

PROGRAM BOOK FOR SEMESTER INTERNSHIP

Name of the Student: Rowthu Durga Prasad

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

Registration Number: 2022001067074

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

**Name & Internship of the Organization: Lankam Grama SACHIVALAYAM ,
Srikakulam**

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



An Internship Report on

Municipality Department

Submitted in accordance with the requirement for the degree of

B.COM (General)

Under the Faculty Guideship of

Sri.S Eswara rao M.com APSET

*Department of Commerce
Government Degree College (Men), Srikakulam.*

Submitted by:

R Durga Prasad

Reg.No: 2022001067074

Department of Commerce

Government Degree College (Men), Srikakulam.

Student's Declaration

I, R. Durga Prasad a student of Internship
Program, Reg. No. 2022001067074 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 07-12-22 to 18-02-2023 in Sachivalayam. (Name of
the intern organization) under the Faculty Guideship of
Sri S. Eswara Rao (Name of the Faculty Guide), Department of
Commerce, Government Degree college MBN
(Name of the College)

R. Durga Prasad
(Signature and Date)

Official Certification

This is to certify that R. Durga Prasad (Name of the student) Reg. No. 202201061074 has completed his/her Internship in Sachivalayam. (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 Commerce GAC (Name of the College).

This is accepted for evaluation.

S. Sivani
DA
(Signature with Date and Seal)
15/07/2023
202201061074

Endorsements


Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that R. Durga Prasad (Name of the intern)
Reg. No 2022001067074 of Govt Degree College (Name of the
College) underwent internship in Grama Sachivalayam (Name of the
Intern Organization) from 07-11-22 to 18-03-23

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

S. Slavan
PA
15/01/2023
Authorized Signatory with Date and Seal
CIN:U0190455

Acknowledgements

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

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

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

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

The internship opportunity I had with sachivalayam was a great chance for learning communication skills.

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

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

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

for permitting me to do the project work to successfully.

My sachivalayam staff members and workers giving valuable guidance to complete the project successfully.

⇒ am extremely grateful to my sachivalayam (Tankam) staff members and friends who helped me in successful completion of this internship.

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LOG BOOK [FIRST WEEK to FIFTEENTH WEEK]

CHAPTER 5 : OUTCOMES DESCRIPTION.

- Describe the real time technical skills you have acquired.
- Describe the managerial skills you have communication skills.
- Describe how you could improve your communication skills.
- Describe the technological developments you have observed and relevant to the subject area of training.

Student self evaluation of the short-term internship.

Evaluation by the supervision of the intern organization.

PHOTOS and VIDEO LINKS.

CHAPTER 1: EXECUTIVE SUMMARY

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

Panchayathi Raj Act - 1994 says that local governance in every village for growth and development in a notrable manner.

Implementation of Grama Sachivalayam to Vender door to door device to the household and also developing the village in a sustainable manner.

functioning of Grama Sachivalayam. It has mainly 10 types of function which does with all the activation required in a village.

Objectives of Grama Sachivalayam

- * sustainable development.
- * Door to door service
- * Health and Hygienic condition
- * Roles and responsibilities of all departments.
- * The on going Government schemes.

* The on going Government schemes through RBK.

* To protecting human Rights.

* To prevention of child marriages.

Outcomes are achieved by me in the Gyama Sachivalayam.

* Learned the Government Schemes.

* Know the types of land used for growing crops.

* I got to know the health treatment of animals.

* I got learned about child rights and human rights.

* I got to know what nutrition food is

given to Anganwadi children and pregnant ladies

* I learned how to manage the people and also maintainances of Government office.

* I learned how to interact to the people.

* I improve the also communication skills.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of Grama Sachivalayam:

providing version citizen services of a short possible

type window service system.

To secure transparency to the people with Government.

providing ambient environment by all living organization.

planning GDP (Grama Panchayat Development Program)

Each functionary has a specific value to fulfill the required of the villagers.

Door to Door service and Welfare to the people

citizen satisfaction is the ultimate aim of an organization.

> Vision, mission and values of the organization:

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

Government of Andhra Pradesh appointed village volunteers to deliver services.

⇒ Policy of the organization:

The Scheme was inspired by Mahatma Gandhi's concept "of Grama Sachivalayam" that promotes villages becoming self-sufficient, autonomous entities.

⇒ Organization structure:

1. Panchayat secretary.
2. Digital Assistant.
3. Welfare and education Assistant.
4. Village and Revenue officer.
5. Engineering Assistant.
6. Veterinary Assistant.
7. Village Surveyor.
8. Mahila Police.
9. ANM
10. Line Man.

Roles and responsibilities:

The Employees work on their duties by higher

Authority's orders.

Performance: Each functionary's has been worked by the rules and citizen satisfaction is the ultimate aim of the Sachivalayam.

Future plan: To enrich the Government schemes and Peoples believe the Transparency of the Government.

CHAPTER 3: INTERNSHIP PART

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

We ~~part~~ participated in many activities during the internship. Which are...

- * field visit by welfare and education assistant.

- * have hold survey

- * We have observed the health checkup of animals.

- * Resurvey of agriculture land.

- * Urea distribution.

- * The 104 vehicle arrived in the sachivalayam. We observed to the guidelines of the ANM Madam.

- * We went to schools and Anganwadis around the sachivalayam area with Mahila Police Madam etc....

During the activity process healthy and hygienic environment created by the secretaries.

We are evaluated every week by sachivalayam staff.

All the equipment provided by the organization.

Like these.....

- * Computer . Application forms
- * Soil Testing Machine
- * B.P Machine, Thermometer, Medicines etc.....
- * Animal husbandary items.
- * power tester, cutting plaver, tool kit.
- * Revenue Records.

Skills acquired :

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

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers.	Introduction	
Day - 2	Introduction of panchayat secretary and welfare education assistant.	TO know the secretary and education assistant.	
Day - 3	Introduction of ANM and Veterinary Assistant.	TO know the ANM and Veterinary Assistant.	
Day - 4	Introduction of VRO and Women Police.	TO know the VRO and Women police	
Day - 5	Introduction of line man and Agriculture assistant.	TO know the line man and Agriculture Assistant.	
Day - 6	Introduction of the Village surveyor and digital Assistant.	TO know the Village surveyor and digital Asst.	

WEEKLY REPORT

WEEK - 1 (From Dt. 31-12-22 to Dt. 14-12-22)

Objective of the Activity Done:

Detailed Report: Gyama SechiValayam, Tenkam

Functionaries and volunteers.

Main functions are as follows.

1. Panchayat secretary.
2. Digital Assistant.
3. Welfare and education Assistant.
4. Village and Revenue officer
5. Engineering Assistant.
6. Veterinary Assistant.
7. Village surveyor
8. Mahila Police.
9. ANM.
10. Fire Man.

Overall incharge in panchayat: secretary who is maintaining all the activities in and around field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

Page No:

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of TRBK and Agriculture schemes.	We know the TRBK schemes & Agriculture schemes.	/
Day - 2	Discuss about the land registration Rules	We learned the land registration Rules.	
Day - 3	We are participated field work with Veterinary Assistant.	We observed the normal health checkup for animals.	/
Day - 4	Discuss about the Dr. YSE Arogyasri card scheme.	Minimum qualifications of the YSE Arogyasri scheme.	
Day - 5	Reducing child marriages class by Mahila police Madam	We know about the child marriages.	/
Day - 6	Discuss about the various types of medicines	We learned the various medicines.	

WEEKLY REPORT

WEEK - 2 (From Dt. 15-12-12 to Dt. 21-12-12)

Objective of the Activity Done:

Detailed Report: During the second week we shall discuss about these topics.

- ⇒ Introduction to Agriculture and schemes on going in state related to Agriculture.
- ⇒ Major changes after introduction of PDS at village level.
- ⇒ We discussing about the how-to apply land registration with VRO Sir.
- ⇒ How-to check the animals health status.
- ⇒ We learned about the conditions of the Dr. YSR Arogya scheme.
- ⇒ We participated child naviges classes.
- ⇒ We know the importance of medicine

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the different types of diseases.	We learned about the diseases.	/
Day - 2	Prohibition of the child abuses.	We know the Activities of child abuses.	
Day - 3	Who deserve to apply Y.S.R Pension class by Welfare Asst.	We remembering that qualifications of Y.S.R Pensions.	
Day - 4	Different types of animal diseases class by Veterinary Sir.	We gained about the Animal Diseases.	
Day - 5	We participated on Village Resurvey.	We observed this activity.	/
Day - 6	Horticulture class by Agriculture Assistant.	We know the Horticulture Crops.	

WEEKLY REPORT

WEEK - 3 (From Dt. 22-0-22 to Dt. 28-0-22)

Objective of the Activity Done:

Detailed Report: During the Third Week We shall discuss about these topics.

⇒ Types of Diseases : 1. Dengue

2. Malaria

3. Typhoid

⇒ Prohibition of child abuse with different types of methods.

⇒ We gain about the knowledge of pension categories

⇒ Types of Animal Diseases : 1. Fowl cholera,

2. Food and Mouth diseases,

3. Anthrax.

⇒ Tankam Village having an agricultural and horticultural area of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Different types of crops Visited in Tankam village.	We observed crop status in village.	
Day - 2	We Participated in health survey -Activity	We acquire knowledge about the health survey.	
Day - 3	We know about the seva portals With Practically.	I had to apply on my own experience	
Day - 4	Awareness Programme on child rights.	To know about the child rights.	
Day - 5	survey of the crop lands With VRO sir.	We gain knowledge of crop lands.	
Day - 6	We discussed that sensor tags are given that animals	We learned rules of the sensor tags.	

WEEKLY REPORT

WEEK - 4 (From Dt. 29-06-22 to Dt. 04-07-23)

Objective of the Activity Done:

Detailed Report: During the fourth week we shall discuss about these topics:

- ⇒ Different types of crops:
1. Paddy
 2. Banana
 3. Moize
 4. Black gram
 5. Green gram.
 6. Coconut.

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

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

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to measure the shore class by VRO Sir.	Shore measuring.	
Day - 2	We saw the pregnant lady during her health checkup by ANM. Mam.	We observed health precautions.	
Day - 3	We attending cluster level Training Programme.	We know about the child safety education.	
Day - 4	To participated on Vaccination of Animals in Lankam Village.	We observed the Vaccination.	
Day - 5	We discussed YSR Amma Vadi and Vidya Deevena Schemes.	We acquire the knowledge of the schemes.	
Day - 6	We discussed about Paddy harvesting.	Majority grow variety of Paddy harvesting.	

WEEKLY REPORT

WEEK - 5 (From Dt. 5.1.23. to Dt. 11.1.23.)

Objective of the Activity Done:

Detailed Report: During the fifth week we shall discuss about these topics:

⇒ Paddy harvesting - majority grown variety of Paddy MTU 1061 and MTU 7029.

⇒ Learned the process of harvesting of Paddy, Manually and saw harvesting with Paddy.

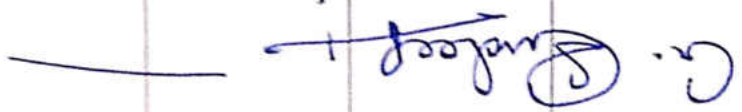
⇒ We participated in cluster level Training on child Rights and child safety education for parents.

⇒ Y.S.R AmmaVodi - Yearly 15,000 /-

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

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

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We discussing about cyber crimes.	We knowing the information	
Day - 2	learned orally about Paddy combine harvester.	We know the paddy combine system.	
Day - 3	To survey the AVOGYASRI cards in Lankam Village.	Hoki-to survey AVOGYASRI cards.	
Day - 4	Y.S.R Vahanamitra scheme class by welfare and education	To know about the scheme.	
Day - 5	We are participated in treated first aid cases with AHA SIV	We gain the knowledge important points.	
Day - 6	They said how to apply for land passbooks.	We acquired the knowledge about the passbooks.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the sixth week we shall discuss about these topics:

- ⇒ Learned orally about paddy combine harvester which is feasible mostly for large farmers.
- ⇒ Who was apply the scheme of Vahanamitra they follows of rules and qualifications class by Welfare Assistant and Engineering Assistant SIV.
- ⇒ We get the more important content about scheme of Vahana Mitra.
- ⇒ We acquiring the some knowledge for survey of Arogya Svi card scheme.
- ⇒ We know the main rules and regulations about apply the land passbooks and importance of these type of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We learned Y.S.R BHIIMA class by W and EA Sir.	We gain the knowledge about this scheme	/
Day - 2	We are participated in conduct tests of uringe of pregnant Women.	We acquire the some knowledge	
Day - 3	We participated in pose vignana badi Programme.	We gain food knowledge about this programme.	/
Day - 4	Learned about Thrashing activities of Paddy.	We know the more knowledge of Thrashing	
Day - 5	Explaining the mitations and position certifications of Land	We gain food information about this certifications.	/
Day - 6	We learned about the reducing activities for cyber crimes	We learned that activitie -s.	

WEEKLY REPORT

WEEK - 7 (From Dt. 19-1-21 to Dt. 25-1-21)

Objective of the Activity Done:
Detailed Report: During the seventh week we shall discuss about these topics :
⇒ We get the knowledge of Y.S.R BETA
- to shall submit data through website in our own.
⇒ conduct test of urine pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and Blood pressure.
⇒ Learned about thrashing activities of paddy, functioning of paddy Thresher and bags in field farmers use 80 kg bags.
⇒ We learned about give mitigation and position certification of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To participate preventive diwarming	We gain the some knowledge	/
Day - 2	How to Collecting the Water tax, cases and Taxes by VRO ^{SIV.}	know the taxes.	
Day - 3	she explaining the how to maintain the records in sachivalayom.	We observing the records.	Sundeep
Day - 4	Explaining the phila sakti kendro scheme	We know the this scheme	
Day - 5	We participated in awareness programme in schools for children.	knowing the important information.	/
Day - 6	Transporting of paddy at RBK levels.	Very useful information gain this class	

WEEKLY REPORT

WEEK - 8 (From Dt. 25.12.23 to Dt. 31.12.23)

Objective of the Activity Done:
Detailed Report: During the eighth week we shall discuss about these types :
⇒ To coordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance.
⇒ To create awareness on government programs for the welfare of women and girl children through Mahila Sakti Kendra scheme was learned by me.
⇒ What records have ANM Madam and main importance of these records.
⇒ Transporting of paddy to miller thrash paddy processing centers set up at R.B.K. MSP of 100 kg grade 'A' paddy - 204/- 80 kg grade 'A' paddy - 1632/-

ACTIVITY LOG FOR THE NINTH WEEK

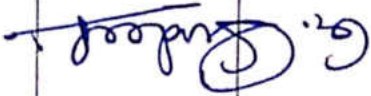
Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in law and order issues in Village class by WPS	Very useful information to us.	
Day - 2	How to conducting the population of family welfare screening.	We know about population screening	
Day - 3	Explain the social harmony and civil rights in Village level.	We gain the information about civil rights.	
Day - 4	How to allowed the certificates about healthy and valuation for animals.	We acquire knowledge this certificates	
Day - 5	Conducted awareness among farmers on paddy procurement	We learned how to conduct this meeting	
Day - 6	How protect Gov. lands and tank, treas and properties class by VRO	We learned how to protect the Govt. properties	

WEEKLY REPORT

WEEK - 9 (From Dt. 2.12.23 to Dt. 8.12.23)

Objective of the Activity Done:
Detailed Report: During the ninth week we shall discussing about these topics:
⇒ We learned conduct population screening for hypertension/diabetes / 3 common cancers i.e. breast, cervix and oral (Women) and men (oral, lung, prostate cancer).
⇒ We know the how-to allowed health and valuation certificates to animals.
⇒ We know how-to manage law and order issue in Lankam Village area
⇒ We learned how-to maintaining and protecting the government lands, government tanks and government properties.
⇒ We know conducted awareness among farmers on paddy procurement process which is lay different form previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gained knowledge about Rice yellow Pulses.	We know the Rice and Pulses	
Day - 2	Explaining about fodder development	We know the important Points	
Day - 3	How to maintainence of village Revenue records class by VRO	We know the knowledge about village Revenue records	
Day - 4	Women Safety class by Wps Madam	We know the Points about Women safety	
Day - 5	How to applied for Kalyana Kanuka in official website.	We know the way of apply for scheme	
Day - 6	How to motivate pregnant women for deliveries class by ANM.	We know the valuable Information.	

WEEKLY REPORT

WEEK - 10 (From Dt. 9.02.23 to Dt. 15.02.23)

Objective of the Activity Done:
Detailed Report: During the tenth week we shall discussing about these topics :
⇒ We learned the concept of Rice follow pulses
⇒ Motivate pregnant women for institution -al deliveries or trained attendant of birth.
⇒ We know about how-to maintenance of Village Revenue Records and all Village Revenue Accounts promptly and accurately.
⇒ We learned how-to protecting women in difficult situations and draw-to improve women safety actions in Village areas.
⇒ We know the good knowledge about Kalyana Karaka scheme and we learned the apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	how to conducting the counselling sessions to farmers class by hps.	We know the this type of meeting	/
Day - 2	Brief explanation about lean recoveries class by VRO SN.	We know brief information in this class	
Day - 3	We participated in implementation of Patten Balancing pro.	We acquiring the more information	G. S. Sudeep
Day - 4	We learned about sowing methods of maize	We know about this topic	
Day - 5	We participated in distributed things programme	We acquiring some information in this distributed -n.	/
Day - 6	how to send properly for pensions and monthly report to rapoo	We know the knowledge about sent to rapoo.	

WEEKLY REPORT

WEEK - 11 (From Dt. 16-01-23 to Dt. 22-02-23)

Objective of the Activity Done:
Detailed Report: During the Eleventh week we shall discuss about these topics:
⇒ We acquiring the knowledge about how to send proposals for new pensions to MPDO and also how to send monthly report to the MPDO
⇒ We know the which are distributed in conventional contraceptive and op cycles to the couples on demand.
⇒ We know about the implementation of Ration Balancing programme and also which ration give to animals for their growth and development
⇒ Cancelling services to farmers against sudden stress management with help of stakeholders
⇒ We know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

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

WEEKLY REPORT

WEEK - 12 (From Dt. 23-02-23 to Dt. 01-3-23)

Objective of the Activity Done:
Detailed Report: During the Twelfth Week We shall discussing about these topics :
⇒ We learned about process of fertilizer distribution from RBKs and Invalued in all areas of urea to farmers through DBT process.
sowing methods of maize and irrigation methods used in maize.
Maize in zero village method.
⇒ cost of production in maize from farmers.
⇒ We know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene
⇒ All Welfare departments - Social Welfare, Tribal Welfare, BC Welfare, minority Welfare differently-abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting infertility camp in village areas.	We improve our management skills.	
Day - 2	We assumed how to conducting mandatory meetings.	We learned about this meetings.	
Day - 3	We participated in awareness in importance of crop program.	We know about e-crop.	Indeept
Day - 4	How to organize the pre-school class by WPS Madam	We learned the some beautiful activities	3
Day - 5	How to provide feedback to higher authorities	We know the process	
Day - 6	How to intimate the higher authorities.	We acquiring this process and remembered.	

WEEKLY REPORT

WEEK - 13 (From Dt. 2-3-23 to Dt. 8-03-23)

Objective of the Activity Done:

Detailed Report: During the thirteenth week we shall discuss about these types:

⇒ We participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-23.

⇒ Farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance etc...

⇒ We learned death of unknown persons to inform higher authorities.

⇒ We assumed participate in the local Mahila mandal meetings and spread the message on female agent marriage, saving method etc.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

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

WEEKLY REPORT

WEEK - 14 (From Dt: 9-12-2023 to Dt: 15-12-2023)

Objective of the Activity Done:

Detailed Report: During the fourteenth week we shall discuss about these topics:

⇒ We learned how to update data on e-crop portal of farmers who registered there crops on e-crop portal.

⇒ Identification of bull army worm pest in maize crop and suggested methods to prevent.

⇒ Azmoish of crops (loophole) inclusive of inspection of survey stores.

⇒ maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.

⇒ facilitate to develop Village level NGR Garden / Anganwadi level Kitchen Garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are the main activities for disaster situations class by VRO Sir.	We acquire some knowledge -dge	/
Day - 2	What are the enrollment & beneficiaries -yes.	We know the benefits of enrollment	
Day - 3	We participated in soil testing process	We know the process	/
Day - 4	How to conduct the INAPH program in village area	We learned about this programme.	
Day - 5	Importance of Sachivalayan and its working process.	We learned the importance of Sachivalayan	/
Day - 6	How to identify women for medical Termination.	We gain the knowledge for medical termination.	

WEEKLY REPORT

WEEK - 15 (From Dt. 16-03-23 to Dt. 18-03-23)

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we shall discuss about these topics:

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

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

⇒ INAP: Information of animal productivity and health purification.

CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

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

They had shown an internal in technology and how the system working and administrative in activities are handed in a procedural manner. The facilities are good and there is a healthy atmosphere.

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

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

I am satisfied myself of this organization
in word sachivalayam) protocols and working
culture.

Everyone gives value to time and everyone
aved well with us. They said were very well
idence and lessons are very well understand.

Lankam sachivalayam place is a bit far
in the village and ventilation is also good at
Lankam sachivalayam.

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

⇒ Each Work is systematically managed.

Application Program digital-Assistant field

ification - Welfare-Assistant

third party verification - Administrate staff

Pre-Applied - VRO

final-Applied - MPDO/MRO

everyone is using the technology band work avoid duplicity and ignore transparency in the eligibility of any scheme.

1. Bio metric Division.
2. Android smart phones.
3. IRIS scanners.
4. Face Authentication.

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

I achieved the real-time governance projects
define which is very realistic and given time
management, competence and along skills.

Every work in time is banded and
not be neglected whole world is observing
the activity and decision making is very
important.

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

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

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

My written communication as per improved by writing say evaluation cription / thought.

My anxiety level are low--- i am very much patient and listen to music when feel anything and I learn more anxiety management technologies.

My speech ability as moderate and it will be improved by communication skills.

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

oral and written communication skills
improved more than before confidence
skills are also very well developed.

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

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

In group division, I always space
th point to point and don't large to
prove I will be clear of what I am
seeing.

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

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

oral skills are developed and different
ideas come out in group discussions.

Ideas come out in group and communication skills
leadership skills and these discussions
are developed in these discussions.

I lead well in these activities.

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

First thing :

1. Handling of smart phones
2. Bio Metric Disson
3. IRTS scanner
4. Face Authentication programme

Which given the realistic procedure

secondly :

Using E-pos Machine in PPS.

Thirdly :

Using 'cops' and 'Reven' in land
Renamely program.

Using drones in defification of marks
in land alliaement programme.

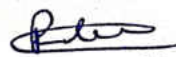
Student Self Evaluation of the Short-Term Internship

Student Name: R. Durga Prasad Registration No: 202200057074
 Term of Internship: 07-08 From: 18-03-23 To: _____
 Date of Evaluation: 23-03-23
 Organization Name & Address: Lankam Grama Sachivaletam.

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


 Signature of the Student

Date: _____

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>R. Durga Prasadh</u>	Registration No: <u>2022001067074</u>
Term of Internship: From: <u>17/12/22</u>	To: <u>18/02/23</u>
Date of Evaluation: <u>23/03/2023</u>	
Organization Name & Address: <u>Lankam Sathivalayam</u>	
Name & Address of the Supervisor : <u>G. Judeep, Amadhalavalasa,</u> 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

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


 Signature of the Supervisor

Date:

Page No: