

# Model Program Book



# SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR  
**SEMESTER INTERNSHIP**

Name of the Student: Satrapu.Devaraju

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

Registration Number: 2022001067077

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

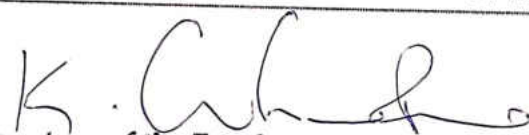
Name & Address of the Intern Organization: Grama Sachivalayam -NOWGAM

Dr.B.R.Ambedkar **University**  
YEAR 2020-2023

## EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Sathya, Devraj  
Programme of Study: Grama Sachivalayam  
Year of Study: 2022 - 23  
Group: B.com General (T.M)  
Register No/H.T. No: 2022001067077  
Name of the College: Govt. Degree College (man) Srikakulam  
University: Dr. B. R. Ambedkar

| SLNo                                | Evaluation Criterion                                                | Maximum Marks | Marks Awarded |
|-------------------------------------|---------------------------------------------------------------------|---------------|---------------|
| 1.                                  | Internship Evaluation                                               | 80            |               |
| 2.                                  | For the grading giving by the Supervisor of the Intern Organization | 20            |               |
| 3.                                  | Viva-Voce                                                           | 50            |               |
|                                     | TOTAL                                                               | 150           |               |
| GRAND TOTAL (EXT. 50 M + INT. 100M) |                                                                     | 200           |               |

  
Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Satsapu. Devraj*

Programme of Study: *Grama Sachivalayam*

Year of Study: *2022-23*

Group: *B.Com General (T.M)*

Register No/H.T. No: *2022001067077*

Name of the College: *Govt. Degree College (men) Sivakulam*

University: *Dr. B.R. Ambedkar*

| Sl.No | Evaluation Criterion  | Maximum Marks | Marks Awarded |
|-------|-----------------------|---------------|---------------|
| 1.    | Activity Log          | 10            |               |
| 2.    | Internship Evaluation | 30            |               |
| 3.    | Oral Presentation     | 10            |               |
|       | GRAND TOTAL           | 50            |               |

Date:

*K. Altho*  
Signature of the Faculty Guide

# **An Internship Report on**

## **GRAMA SACHIVALAYAM**

*Submitted in accordance with the requirement for the degree of*

**B.COM**

*Under the Faculty Guideship of*

***Sri. K.CHINNARAO***

*Department of*

*Commerce Government Degree College (Men) Srikakulam.*

***Submitted by:***

***S. DEVARAJU***

**Reg.No: 2022001067077**

Department of Commerce

Government Degree College (Men), Srikakulam.

## **Student's Declaration**

I, SATRAPU DEVARAJU a student of internship Programme, **Reg.No: 2022001067077** of the Department of **Commerce**. Government Degree College (Men) Srikakulam College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-02-2023 in GRAMA SACHIVALAYAM Nowgam under the Faculty Guide, Sri. K.CHINNA Rao, Department of Commerce Government Degree College (Men) Srikakulam.

**S. DEVARAJU**

**Reg.No: 2022001067077**

# Official Certification

This is to certify that **S.DEVARAJU** Reg. No: **2022001067077** has completed his Internship in **GRAMA SACHIVALAYAM Nowgam** on under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Government Degree college (Men) **SRIKAKULAM**.

This is accepted for evaluation.



*Y. Syothsnadevi*  
(Signatory with Date and Seal)

Panchayat Secretary  
Nowgam Grama Panchayat  
Nandigam Mandal  
Srikakulam District

Endorsements

Faculty Guide

Head of the Department

Principal

## Certificate from Intern Organization

This is to Certify that Satrapu Devaraju Reg.No 2022001067077 of Government Degree College (Man) Srikakulam Underwent Internship in Grama Sachivalayam NOWGAM From 07-12-2022 To 18-03-2023

The Overall Performance of the intern during his/her internship is found to be Satisfactory



*Y. Jayotsna Devi*  
Authorized Signatory with Date and Seal  
Panchayat Secretary  
Nowgam Grama Panchayat  
Nandigam Mandal  
Srikakulam District

## Acknowledgements

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

The success and ~~orderful~~ of this Internship project requires a lot of guidance and endowment 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 Communicational skills.

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

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

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

For permitting me to do the project work to successfully.

My sachivalayam staff members (or) workers giving valuable guidance to complete the project successfully.

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

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## CHAPTER 1: EXECUTIVE SUMMARY

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

### Learning objectives

- \* To gain an understanding of the functioning and structure of the Grama Sachivalayam organisation.
- \* To develop skills in administrative and clerical tasks related to the day-to-day the organisation.
- \* To learn about the various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the rural population.
- \* To improve communication and interpersonal skills through interaction with villagers and other stakeholders.
- \* To acquire knowledge of the legal and regulatory frameworks governing the activities of the Grama Sachivalayam.

### outcomes achieved:-

- \* Improved knowledge of the organisational structure, functions and responsibilities of the Grama sachivalayam.
- \* Enhanced administrative and clerical skills such as maintaining records, date 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 villagers, officials and other stakeholders.
- \* Understanding of the legal and regulatory framework governing the activities of the Grama sachivalayam.

### Brief description of the Grama sachivalayam

#### 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 healthcare, sanitation, education, housing and social welfare. The organisation has administrative 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.

### A. 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 ~~sch~~ 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 and transparent governance to rural communities by establishing a system of village secretariats in every village of the state.

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under the Grama sachivalayam system. each village secretariat is staffed and several other officials who are responsible for delivering a range of government services include everything from issuing certificates and licenses to providing information on government schemes and programs.

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

### B. vision, mission and values of the Grama

sachivalayam. vision:- To create vibrant and self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunities, and a high quality of life.

Mission:- To provide efficient, effective and transparent governance services to the people of Andhra Pradesh, particularly those living in rural areas, through the establishment of Grama sachivalayam in every village.

Values:- The values of Grama sachivalayam are

aligned with the principles of good governance,  
transparency and Inclusivity, Accessibility,  
Accountability, efficiency, empathy, integrity.

### C. Policy of the Grama sachivalayam.

- \* Providing basic services like water, sanitation, health, educating, and social security to the rural population.
- \* Promoting transparency and accountability in the functioning of the organization through various measures like social audits, grievance redressal mechanisms, and feedback mechanisms.
- \* Facilitating the delivery of government schemes and programs 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 resources.

### D. Grama sachivalayam organizational structure:-

The Grama sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroots level. The Grama sachivalayam comprises various administrative posts that are responsible for the smooth functioning of the Panchayati Raj Institutions [PRIs].

The following are the various administrative posts that are present in the grama sachivalayam.

- ① village secretary, ② village revenue officer (VRO)
- ③ Mahila police and women (or) child welfare Assistant.
- ④ Digital Assistant, ⑤ Engineering Assistant,
- ⑥ welfare and education Assistant, ⑦ Agriculture Assistant.
- ⑧ ANM, ⑨ surveyor ⑩ Energy Assistant.

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

#### E. Rules 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 records, implementing government schemes, collection of taxes and fees, providing basic services, maintaining law and order, mobilizing resources, conducting surveys, organizing community

events.

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

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

As a government organization, the Grama sachivalaya 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 sachivalaya organization's 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.

G. Future Plans of the Grama sachivalaya organization:-

Looking to the future, the Grama sachivalaya organization may focus on implementing more sustainable practices and technologies to address the growing environmental concerns in rural areas. They may also prioritize creating more job opportunities for the youth, promoting entrepreneurship and

Improving access to digital technology.

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

### 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.

- \* Panchayathi Raj Act - 1994 says that local govt. In every village of the growth Development in a noticeable manner
- \* Chief Minister of Andhra Pradesh state. YSR Taran Mohan Reddy started these secretariat at Vijawada, the statement was made on October 2, 2019, the 150<sup>th</sup> anniversary of Mahatma Gandhi's birthday.
- \* Function of Grama Sachivalayam, it has mainly 11 types of the offices in secretariat. The village volunteers system aims to bring govt services to people's door steps
- \* Generally using of technological skills and instrument mainly use just like bio-metries, Computer system.
- \* The Internship post these kind of skills are very important, listening and speaking, confidence, leadership qualities, practical and time management.
- \* Objective of Grama Sachivalayam provide services and central level schemes.
- \* Outcomes of WOOD / Grama Sachivalayam to
  - a) easy solution to all problem
  - b) all services of to no stop.

### ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date           | Brief description of the daily activity                        | Learning Outcome                               | Person In-Charge Signature |
|----------------------|----------------------------------------------------------------|------------------------------------------------|----------------------------|
| Day -1<br>12/12/2022 | Explained about Fee Reimbursement scheme                       | The purpose of this scheme is known.           | M. Syothsradhi             |
| Day -2<br>13/12/2022 | Explained about YSR Vidya Deewan scheme                        | It is known who is benefiting from this scheme | M. Syothsradhi             |
| Day -3<br>14/12/2022 | Explained about YSR Vasathi Deewana scheme                     | It is known who is benefiting from this scheme | M. Syothsradhi             |
| Day -4<br>15/12/2022 | Explained about Mana-bodi, Nadu Nedu, scheme                   | The purpose of the scheme is known             | M. Syothsradhi             |
| Day -5<br>16/12/2022 | He said that the works of Nadu Nedu scheme should be examined. | We observed the Nadu Nedu works.               | M. Syothsradhi             |
| Day -6<br>17/12/2022 | WEA said about the vision and mission of Gram Secretariat      | I learned why Gram secretariat was established | M. Syothsradhi             |

## WEEKLY REPORT

WEEK - 1 (From Dt. 12/12/22 to Dt. 17/12/22)

### Objective of the Activity Done:

**Detailed Report:** Fee Reimbursement :- Aimed at providing financial assistance to student from economically weaker sections to pursue their higher education. Under this scheme, the government reimburses the tuition fee and other expenses such as exam fees, library fees, etc. for eligible students studying in various courses including engineering, medicine, MBA, MCA, etc.

YSA Vidya Deevena :- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in government and private colleges.

YSA Vatsa Deevena :- It provides financial assistance to eligible students from economically weaker sections to cover their hostel and mess expenses during their higher education.

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

### ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date           | Brief description of the daily activity                                | Learning Outcome                                                           | Person In-Charge Signature |
|----------------------|------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------|
| Day -1<br>19/12/2022 | I reported in the secretariat assigned to me                           | —                                                                          | Y. Jyothsna Devi           |
| Day -2<br>20/12/2022 | The introduction of the secretariat was given by the welfare Assistant | Learned about the village secretariat                                      | Y. Jyothsna Devi           |
| Day -3<br>21/12/2022 | The welfare assistant told about Grama Darshini                        | To know the condition of <del>the</del> Nargam village                     | Y. Jyothsna Devi           |
| Day -4<br>22/12/2022 | Explain about employees roles and responsibilities.                    | To know the duties of the employees                                        | Y. Jyothsna Devi           |
| Day -5<br>23/12/2022 | was been telling about volunteers                                      | To know the duties of the volunteers                                       | Y. Jyothsna Devi           |
| Day -6<br>24/12/2022 | explained about Taddy Tappers Pension and Fishermen Pension            | we learned the required documents and eligibility for this type of pension | Y. Jyothsna Devi           |

## WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report:

This week we learned about village secretariat i.e. why the secretariat system was established and its uses.

We 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.

### ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date            | Brief description of the daily activity                                                                | Learning Outcome                                                            | Person In-Charge Signature |
|-----------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------|
| Day - 1<br>26/12/2022 | Fully explained about Dappu Artist Pension Anti-retroviral Therapy (ART) Pension (PLHIV) (HIV Pension) | We learned the required documents and eligibility for this type of Pensions | Y. Syofhanadi              |
| Day - 2<br>27/12/2022 | Explained about Transgender pension & chronic kidney disease of unknown etiology pension               | Learned the required documents and eligibility for this type of Pensions    | Y. Syofhanadi              |
| Day - 3<br>28/12/2022 | Today explain about YSR Kalyanamasthu / YSR shadi Tohfa                                                | The Purpose of this scheme is known.                                        | Y. Syofhanadi              |
| Day - 4<br>29/12/2022 | explain about mandatory validation documents for registration of YSR Kalyanamasthu.                    | Learned the required documents for this type of scheme                      | Y. Syofhanadi              |
| Day - 5<br>30/12/2022 | explain about eligibility criteria of YSR Kalyanamasthu / YSR shadi Tohfa scheme                       | we know who is eligible for this scheme                                     | Y. Syofhanadi              |
| Day - 6<br>31/12/2022 | Have to tell people about the YSR Kalyanamasthu scheme                                                 | we learned good presentation skills.                                        | Y. Syofhanadi              |

## WEEKLY REPORT

WEEK - 3 (From Dt. 26/12/22 to Dt. 31/12/22)

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Differ. Artist Pension, Anti - Satisfacial Therapy [ART] [HIV] Person, Transgender Pension and chronic kidney Disease of unknown etiology Person are given at the end  
YSR Kalyanamasthu / YSR shadi Tohfa :-

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC/Mirosities / Differently abled / BOC WOB in conducting their daughter's 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.
- \* The application registration for the scheme, should be done within 60 days from date of marriage.
- \* Both Bride and Groom should have 10th class pass certificate.
- \* The caste and Income certificates must be tagged with Aadhar.

### ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date            | Brief description of the daily activity              | Learning Outcome                                                                | Person In-Charge Signature |
|-----------------------|------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------|
| Day - 1<br>02/01/2023 | The WEA officer is explained about YSR nava ratnalu. | we knows uses of this kind of schemes.                                          | Y. Syothsradan             |
| Day - 2<br>03/01/2023 | explained about Amma vadai scheme                    | The Purpose of this scheme is known                                             | Y. Syothsradan             |
| Day - 3<br>04/01/23   | explained about Rythu Bhazasa scheme                 | I know how much this scheme has benefited the farmers.                          | Y. Syothsradan             |
| Day - 4<br>05/01/23   | explained about Arogya rasu scheme                   | I came to know that this scheme provides free medical treatment to poor people. | Y. Syothsradan             |
| Day - 5<br>06/01/23   | explained about Housing for all.                     | The purpose of this scheme is known                                             | Y. Syothsradan             |
| Day - 6<br>07/01/23   | explained about Jalayagran scheme                    | I learned that there will be no shortage of water due to this scheme            | Y. Syothsradan             |

## WEEKLY REPORT

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

### Objective of the Activity Done:

#### Detailed Report:

YSR Navaatmakalu is a welfare scheme. The scheme comprises nine different welfare programs or schemes, each aimed at improving the living conditions of the AP.

Amma Vadi :- under this scheme, financial assistance is provided to the mothers or guardians of school-going children to support this education. the amount of assistance is Rs. 15,000/- Per annum.

Rythu Bhaxasa :- This scheme provides financial assistance to farmers in the state. the amount of assistance is Rs. 13,500/- Per annum.

Arogyasathi :- 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 illnesses and diseases.

Housing for all :- this scheme aims to provide affordable housing to the people of AP.

Tatpagnam :- 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 FIFTH WEEK

| Day & Date         | Brief description of the daily activity                                     | Learning Outcome                                                             | Person In-Charge Signature |
|--------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------|
| Day -1<br>09/01/23 | The WEA officers explained the organizational structure of the secretariat. | Learned about the organizational structure of the secretariat                | Y. Syoffinadi              |
| Day -2<br>10/01/23 | explained the future plans of the Gram secretariat                          | we know the future plans of the secretariat                                  | Y. Syoffinadi              |
| Day -3<br>11/01/23 | About old age pension, widow pension has been fully explained               | we learned the required documents and eligibility for this type of pensions. | Y. Syoffinadi              |
| Day -4<br>12/01/23 | Fully explained about disable pension and single women pension              | we learned the required documents and eligibility for this type of pensions  | Y. Syoffinadi              |
| Day -5<br>13/01/23 | explained about Traditional cobblers Pension & weavers Pension              | we learned the required documents and eligibility for this type of pensions  | Y. Syoffinadi              |
| Day -6<br>14/01/23 | Pongal Holiday<br>[Bhogi]                                                   | —                                                                            | —                          |

## WEEKLY REPORT

WEEK - 5 (From Dt. 09/01/23 to Dt. 13/01/23)

Objective of the Activity Done:

Detailed Report:

The organizational structure and future plans of the village secretariat were discussed in detail this week. Also told about YSR Pension Kankara, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, Disable Pension, Single women pension, Traditional cobblers pension, Weavers pension, Tappers pension and fishermen pension are given at the end.

The YSR Pension scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life.

### ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date         | Brief description of the daily activity                                          | Learning Outcome                                                               | Person In-Charge Signature |
|--------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------|
| Day -1<br>16/01/23 | Pongal Holiday<br>[Kanuma]                                                       | —                                                                              | —                          |
| Day -2<br>17/01/23 | Explained about jagannanna vidya kanuka                                          | I learned, due to this scheme students are going to Govt. scheme.              | Y. Syofsnadi               |
| Day -3<br>18/01/23 | He said about the YSR Cheyutha scheme                                            | I learned that women are continuing their own business because of this scheme. | Y. Syofsnadi               |
| Day -4<br>19/01/23 | He said about the YSR Vahana Mitra scheme.                                       | I learned, this scheme is known to receive financial assistance to drivers.    | Y. Syofsnadi               |
| Day -5<br>20/01/23 | We went to the school and checked the food.                                      | I came to know that nutritious food is being served in the scheme              | Y. Syofsnadi               |
| Day -6<br>21/01/23 | We went to the school and checked the cleanliness of the class rooms and toilets | It is known that the school is kept clean every day.                           | Y. Syofsnadi               |

## WEEKLY REPORT

WEEK - 6 (From Dt. 16/01/23 to Dt. 21/01/23)

### Objective of the Activity Done:

#### Detailed Report:

**Jagananna Vidya Kanksha :-** This scheme is launched by the Govt of Andhra Pradesh to provide free school kits to students studying in govt schools in the state. The kit includes items such as school bags, notebooks, textbooks, shoes and 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 aged between 45 and 60 years. The financial assistance is given in the form of an annual allowance of Rs. 18,750.

**YSR Vahana Mitra :-** 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 school was visited to inspect the quality of food served, cleanliness of class rooms and toilets.

### ACTIVITY LOG FOR THE SEVEN WEEK

| Day & Date         | Brief description of the daily activity                              | Learning Outcome                                               | Person In-Charge Signature |
|--------------------|----------------------------------------------------------------------|----------------------------------------------------------------|----------------------------|
| Day -1<br>23/01/23 | The ANM madam was explain about their duties                         | To know the duties of ANM madam                                | Y. Syothsradai             |
| Day -2<br>24/01/23 | The ANM madam was explain about their General duties / Instructions. | I learned the General duties / Instructions of ANM             | Y. Syothsradai             |
| Day -3<br>25/01/23 | ANM madam explain about social services with awareness programme.    | I learned some social services [AIDS RHIV, Physiotherapy]      | Y. Syothsradai             |
| Day -4<br>26/01/23 | Republic day                                                         | —                                                              | —                          |
| Day -5<br>27/01/23 | Explained about medical termination of pregnancy                     | I know which Hospital to visit for treatment of pregnant women | Y. Syothsradai             |
| Day -6<br>28/01/23 | Explained about Health Education                                     | I learned Health Education                                     | Y. Syothsradai             |

## WEEKLY REPORT

WEEK - 7 (From Dt. 23/01/23 to Dt. 28/01/23)

### Objective of the Activity Done:

Detailed Report: General Instructions of ANM:-

- \* she should work under the administrative control of the medical officer PHC and guidance of the female health supervisor.
- \* should be in uniform with identity card
- \* All the ANMs have to discharge all the duties as assigned by the PHC Medical officers.
- \* social awareness programme:- AIDS, HIV, healthy foods, Diabetes, heart attack.
- \* 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
- \* Health education:- Participate in the local Mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.
- \* coordinate with other departmental staff like Anganwadi workers, gram sevaks in promoting the services under the programme.
- \* Educate mothers regarding home management of diarrhoea with ORs and rehydration.

### ACTIVITY LOG FOR THE EIGHTH WEEK

| Day & Date          | Brief description of the daily activity                          | Learning Outcome                                         | Person In-Charge Signature  |
|---------------------|------------------------------------------------------------------|----------------------------------------------------------|-----------------------------|
| Day - 1<br>30/01/23 | The VRO was explain about their duties                           | to know the duties of VRO s.s.                           | Raisamthi<br>VRO<br>29/1/23 |
| Day - 2<br>31/01/23 | VRO told about the certificates he issues                        | certificates issued by VRO are known                     | Raisamthi<br>VRO<br>29/1/23 |
| Day - 3<br>01/02/23 | VRO is said that government assets will provide protection       | It is known who protects government assets.              | Raisamthi<br>VRO<br>29/1/23 |
| Day - 4<br>02/02/23 | VRO said about water tax collection                              | It is known who collects the taxes.                      | Raisamthi<br>VRO<br>29/1/23 |
| Day - 5<br>03/02/23 | The mahila police was explain about their duties.                | It is known who collects the taxes.                      | Y. Jyothsna Devi            |
| Day - 6<br>04/02/23 | He said the matters related to peace and security of the village | I learned that women police can bring peace and security | Y. Jyothsna Devi            |

## WEEKLY REPORT

WEEK - 8 (From Dt. 30/01/23 to Dt. 04/02/23)

### Objective of the Activity Done:

**Detailed Report:** The village Revenue officers shall issue activity certificate and saluency certificate in their respective jurisdiction duly following the procedure. For the other certificates which have to be issued by the revenue department, he/she will enquire and submit his report to the competent authority.

\* protection of public lands, public tanks, trees etc.. Effective measures will be taken for the protection of government assets.

\* collection of water tax, cesses, House Tax, Taxes and other sums pertaining to Revenue department.

\* The Mahila Police play an important role in ensuring that women in the village feel safe and protected. They work closely with local communities to identify potential risks and to take proactive measures to prevent crimes before they occur. They also respond quickly to incidents and provide support and assistance to victims and their families.

### ACTIVITY LOG FOR THE NINTH WEEK

| Day & Date          | Brief description of the daily activity                           | Learning Outcome                                                      | Person In-Charge Signature |
|---------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------|
| Day - 1<br>06/02/23 | she talked about the child marriage and Dowry prohibition Act.    | Learned about child marriage and Dowry prohibition Act.               | Y. S. Jyothsnadevi         |
| Day - 2<br>07/02/23 | maihla police explain about the Domestic violence Act.            | Learned about Domestic violence Act.                                  | Y. S. Jyothsnadevi         |
| Day - 3<br>08/02/23 | Agriculture assistant was explain about their duties.             | TO know the duties of Agricultural assistant                          | Y. S. Jyothsnadevi         |
| Day - 4<br>09/02/23 | Agriculture assistant was explain Paddy procurement system.       | It is known how the farmers are selling Paddy to RBK                  | Y. S. Jyothsnadevi         |
| Day - 5<br>10/02/23 | Agriculture assistant was explain important uses of R.B.K         | I learned the benefits of RBK centres.                                | Y. S. Jyothsnadevi         |
| Day - 6<br>11/02/23 | she said about availability of seeds, fertilizers and pesticides. | I learned that seeds, fertilizers and pesticides are available in RBK | Y. S. Jyothsnadevi         |

## WEEKLY REPORT

WEEK - 9 (From Dt. 06/02/23 to Dt. 11/02/23.)

### Objective of the Activity Done:

**Detailed Report:** The female police spoke about child marriages and created awareness among the villagers.

**Dowry Prohibition Act:-** The Dowry Prohibition Act is an important law in India as it seeks to prevent the exploitation of women and their families through the practice of dowry.

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

\* The Paddy recruitment system in Rythu Bazar Kendra involves registering farmers and their land details on the RBK portal, after which the RBK team verifies the information and provides Paddy seeds to the registered farmers.

\* Some of the uses of Rythu Bazar Kendra include providing information on crop cultivation, soil testing, distribution of seeds and fertilizers, and access to agricultural equipment and machinery.

### ACTIVITY LOG FOR THE TENTH WEEK

| Day & Date         | Brief description of the daily activity                                                          | Learning Outcome                                                                   | Person In-Charge Signature |
|--------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|
| Day -1<br>13/02/23 | Digital assistant was explain about their duties                                                 | To know the duties of digital assistant                                            | V. Jyothsna Devi           |
| Day -2<br>14/02/23 | DA talk about updating all the information in the village secretariat & maintaining the database | It is learning that the DA will computerize all the information in the secretariat | V. Jyothsna Devi           |
| Day -3<br>15/02/23 | DA said about from office Incharge [CSC, Meesua].                                                | It was learned that all kinds of online services are done in the secretariat       | V. Jyothsna Devi           |
| Day -4<br>16/02/23 | village surveyor was explain about their duties.                                                 | To know the duties of village surveyor.                                            | V. Jyothsna Devi           |
| Day -5<br>17/02/23 | The registration and equipment related to the survey were informed.                              | Registration of the survey learned about the equipment.                            | V. Jyothsna Devi           |
| Day -6<br>18/02/23 | Haha Shivarani                                                                                   | -                                                                                  | -                          |

## WEEKLY REPORT

WEEK - 10 (From Dt. 13/02/23 to Dt. 18/02/23)

Objective of the Activity Done:

Detailed Report:

Digital assistants can computerize tasks in a secretariat by using natural language processing to understand commands and automate tasks such as scheduling meetings, sending emails, managing files and providing information. This reduces manual labor and increases efficiency all the online services available at MeeSara Center and CSC Center are done at the secretariat, said the digital assistant.

The village surveyor said how the survey of the land is done and how the details are submitted online.

The village surveyor told about the re-survey of lands and the benefits of the re-survey to the farmers.

The village surveyor informed how to use land surveying equipment.

### ACTIVITY LOG FOR THE ELEVENTH WEEK

| Day & Date          | Brief description of the daily activity                                                                               | Learning Outcome                                         | Person In-Charge Signature |
|---------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------|
| Day - 1<br>20/02/23 | Engineering assistant was explain about their duties.                                                                 | TO know the duties of engineer-ing assistant.            | Y. S. P. H. S. N. D. S. I. |
| Day - 2<br>21/02/23 | He talk about the responsibilities of building construction inspection technical advice and construction verification | I learned who is responsible for government building     | Y. S. P. H. S. N. D. S. I. |
| Day - 3<br>22/02/23 | He said about drinking water supply, quality, Proper chlorination.                                                    | I learned who is responsible for drinking water supply.  | Y. S. P. H. S. N. D. S. I. |
| Day - 4<br>23/02/23 | Energy assistant was explain about their duties.                                                                      | TO know the duties of Energy assistant.                  | Y. S. P. H. S. N. D. S. I. |
| Day - 5<br>24/02/23 | Energy assistant talk about Power supply problems and solutions                                                       | I learned about the power supply issues & solutions      | Y. S. P. H. S. N. D. S. I. |
| Day - 6<br>25/02/23 | He said about avoiding illegal use of electricity                                                                     | I learned that electricity should not be used illegally. | Y. S. P. H. S. N. D. S. I. |

## WEEKLY REPORT

WEEK - 11 (From Dt. 20/02/23 to Dt. 25/02/23)

Objective of the Activity Done:

Detailed Report:

Engineering Assistants help engineers in planning and managing various projects. They assist in creating project plans, tracking progress, and ensuring that projects are completed on time and within budget.

Engineering Assistants may be required to conduct inspections and surveys to gather data and assess the condition of infrastructure buildings and equipment.

Engineering Assistants are responsible for preparing reports on various projects and activities, and He is responsible for proper chlorination of drinking water supply.

The energy assistant talked about the problems of electricity and the ways to solve them and explained the dangers of illegal use of electricity.

He said that electricity should not be used unnecessarily and excessively.

### ACTIVITY LOG FOR THE TWELVETH WEEK

| Day & Date          | Brief description of the daily activity                                      | Learning Outcome                                                           | Person In-Charge Signature |
|---------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------------|
| Day - 1<br>27/02/23 | He said about creating awareness on electricity consumption methods          | I learned the methods of electricity consumption.                          | Y. S. Jothamani            |
| Day - 2<br>28/02/23 | It is said about preventing power interruption from tree branches.           | I learned that energy Assistant prevents power outages from tree branches. | Y. S. Jothamani            |
| Day - 3<br>01/03/23 | Panchayat secretary was explain about their duties                           | TO know the duties of Panchayat secretary                                  | Y. S. Jothamani            |
| Day - 4<br>02/03/23 | the Panchayat secretary said about birth and death registration certificates | It is known who issues birth and death certificates                        | Y. S. Jothamani            |
| Day - 5<br>03/03/23 | Panchayat secretary said about conservation of Panchayat property            | I learned about the preservation of Panchayat properties                   | Y. S. Jothamani            |
| Day - 6<br>04/03/23 | Panchayat secretary told about Grama Panchayat meetings and Grama sub has    | I learned that Pegler problems are solved by Grama Panchayat meeting       | Y. S. Jothamani            |

## WEEKLY REPORT

WEEK - 12 (From Dt. 27/02/23 to Dt. 04/03/23)

Objective of the Activity Done:

Detailed Report:

The energy assistant imparted awareness on power consumption practices and explained how to eliminate power interruption due to tree branches.

Birth and death registration certification is the official process of recording the birth or death of an individual. A birth certificate is a legal document that records the birth of a child, including their name, date of birth, place of birth and parent's names.

A death certificate is a legal document that records the death of an individual, including their name, date and place of death, cause of death and other relevant information. These certificates are essential for various legal and administrative purposes, such as obtaining a passport, enrolling in school or settling an estate.

The panchayat secretary said how the panchayat properties will be protected and informed about the benefits of organising Gram sabhas.

### ACTIVITY LOG FOR THE THIRTEENTH WEEK

| Day & Date          | Brief description of the daily activity                                                                                                | Learning Outcome                                                                                                    | Person In-Charge Signature |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------|
| Day - 1<br>06/03/23 | The village volunteers said that government schemes and benefits will be delivered door to door                                        | I learned that Govt schemes & benefits are easily delivered to every household by volunteers.                       | Y. Syothsnao               |
| Day - 2<br>07/03/23 | volunteers help in accessing government services like ration cards, pension schemes health services                                    | It is known that Govt. services are easily accessible to people because of volunteers.                              | Y. Syothsnao               |
| Day - 3<br>08/03/23 | Hali                                                                                                                                   | —                                                                                                                   | Y. Syothsnao               |
| Day - 4<br>09/03/23 | volunteers said they would identify local problems such as water scarcity, sanitation health problems and report them to the concerned | It is learned that the volunteers will identify the local problems in the village inform the concerned authorities. | Y. Syothsnao               |
| Day - 5<br>10/03/23 | volunteers are conducting surveys and collecting information from people in the village.                                               | I learned that the complete information of the village people is with the volunteers.                               | Y. Syothsnao               |
| Day - 6<br>11/03/23 | second saturday                                                                                                                        | —                                                                                                                   | Y. Syothsnao               |

**WEEKLY REPORT**  
**WEEK - 13 (From Dt. 06/03/23 to Dt. 11/03/23)**

**Objective of the Activity Done:**

**Detailed Report:**

Gram volunteers are local individuals who are selected by the village administration to act as a liaison between the government and the local people. They are responsible for providing information to the villagers about government schemes and programs and also assist in the implementation of these programs.

Some of the responsibilities of a Gram volunteer include identifying the needs of the village and informing the government officials about them, organizing health camps and awareness programs, facilitating the construction of latrines and other basic amenities, and mobilizing the community for development activities.

Gram volunteers are considered the backbone of the government rural development program and they play a crucial role in the implementation of various schemes and programs aimed at improving the lives of people in rural areas.

# ACTIVITY LOG FOR THE FOURTEENTH WEEK

| Day & Date          | Brief description of the daily activity                                                                              | Learning Outcome                          | Person In-Charge Signature |
|---------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------|
| Day - 1<br>13/03/23 | WEA asked to conduct a survey on what kind of joint welfare schemes are being received by the people of the village. | I learned to do village survey            | V. S. Jyothsnadai          |
| Day - 2<br>14/03/23 | WEA asked to conduct a survey on what kind of joint welfare schemes are being received by the people of the village. | I learned to do village survey            | V. S. Jyothsnadai          |
| Day - 3<br>15/03/23 | WEA asked to conduct a survey on what kind of joint welfare schemes are being received by the people of the village. | I learned to do village survey            | V. S. Jyothsnadai          |
| Day - 4<br>16/03/23 | WEA asked to conduct a survey on what kind of joint welfare schemes are being received by the people of the village. | I learned to do village survey            | V. S. Jyothsnadai          |
| Day - 5<br>17/03/23 | WEA asked to conduct a survey on what kind of joint welfare schemes are being received by the people of the village. | I learned to do village survey            | V. S. Jyothsnadai          |
| Day - 6<br>18/03/23 | Mentioned about the things that have been said and, the program book was evaluated                                   | I have submitted the survey in secretary. | V. S. Jyothsnadai          |

**WEEKLY REPORT**  
**WEEK - 14 (From Dt.13/03/23 to Dt.18/03/23)**

**Objective of the Activity Done:**

**Detailed Report:**

In this week, Each house in the village was asked to survey and report on the government welfare schemes, how many people are living in the family and their Aadhar numbers and their phone numbers. He asked to know how much financial assistance each household will get due to these welfare schemes.

I have submitted the report of the survey to the secretariat late this week, also I get to know how much financial assistance each household gets due to government welfare schemes.

The program book was evaluated by welfare and education assistant at the end of this week.

# ACTIVITY LOG FOR THE FIFTEENTH WEEK

| Day & Date          | Brief description of the daily activity                | Learning Outcome                                                 | Person In-Charge Signature |
|---------------------|--------------------------------------------------------|------------------------------------------------------------------|----------------------------|
| Day - 1<br>07/12/22 | WEA asked to inspect the work done in the secretariat. | I got to know how things are done in the secretariat             | Y. S. Jyothsna dai         |
| Day - 2<br>08/12/22 | Told about tall free numbers to remember               | Learned the use of tall free numbers                             | Y. S. Jyothsna dai         |
| Day - 3<br>09/12/22 | He said about the holistic nutrition plan              | I learned the benefits of a holistic nutrition plan for children | Y. S. Jyothsna dai         |
| Day - 4<br>10/12/22 | second saturday                                        | —                                                                | Y. S. Jyothsna dai         |
| Day - 5<br>11/12/22 | sunday                                                 | —                                                                | Y. S. Jyothsna dai         |
| Day - 6             |                                                        |                                                                  | Y. S. Jyothsna dai         |

## WEEKLY REPORT

WEEK - 15 (From Dt. 07/12/22 to Dt. 11/12/22)

Objective of the Activity Done:

Detailed Report:

A secretarial is a government office comprising various departments and branches responsible for performing administrative and executive functions. I learned that the nature of work in a secretariat varies with a particular department or department.

A state we should remember Gout. Help line numbers to call for complaints, suggestions, Police - 100, Health and Medicine - 104.

Fire station - 101, Telemedicine - 14410.

Gout. Ambulance - 108, Prevention of corruption - 14400

Electrical problems - 1912, Public Issues - 1902

Disha - 100/112/181

Eligible beneficiaries are provided with a balanced and nutritious meal consisting of rice, dal, vegetables, and eggs. The scheme aims to address malnutrition among vulnerable sections of society by providing them with a balanced diet.

## CHAPTER 5: OUTCOMES DESCRIPTION

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

The work environment in the Orsama secretariat is expected to be professional, disciplined and focused on providing quality services to the public.

Interpersonal interactions within the organization and with the public are courteous, respectful and helpful. Clarity of job roles includes clearly defined protocols, procedures and processes to ensure work is performed efficiently and effectively. Time management is very important, and employees are punctual and complete their work within specified deadlines.

Harmonious relationships, socialization, mutual support and teamwork are encouraged to foster a conducive work environment.

There is space and ventilation for employee comfort and well-being. The work environment in the Orsama secretariat is professional, disciplined and focused on providing quality services to the public.

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

- \* proficiency in using computers, basic - software applications and the internet for communication, data entry and record - keeping.
- \* The ability to write clear, concise, and accurate reports, memos, and other documents that convey complex technical information to a non - technical audience.
- \* The ability to communicate effectively with the public, handle inquiries and complaints and provide high quality customer service.
- \* We learned how to communicate with colleagues and clients through various digital channels such as email, chat and video conferencing.
- \* The ability to organize, analyze and interpret data using tools such as spreadsheets, databases and data visualization software.
- \* We also learned basic computer skills, database management and typing speed.

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 above some managerial skills useful our future.

- 1) Leadership skills :- Managers need to inspire and motivate their teams to achieve and their goal, they teams to achieve successfully complete anything.
- 2) Decision making skills :- Managers must make informed decisions quickly and efficiently. they should be able to analyze 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 creatively and find innovative solutions to complex problems.
- 4) Goal setting :- we are learning about, any target (or) goal must as to do, first observe for thing and set the plan so confidently so that particular action.
- 5) Inter personal skills :- Managers and any person should be able to relation and confidently talking. so when ever we can again Assimilated Interpersonal skills.

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

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

My written communication is poor. Improve it by writing say evaluation, description / thoughts.

My confidence levels are very high and I will continue with the same.

My Anxiety level is very low, I am very patient and listen to music whenever I feel anything and I learn more anxiety management techniques.

My speaking ability is moderate and it will be improved by communication skills.

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

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

To enhance your abilities in group discussions, contribution as a team member, leading a team or activities here are some suggestions.

- \* Respect for others is key to successful team members with respect, regardless of their position (or) back ground.
- \* Be prepared :- Before joining group discussions or team activities its important to come prepared.
- \* Communication skills :- Good communication skills are crucial for effective team participation, clearly speak but any mis words are talking. the listener can't observe speaker view of talking.
- \* Any team member (or) team leader should be able to time punctuality and time mangement these essential for any where.
- \* 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 secretariat.  
following on below.

- \* Computer system.
- \* Internet connectivity
- \* Telephone: phone system, single line phone system.
- \* Internet Phone system.
- \* photo copies, copying, binding, multiple pocket copying
- \* Scanners (IRIS scanner's)
- \* printer's
- \* Bio-metric division
- \* face authority programme

I will see in my future job role above instruments. I am full focus on digital technologies and relevant instruments.

Student Name: Satya . Devan

Registration No: 2022001067077

Term of Internship: 15 Weeks From: 07/12/2022 To: 18/03/2023

Date of Evaluation: 18/03/2023

Organization Name & Address: Grama sachivalayam - Nowgam

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

|    |                                    |   |   |   |   |   |
|----|------------------------------------|---|---|---|---|---|
| 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:

V. Srinivasan  
Signature of the Supervisor  
Panchayat Secretary  
Nowgam Grama Panchayat  
Nandigam Mandal  
Srikakulam District

## Student Self Evaluation of the Short-Term Internship

Student Name: Satsaru. Devasaru Registration No: \_\_\_\_\_  
Term of Internship: 15 Weeks From: 07/12/2022 To: 18/03/2023  
Date of Evaluation: 18/03/2023  
Organization Name & Address: Grama Sachivalayam - Nowgam

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

S. Devasaru  
Signature of the Student

*Evaluation by the Supervisor of the Intern Organization*

## PHOTOS & VIDEO LINKS

