Singapuram	which members are eligible and not eligible job govt schemes.	A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The village secretariat was first launched on 3rd October 2014 on the eve of Gandhi in Andhra Pradesh about V.S. R Jagan Mohan Reddy.

The Duties of Common Police Officer:-

1. Immediate reporting officer station house officer

2. Working in coordination with Dept Home women and child welfare exercise department and municipal

3. functions law and order, Abolition of a gainst women and weakness reactions and awareness programs

* monitor, ensure Angawadi center be opened in time on all working days

* our ^{Singupuram} secretariat so many young age people (student) not register with voter card

* Women police officer explain some help number, for disha 100/112/181 and Police number 100.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The welfare assistant explained about his responsibilities and duties in secretariat	Learned the duties of the secretariat	
Day - 2	The WEA is said that Govt conducting the important schemes	I have written the survey views among the schemes	
Day - 3	we are help to our secretariat on some important duties like election work	we can do confidently these works	
Day - 4	the secretariat staff like WEA VRO who telling about future plans to students	learned how to maintain self of future life	
Day - 5	the village panchayat explained about the beneficiary base such as issues like cyclone	the people in the society in male with VRO	
Day - 6	The VRO explained charge on undivided property and sent to police station	Learned to save and protect the govt properties	

WEEKLY REPORT

WEEK - 4 (From Dt. 28-12-22 to Dt. 3-1-23)

Objective of the Activity Done:

Detailed Report:

General duties of welfare assistant

→ Generating awareness among the public in the village secretariat jurisdiction about the schemes meant for the weaker section of the society.

→ Ensuring that all eligible students of weaker section of the village get the scholarships and colleges fill they complete atleast in intermediate.

→ providing feedback to higher authority on the duty of implementation of said schemes.

→ supervising over the work of all village volunteers working under the village secretariat as far as their welfare duties are concerned.

* VRO sir providing intimation regarding fire accidents floods cyclone and other accidents calamity to the higher officers.

* conduct promptly to the higher officer's respect of treasure have and keep government attached property in safe custody.

* Future planning is important for all families.

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 explained about general instructions	I learned the general duties of ANM	M. Bhavani MPHA DO
Day - 2	she was telling about maternal and child health	I can learned the ANM madam has given precautions for pregnancy	M. Bhavani MPHA DO
Day - 3	ANM explained about the social services and awareness programs	I learned some social services dentists physist therapy Abstric	M. Bhavani MPHA DO
Day - 4	taached about the health education in secretari at	Learned how to protect our body and to be healthy	M. Bhavani MPHA DO
Day - 5	ANM explained about the nutrition	how many types of food and health - so good can take	M. Bhavani MPHA DO
Day - 6	ANM explained about the communicable disease	learned about some type of diseases chicken pox measles, influenza.	M. Bhavani MPHA DO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General Instructions:-

① should work under the administrative control of medical officer Plc and guidance of the female health supervisor.

② should stay at her official head quarters and available for all maternity care services

③ should be prepare map planing of her allocated are and population of people date was collected.

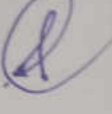
④ All the aims was to discharge all the duties assigned by the Plc medical officers

* maternal and child health:- Register pregnant women with 12 weeks after baby birth she is full health care frustating and ending position to heartfull precaution the aims given the pregnancy women.

* Social awareness programs:- cancer Diabetes miv, AIDS heart attack with cups healthy food.

* Commerciabe disease:- Chicken pox, measles, diphtheria, scar's 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	explained about the "Navaratri" schemes	learned uses of schemes	
Day - 2	explained about jaganna vidya bhava Karuka	I learned in this scheme students are going to have paid fee education	
Day - 3	Said about the VSR che-ytha scheme is every women to cook	women are continuing their own business because of the scheme	
Day - 4	they said about the VSR vahana mitra Scheme	this scheme is to people who receive financial assistance to drivers (travel)	
Day - 5	went to school and checked the food served to the children	came to know that nutritious food is served in the school	
Day - 6	went to school and checked the cleanliness of the classrooms and toilets	the school is kept clean every day and maintained healthily	

WEEKLY REPORT

WEEK - 6 (From Dt. 11-1-23 to Dt. 18-1-23.)

Objective of the Activity Done:

Detailed Report:

Jagananna Vidya Kanya:- This scheme is launched by the govt of AP to provide free school kits to students studying in govt school in the state like books, text books, shoes and uniforms.

YSR Chayutha:- Under the YSR Chayutha Scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are between 45 and 60 years. The financial assistance is of Rs. 18,750/-.

YSR Vahanamithra:- Provide financial assistance to self-employed drivers of auto-rickshaws, taxis and maxi cabs. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000/-.

The schools were 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 the scheme is to help on lowering the fees.	N.A
Day - 2	explained about YSR Vidya deevana scheme eligibility	vidya deevana scheme eligibility criteria and rules	N.A
Day - 3	explained about YSR Vasathi deevana scheme	this scheme is to help financially for the stay	N.A
Day - 4	explained about YSR Vasathi deevana scheme eligibility	Vasathi deevana scheme eligibility criteria and rules	N.A
Day - 5	explained about marabadi hadu needu schemes	Learned the purpose of the scheme to children	N.A
Day - 6	said that works of marabadi hadu schemes should be examined	observed the marabadi hadu works.	N.A

WEEKLY REPORT

WEEK - 7 (From Dt. 19-1-23 to Dt. 25-1-23.)

Objective of the Activity Done:

Detailed Report:

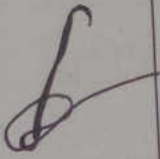
Fee Reimbursement:- Aimed at providing financial assistance to pursue higher education under this scheme the government reimburses the tuition fee and other expense such as exam fees, library fee, etc, to eligible students studying in various courses including engineering medicine MBA, MCA, etc.---

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

YSR Vasathi Deevana:- It provides financial assistance to eligible students from economically weaker sections to cover the hostel and mess expense during their high education.

Nadu medu:- The scheme focuses on improving the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in government 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 explained about YSR all schemes	Learned uses and types of schemes	
Day - 2	Explained about Anna Vadi scheme	the purpose of this scheme is known to help Pothayath mother	
Day - 3	explained about Rythu Bhaasam scheme	scheme is to benefit the farmers	N.A
Day - 4	Explained about Housing for all	constructed houses are allocated to poor	N.A
Day - 5	Explained about Aardram scheme.	provides free medical treatment to poor people	
Day - 6	Explained about Jalayaganam scheme	there will be no shortage of water.	N.A

WEEKLY REPORT

WEEK - 8 (From Dt. 27-1-23 to Dt. 2-2-23)

Objective of the Activity Done:

Detailed Report:

VSR Navaratna is a welfare scheme the schemes comprises nine different welfare programs or schemes each aimed at improving the living condition of the Andhra Pradesh.

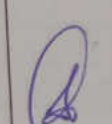
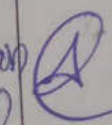
Amma Vodi:- under this scheme financial assist is provided to the mother of school going children to supports their education the amount of assist is Rs 1500/- Per annum.

Bythi Barasa:- this scheme provides financial assist to farmers in the state the amount of assistance is Rs 13,500/- Per annum.

Housing for all:- the scheme aims to provide affordable housing to the people of Andhra Pradesh.

Jalaya Gram:- under this scheme the Andhra Pradesh 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	explained about the Pupp - u artist Pension and Anti sneeinal therapy (ART) pension (PLHV) (MIV) pension	Learned about the required documents and eligibilities for the pensions	
Day - 2	explained about trans gender pensions chronic kidney disease ob know etiology pension	Learned about the required documents and eligibilities for this pension	
Day - 3	explained about YSR kalyana maashala and shadi thada	scheme is provide financial support poor people marriage	
Day - 4	about mandatory validat on documents for registration ob YSR kalyan maashala	Learned about the required documents for this type of the scheme	
Day - 5	explain about eligibilities criteria for YSR kalyan maashala shadi thada schemes	explained the eligibilities rules of the scheme	
Day - 6	guided people about the YSR kalyan maashala and YSR shadi thada schemes	Learned the good presentation & communication skills.	

WEEKLY REPORT

WEEK - 9 (From Dt. 3-2-23 to Dt. 8-2-23)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Dappu artist pension anti-retroval therapy (ART) (CHN) pension Transgender pension and chronic, kidney Disease of unknown etiology pension are given at the end.

~~YSR Kalyanamasthu / YSR Shaadi Thota :-~~

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SE minorities differently abled (PwD) in conducting their daughters marriage in a dignified manner.

* The bride must be above 18 years and groom must be above 21 years as on the date of marriage.

* Both bride and groom should have 10th class pass certificate.

* The application registration for the scheme should be done within 60 days from date of marriage.

* The caste and income certificates must be tagged with Aadhar.

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	gain knowledge from digital assistance duties	N.A
Day - 2	The general application forms of caste Certificate	Learned about the important and required documents	N.A
Day - 3	explained about some Poring station at singapuram sector-3	Learned about the poring station	N.A
Day - 4	we are on field about eligibility of candidates for Voter ID's	such a members are not applied for voter ID	N.A
Day - 5	explained how to respect the beneficiaries come to secretariat	Learn how to respect candidates and taking with them	N.A
Day - 6	explaining and guiding people about every scheme and respond problems	issues are resolved upto higher officials through O.A and G.O's	N.A

WEEKLY REPORT

WEEK - 10 (From Dt. 9-2-23 to Dt. 15-2-23)

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 Navarathna ③ He intimated as well as application processes to citizens ④ Digital services to the local Govt like Birth and Death, Properties valuation, tax demand etc.

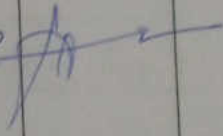
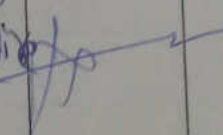
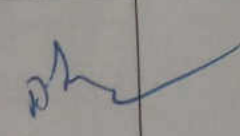
Digital Assistant said this system shall be join ensuring delivery of service on the principle of first run first serve without any third party agency ship

Required Documents to apply for a caste certificate - ① Application form

② Caste certificate issued to the family members ③ Ration card / EPIC card / Padhar card

④ ^{singapuram} secretariat in Polling Station as 369, 364, 363, so many citizens not applicable to voted in in ^{singapuram} secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	VRO sir explaining about his responsibilities	I have known his duties in the secretariat	
Day - 2	VRO explained about Panchayat secretary Administrative	I have known his administrative work	
Day - 3	sir explained about the Panchayat secretary work with community welfare develop	I have known his coordinator duties.	
Day - 4	VRO sir explained about Panchayat secretary work with coordinator duties	I have known his coordinator duties	
Day - 5	explained how to solve and protect the government properties	Learned to deal with govt property issues	N.A.
Day - 6	Talked to people on any issues like land issue, property issues	Learned to solve the people disputes	N.A.

WEEKLY REPORT
WEEK - 11 (From Dt. 16-2-23 to Dt. 22-2-23)

Objective of the Activity Done:

Detailed Report:

- Village Revenue Officers (VRO) activities:
- ① maintenance of village revenue records and all village revenue accounts
 - ② collection of land revenue, cess taxes and other fees pertaining to Revenue department.
 - ③ A Zmish of crops (100%) inclusive of Survey Stones
 - ④ provide information regarding fire accidents, floods, cyclones, other accidents and about calamities to the higher officers
- ↳ Administrative of Panchayat Secretary:-
maintain registers, collect taxes, organize Sarpanch meetings, protect Panchayat lands, maintain Birth and death records
- ↳ Coordinator:- Mobilize participation
Community based Discussions facilitated with
Sabhas and Gram Sabhas Submission of
DRP Plan to MPDO
- 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	Duties of the wood volunteers	Learned knowledge and information	P. Appalaraju
Day - 2	the volunteer informed about the schemes and with awareness	Schemes allured to people and their information	P. Appalaraju
Day - 3	Required skills and eligibilities of wood volunteers.	Learned their skills and valid information	P. Appalaraju
Day - 4	volunteers is monthly one time supply to people with pension	Learned about the all type of persons available.	P. Appalaraju
Day - 5	duties and responsibilities of line man, Learned skills and requirements	got information on line man duties	P. Appalaraju
Day - 6	explained about main structure of houses and types of secondary duties	Learned how to satisfy people and duties of secretary	P. Appalaraju

WEEKLY REPORT
WEEK - 12 (From Dt. 23-2-23 to Dt. 1-3-23...)

Objective of the Activity Done:

Detailed Report:

- Duties and Responsibilities of volunteers
- ① On independence day 2019, Andrapradesh launched the village volunteer system.
 - ② The village volunteer system aims to bring government services to people's doorstep on the 2nd 150th anniversary at 2019 of Mahatma Gandhi's birthday.
 - ③ He would be jiers to identify the beneficiaries learn about their difficulties and then outline the government scheme available to them.

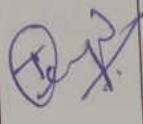
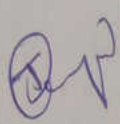
Duties and Responsibilities of line man:

A Line man has many responsibilities, such as working with heavy equipment to reach powerline and using various tools to repairs or replace powerlines.

The secretariat role is to facilitate the govt conduct management and control of the univer highly coordinating exchange of informations to people.

Good communication and interpersonal skills

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	explained about the duties and responsibilities of engineer assistant	I show all jobs and learning about come in information	
Day - 2	monitoring the engineering works like constructions, among gramasachivabagam	I visited some sites and constructions	
Day - 3	the estimation of constructions and rules to construct	I learn about the rules for construction	
Day - 4	checking and knowing about the are sting leakages and drain construction	know to solve the quick issues on leakages, drains	
Day - 5	about the construction assigned site or properties laying roads and removal of boulders	know about the rules and requirements for road constructions	
Day - 6	checking the area and explains people about their construction and rules on it	learned about the verified sites and others permit of construction.	

WEEKLY REPORT
WEEK - 13 (From Dt. 2-3-23 to Dt. 9-3-23)

Objective of the Activity Done:

Detailed Report: This week we learnt about the engineering assistant responsibilities and focused on their duties.

General duties of Engineering assistant :-

By following specifications design and project cost and planned the construction. He perform regular inspections of equipment and scheduling maintenance & repairs.

Inspecting and reporting the site details and construction details and estimated the figure of the required construction.

Monitoring continuously in process quality addressing issues as need. To prevent product and material holds.

Roads and bridges construction works are monitored under engineer assistant according to the budget and areas mature, estimated a point of the work and draw a outline sketch with proper measurements of constructed building or work with all of rules.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I learnt about the duties of agriculture assistant	I know about the responsibilities and schemes	
Day - 2	explained people about the weather, forecast to guide and take appropriate field work	learned about the weather estimation and crop nature	
Day - 3	know about pest and diseases and guidelines to be followed and use appropriate inputs	visited and know about the agricultural practices also on field plot	
Day - 4	learnt about duties and responsibilities of surveyor of village	I succeeded on the lands and their records survey	N. Jy
Day - 5	visited the date of collected records and designed methods of survey	observed the date of the sites and evidence of legal areas	N. Jy
Day - 6	measured properties and supervised site and maintain equipment	built up the communication skills and quality controls.	N. Jy

WEEKLY REPORT
WEEK - 14 (From Dt. 10-3-23 to Dt. 16-3-23)

Objective of the Activity Done:

Detailed Report:

In this week I learn about the responsibilities of Agriculture assistant and Surveyor of the village and learned the over all duties of their jobs

general duties of agriculture assistant:-

→ Motivating the farmers to use manures and fertilizers based on the soil and pests diseases on the crop

→ guiding the people about the weather & season effects and help them to take appropriate precautions without having loss and also and a measurements over their crop and soil fertility

→ conducting field visits as per the need of the farmers guide them do to proper operations

General duties of surveyor:-

→ Submitting the proposals to the section of survey errors in measurement and not involving alternation of areas measuring

the new details and incorporating the changes in all the relevant maps.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The mahila police in sachivalayam she is in cutate her duties	I am fully faul and learn the outcome in normal	M. Vaid
Day - 2	The mahila police officer thought sexual harassment in society	how to handle and how to built the type of situation	M. Vaid
Day - 3	The mahila police officer told that some important sections and helpline numbers	what are the corruption in Anganwadi services	M. Vaid
Day - 4	The mahila police officer told that some important sections and helpline numbers	Any accident and criminal case is show to inform the officer	M. Vaid
Day - 5	The mahila police officer thought sexual harassment in society	how to handle and how to built the type of situations	M. Vaid
Day - 6	The mahila police officer told that some important sections and helpline numbers	what are the corruption in Anganwadi services.	M. Vaid

WEEKLY REPORT

WEEK - 15 (From Dt. 17.3.23 to Dt. 23.3.23)

Objective of the Activity Done:

Detailed Report:

The organization structure and future plans of the village secretariat were discussed in details. This week also told about YSR Pension Karyak, how many types required documents and eligibility criteria. Eligibility and required documents for old age pension, widow pension, disable pension single women pension, Traditional cobbler pension, weaver pension to day tappers pension and fisherman's function 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.

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 emails and greeting visitors so 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 offices:- take a clearly 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 helps and plays a critical role in ensuring that an organization runs smoothly and efficiently they need to be highly organized detail oriented and able to work well under pressure good communication and interpersonal in the role.

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 within a given area of expertise

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

Application programme → Digital Assistant
field verification → welcare Assistant
third party verification → Administrative self work
pre final Applied → URO
final Applied → PDO/MRO

Basic technical equipment in secretariat:-

- 1) Biometric Division
- 2) Android small phones
- 3) IRIS scanner
- 4) face verification app
- 5) Time verification app
- 6) Computer and technical skills

So can learning some technical at secretariat
⇒ software or equipment and are essential for performing tasks and achieving goals within a given area of expertise.

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.

* Learned above some managerial skills are useful for our future

① Leadership skills: - managers need to inspire and motivate their teams to achieve their goal, they need to achieve successfully complete anything.

② Decision making skills: - managers must make informed decisions quickly and efficiently. They should be able to analyse data, evaluate options and choose the best course of action.

③ Problem solving skills: - the staff members should be able to identify and solve problems quickly and effectively. They should be able to think creatively and find innovative solutions to complex problems.

④ Goal setting: - we are learning about, any goal must be to observe for taking action.

⑤ Interpersonal skills: - managers and any person should be able to relate and confidently taking so whenever we can again assimilate interpersonal skills.

⇒ manager must make informed decisions quickly and efficiently.

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 communications skills with prior of the higher officer doing and working, explained for so many topics, that time we are learned such as a beautiful communication These are:-

1) Listen actively:- effective communication is not just about speaking but also listening listening should be paying attention asking questions and providing feedback

2) The listener want to speak clearly and confidently are appropriate body language choose any words carefully Be aware of your audience. These are communication should learn secretariat

3) I am going to field work purpose, after we are called data die to time learn about people way of taking how could be made that place improve our written communication, conversational abilities confidence levels etc---

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

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 ability in group discussions, contribution as a team member, leading a team or activities here are some suggestions.

- 1) Respect for others is key to successful team members with respects, regardless of their position or background
- 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 taking the listener can't hear speaker's view or talking
- 4) Any team member (or) team leader should be able to time punctuality and time management those essential for any where
- 5) Leadership skills :- If you are leading a team (or) activities strong leadership skills are essential this included being able to them.

⇒ Before joining group discussions or team activities it's important to come out the prepared

⇒ Team member (or) team leader should be the successful team members

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 secretariat following on below

- 1) Computer system
- 2) Internet connectivity
- 3) Telephone : motitining , Phone system single line phone system
- 4) Interment phone system
- 5) Photo copiers , copying, binding, multiple pocket copying
- 6) Scanner e CIRIS scanner
- 7) printer
- 8) Bio-metric Division
- 9) face Authority Programme

* I will using in my future job role about instruments full focus on Digital technologies and relevant instrument

13
* I can see by the future Planning of Job role with technological instrument in secretariat

* The technological instruments developments relevant to the training computer system, internet connecting

* In any future Job role about the instruments.

Student Name: Pondori Janaki

Term of Internship: _____

Date of Evaluation: _____

From: 07-2-22 To: 18-3-23

Registration No: 2022001067067

Organization Name & Address: Sachivalayam singupuram srikulam

Name & Address of the Supervisor Ramesh PS sri with Mobile Number Ph=9440840860

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

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

Rating Scale: 1 is lowest and 5 is highest rank

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

Date: _____



Signature of the Supervisor
Panchayat Secretary
Grama Panchayat
SINGUPURAM
Srikulam (Mdl & Dist)

Student Self Evaluation of the Short-Term Internship

Student Name: P. Janaki

Registration No: 2022001067067

Term of Internship:

From: 07-12-22 To: 18-3-23

Date of Evaluation:

Organization Name & Address: Ramesh Ps sir Ph=9440840860
sachivalayam singuram 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✓

P. Janaki
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

PHOTOS & VIDEO LINKS

