

Program Book for Short-Term Internship

Name of the Student: DILEEP PANIGRAHI

Name of the College: GDC (MEN) SRIKAKULAM

Registration Number: 2122001052014

Period of Internship: From: 18-8-23 To: 30-09-23

Name & Address of the Intern Organization

Dr. B. R. Ambedkar University

Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - Data and Information you are expected to collect about the organization and/or industry.
 - Job Skills you are expected to acquire.
 - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

An Internship Report
On
(Title of the Internship)

Submitted in accordance with the requirement for the degree of B.Sc C M P C

Name of the College: Govt- Degree college (MEN)

Department: B.Sc [Maths, physics, chemistry]

Name of the Faculty Guide: YSR. Murthy [secretary]

Duration of the Internship: From 18-8-23 To 30-09-23

Name of the Student: P. Dileep

Programme of Study Internship

Year of Study: 2nd year

Register Number: 2122001052014

Date of Submission:

Student's Declaration

I, P. Dilcep, a student of Internship Program, Reg. No. 2.122-001052014 of the
Department of GDC (MEN) College do hereby declare that I have
completed the mandatory internship from 18-08-22 to 30-09-23 in Sachivakyan
(Name of the intern organization) under the Faculty Guideship
of S.R. Murthy (Secretary), (Name of the Faculty Guide), Department of B.Sc. (Chemistry)
Govt. Degree College (MEN) (Name of the College)

P. Dilcep

(Signature and Date)

Endorsements

Faculty Guide

[Signature]

Head of the Department

[Signature]
PRINCIPAL
(Govt. Degree College (Men))
SRIKAKULAM

[Signature]
S.R. Murthy (Secretary)
Lecturer in charge
Dept. of Mathematics
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that P. Dileep..... (Name of the intern) Reg. No. 22200105204 of GACC(MEN)..... Name of the College) underwent internship in Grama.sachivalayam. (Name of the Intern Organization) from 18-08-23 to 30-09-23.....

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


Authorized Signatory With Design and Seal
(పంచాయితీ కార్యదర్శి)
గ్రామ పంచాయితీ
హరమండలం
శ్రీకాకుళం జిల్లా.

ACKNOWLEDGEMENTS

I am deeply grateful to all staff member to the Hiramandalam Grama Sachivalayam and also my advisors during this Internship for their in valuable advice and guidance. Their Industry Experience and helped me to better understand the company and the Industry and allowed me to make the most of my Internship.

Throughout The Internship The Hiramandalam grama sachivalayam provided me with valuable Insights and guidance that helped me to navigate my tasks and Responsibilities.

They were always available to answer my questions and provide support and Their wisdom and helped me to grow as a professional. I am thankful for their time and support and for sharing their valuable Insights with me.

I am grateful thanks for Alwarmandalam
Grama sachivalayam support and the opportunity
they have provided me. their financial constant
allowed me to focus.

finally, I would like to Thank for
providing the funding and support that enabled
me to complete this Internship with out
their assistance

I would not have been able to
gain this valuable experience.

Contents

S.No	Contents	Pg.No
1	Instruction To students	1-3
2.	Students declaration	4-5
3.	Official Certification	5-6
4.	Certification from Intern organisation	5-6
5.	Acknowledgement	7-8
6.	Contents	9-10
7.	Chapter-1 :- Executive Summary	11-12
8.	Chapter-2 :- Overview of organisation	13-14
9	Chapter-3 :- Internship part	15-16
10.	Activity log for 1) first week	17-18
	2) second week	19-20
	3) Third week	21-22
	4) fourth week	23-24
	5) Fifth week	25-26
	6) sixth week	
11.	Chapter-5 :- Outcomes Description	27-28

- 12) Real Time Technical skills
- 13) Management skills
- 14) Describe how you could improve your Communication skills
- 15) Abilities in group discussion participation Intern Contribution as a team members Team activity
- 16) Technological department you have observed & relevant to subject area of Training.
- 17) Student self Evaluation of short-Term Internship
- 18) Evaluation by super-visor of The Intern organisation
- 19) photos and videos links
- 20) Evaluation
- 21) Internal Evaluation for short-Term Internship virtual
- 22) Marks statement e to be used by Examiners
- 23) Internal Assessment statement

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.

An Executive Summary is a short document or section of a document produced for business purposes. It summarizes a longer report or proposal or a group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all.

The activities I performed in the Internship during the Internship period of time. The activities are to collect all the details and write the roles of the all Sachivalayam staff members.

In Sachivalayam They are 11 staff members :-
Panchayat secretary :- Grama Panchayat Sachivalayam
Converor, able to collect the taxes, and other welfare work under Grama Sachivalayam area.

VRO (Village Revenue officer) : should monitor the land and Ration food supply in villages

Survey Assistant : should survey of all village lands

ANM : should be Responsible for villager's health monitoring and scheduling health camps in villages

Veterinary & fisheries Assistant : have stock, dairy and fisheries.

taluk police : Counselling, security and other Important roles in village.

Engineering Assistant : water supply, Grama Sachivalayam & village engineering works

Agricultural Assistant : Monitoring Agricultural works

Digital Assistant : Monitoring the village is single window system

Welfare Assistant : pension distributors Dwarka

maihila, house Construction monitoring, Jagananna Anna

vodi, Jagananna goru muddha (Mid-day-meals)

Jagananna vidya karkata

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 with 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.

Grama Sachivalayam is also known as village secretary set up in the Indian state of AP to decentralise the administration by making services and welfare services of all government departments available at one place. AP was the first state in India to launch village secretariats to deliver services. It was launched on Gandhi Jayanthi. Since the scheme was inspired by Mahatma Gandhi's concept of Grama swarajya that provides villages belonging self-sufficient, auto-nomous entities. The establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy in his Praga Sankalpa Yatra.

It is used to make Service and welfare Services of all government departments available at one place.

- * Government of AP appoints village volunteers to deliver services

- * It was launched on Gandhi Jayanthi.

- * Since the scheme was inspired by Mahatma Gandhi.

- * Village Secretariat was first launched on 2nd oct, 2019. on the event of Gandhi Jayanthi.

- * The Notification for the Village / Ward Secretaries has been released on 27th July 2019.

- * It is used to provide the public conveniently.

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.

The Internship is a period of work Experience offered by an organisation for a limited period of time.

As an Internship Program organised by the government is order to select the students to aware and interest with the working of departments they selected.

Grama Sachivalayam was the organised which one I choose. The Candidate between 18 to 42 years of age are eligible. for AP Grama Sachivalayam Exam. The required Educational Qualifications are different according to the different parts.

There were some schemes that are introduced in the Government of AP like YSR Ammaoddhi Scheme, YSR Rode Card, YSR Navratnam, YSR Varadhi Deevya etc...

The Internship goals are year main purpose in the work place & to gain knowledge and experience and you may also full-fill educational program requirements.

Internship are a great way to connect classroom knowledge to real world to experience learning is one thing but taking these skills into the workforce.

ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	He Undertake applications or grievances form volunteers	Maintain and update MIS Report.	
Day - 2	Fill service application forms on behalf of citizen / volunteers	Manage Routine office activities such as file Maintenance.	
Day - 3	Provide Information to citizens or enquiry of application formats.	upload the approved plan in Grama panchayat Development [GPPD]	
Day - 4	D.A submission of daily reports to panchayat secretary.	panchayat secretary visit the daily report of D.A	
Day - 5	D.A explains that attend to duties as entrusted by the panchayat secretary.	All employee's work under the panchayat secretary.	
Day - 6	D.A explains That he attends To protocol duties, Govt. special program.	He Must attend all government programs	

WEEKLY REPORT

WEEK - 1 (From Dt. 21/8/23 to Dt. 26/8/23)

Objective of the Activity Done:

About Digital Assistant (DA)

Detailed Report:

Digital Assistant

- * Act as Service & Information provider, front office Incharge. To The public at village Secretariat
- * upload The approved plan is Grama panchayat Development plan (GPPD) is the plan plus software.
- * Manage, Maintain and update MIS Containing The data base of The village Secretariat.
- * Ensure digital service to the public Effectively That are provide Mandatory by the local govt like birth & death Tax demand etc..
- * Attend duties of other functionalities assistants and when required.
- * submit daily reports to panchayat Secretary
- * Undertake applications / grievances from volunteers forward The same to Concerned functional assistant for redressal

ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
E.A Day - 1	Engineering Assistant says that, he do technical Inspection of building.	He gave the permission of Construct The government buildings.	Self
Day - 2	E.A prepare the Construction bills are prepare The Quality Control reports.	Construction bills granted by The E.A	Self
Day - 3	E.A attending government special programmes general duties.	He must attend all government programmes.	Self
Day - 4	Assists in planning and developing Engineering design projects.	Making plans using detailed drawings.	Self
Day - 5	He prepares engineering plans follow specifications.	preparing estimates and budgets.	Self
Day - 6	Complete regulatory documents Concerning Safety Issues.	Creating technical reports for Customers.	Self

WEEKLY REPORT

WEEK - 2 (From Dt. 28/8/23 to Dt. 2/9/23.)

Objective of the Activity Done:

About ENA

Detailed Report:

Engineering Assistant

- * Attend & Inspect all engineering and civil works, Under Secretariat limits assigned by Panchayat Raj & Rural development. Rws Housing and Sanitation SSA Department.
- * Identify and resolve pipeline leakage. observe valve pipes to identify the leakages.
- * Maintain good sanitation - drinking water resources. public taps and hand pumps.
- * Create awareness on low caste and eco-friendly models and suggest models for housing. beneficiaries and other life departments.
- * Conduct Inspection of public buildings and school buildings and purpose fitness Certificate periodically and submit the authorities.

ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
WEA Day - 1	Identify Eligible beneficiaries for schemes Through volunteers.	Facilitate application process for eligible beneficiaries for schemes.	 4/10/23
Day - 2	Withdraw pension amount from Bank to handle dis-bursemment Through volunteers.	Under-take pension verifications and uploading data applications	 4/10/23
Day - 3	Monitor Implementation of pension amount from village volunteers	Under take verifications and Uploading data	 4/10/23
Day - 4	Monitor Implementation of MDM Scheme in all government schools	Be a part of Village schools	 4/10/23
Day - 5	Undertake registration and bio-metric authentication of fresh students for JPO schemes	Jnanabhumii Student biometric Authentication	 4/10/23
Day - 6	Monitor Implementation of physical verification of new pensions.	YSR pensions Konuka Girivarayce	 4/10/23

WEEKLY REPORT

WEEK - 3 (From Dt... 4/9/23... to Dt... 9/9/23...)

Objective of the Activity Done: About WEA

Detailed Report: Welfare Educational Assistant

- * Field visits to village / schools / Hostellers / SHG / VO Meetings visits to Self employment units etc... for as per calendar of activities
- * Identify Eligible beneficiaries for schemes Through volunteers
- * Withdraw pension amount from bank & handle disbursement Through volunteers
- * Monitor physical verification of new & live pensions Through volunteers, send proposals for new pensions to MPPD's
- * Co-ordinate with school Education Department for effective delivery of schemes / benefits in Jagananna amharada, Jagananna gorumudda, Jagananna vidya Kanuka, (JVK) etc..
- * Monitor Implementation of mid-day meal (Jagananna gorumudda) schemes in all the govt schools.
- * undertake registration and bio-metric authentication of fresh students for JVD schemes

ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
V.S Day - 1	Village surveyors Measure land features such as depth and shape	Attending office registration day movement in Registers.	P. Bhanu
Day - 2	They examine previous land records to verify duty from on site - surveys	Collect land maps records and proceed field for attend survey	P. Bhanu
Day - 3	Surveyors also prepare Maps and Reports and present Result to clients	Attending of record work and uploading of Survey data	P. Bhanu
VRO Day - 4	A Village Revenue Officer (VRO) is a govt. official who is responsible for administration of a village	VRO will be authority for maintainance of village records	 VRO K. Suler
Day - 5	Collection of Taxes, Land Revenue.	Preliminary reports on the issue of Certificate	 VRO K. Suler
Day - 6	Protection of govt properties moments	Assisting the police by reporting offenses.	 VRO K. Suler

WEEKLY REPORT

WEEK - 4 (From Dt. 11/9/23 to Dt. 16/9/23)

Objective of the Activity Done: V.S & V.R.O

Detailed Report:

Village Survey & Village Revenue Officer

Village Survey :-

- * Attending office, Registering day movement, Collect Land maps / records
- * Inspection of lands proposed for layouts
- * Attending field Survey.
- * Attend general duties and duties of other functional Assistants as and when Required.
- * Revenue Record (RRR) / stone survey, Street Survey records

Village Revenue Officer :-

- * Maintenance of village revenue record and all village Revenue Accounts promptly and accurately.
- * Collections of land Revenue, Taxes and other separating to Revenue Department
- * The VRO will assist the Revenue functionaries in discharging the Executive magisterial functions

ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
A.A Day - 1	Conduct field visits forenoon as per need of the farmers	undertake e-crop booking of crops	Y. Pradeep
Day - 2	Conduct field visits and Interaction with farmers (porambo) etc.	People Integrated village actions plans for agriculture	Y. Pradeep
Day - 3	Prepare Integrated village action plan for agriculture and allied sectors	Disseminate latest or Improved technological to farmers	Y. Pradeep
V.F.A Day - 4	Role of fisheries Co-operative in enhancing fish production	productivity in public water bodies	Y. Pradeep
Day - 5	Fish nutrition and feed Management	Type & feed, feeding methods.	Y. Pradeep
Day - 6	harvesting fish or any aquatic organism	Commercial fishing operations taking in a freshwater	Y. Pradeep

WEEKLY REPORT

WEEK - 5 (From Dt. 18/9/23 to Dt. 23/9/23)

Objective of the Activity Done: A.A & V.F.A

Detailed Report: Agricultural Assistant, Village Fisheries Assistant

UFA :-

* Fisheries Department has 3 Types

1) Inland 2) aquaculture 3) Marine

* The Department is responsible for matters relating to the formulation of policy and schemes relating to Development of Inland, Marine and Coastal Fisheries and Fishery Institutes

* The Village Fisheries Assistant shall be responsible for their regular supervisory officers.

A.A :-

* Field Visits and Interaction with farmers, porambads, Seed Village Programme, e-crop booking etc.-

* operation of Rythu Bhanasa Kendram processing of partitions Received

* Display minimum supports price (M-S-P) of various crops of Rythu Bhanasa Kendram

* Implementing Central & state schemes related agriculture

WEEKLY REPORT

WEEK - 6 (From Dt. 24/09/23 to Dt. 30/09/23)

Objective of the Activity Done: ANM & M.P

Detailed Report: Auxiliary Nurse Midwife & Mahila Police.

ANM :-

- * Work under the administrative control of the Medical officer primary health care Centre (PHC) and technical supervision and guidance of the female health supervisor.
- * Maintain all the Records & Reports as prescribed under reproductive and child health care (RCH)
- * prepare the plan for the area with the help of female Health supervisor
- Mahila police is
- * Create Awareness on the prevention of alcoholism, drug abuse
- * Create awareness about gender-based violence
- * Awareness on domestic violence, Sexual Harassment of women at work place, child marriages, prohibition act and ensure constitution and functioning of Internal Complaints committees

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
ANM Day - 1	ANM says That she has to visit atleast 30 house hold in her allocated area per day	She checks that what kind of problem faced by people	K. Srilakshmi ANM
Day - 2	ANM uploading of daily reports like HTMS - HEP IDSP etc	She enroll the daily healthy reports in govt. records	K. Srilakshmi ANM
Day - 3	Register pregnant women in 12 weeks & ensure care of women health	She care in pregnancy and child birth	K. Srilakshmi ANM
WPS Day - 4	Grama Mahila samrakshana Karyadarshi to visit Anganwadi Centre	She visits anganwadi Centre & check quality of food	B. V. L.
Day - 5	She provides the awareness of child marriage	awareness of Internal Complaints Committee	B. V. L.
Day - 6	Grisk produce aware ness on domestic violence at work place Act	awareness of people about Judicial acts	B. V. L.

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.)

* Internship are generally thought of reserve for college students looking to gain experience in a particular field. However, a wide array of people can benefit from training. Internship in order to receive real world experience and develop their skills.

An objective for this position should emphasize the skills you already possess in the area and your interest in learning more. Internship are utilized. The number of different career fields including architecture, engineering, healthcare, economics, advertising and many more.

Some Internship is used to allow individual to perform specific research while others are specifically designed to allow people to gain first hand experience work.

You have applied for an Internship to gain knowledge of an Industry and Professional Experience but that doesn't mean you don't have any thing to offer. During your Interview highlight Instances where you've taken it upon yourself to contribute or positively effect change.

Your potential employer will appreciate to chance to bring someone on board who doesn't have to wait to receive direction for every task and who's willing to assist others with their work. While Taking Initiative is Important. so, it is The ability to receive feed back.

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

Skill The ability to do something well. Many peoples claim That are skilled in a certain activities. Skills can be The deciding factor in whether you will be very successful or unsuccessful. It certain activities In your life. firstly The Communication Skill. The Communication discuss in variety of ways. but primary Interested in your ability to wants to speak professionally.

Today work Culture whether you're hoping to Intern organisation for startup or well established after requires even The most Senior level Executives. to wear multiple hats. As a Intern, one day you might find yourself Supporting the Sales Team and - The next day, performly Customer Service

Critical Thinking refers to your ability to analyse and evaluate a situation or issue in form a judgement. The tendency to think critically can be demonstrated by a willingness to ask questions in order to understand an issue from all possible angles and to pose creative solutions to challenges. It's something many of your professors have likely emphasized and is highly valued by employers.

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.

* Management skills are the practices of understanding developing and deploying people and their skills management. Skills are abilities and traits needed to perform certain duties, usually as it produce to overseeing a team. Such as solving problems, Communication well and Motivation Sachivalayam Employees.

* An Election is a formal group discussion making process by which a population chooses an Individual or multiple Individual to hold public officer

Electronic voting Machine (also known as -EVM) is voting using electric means to either and of Take care of The charges of casting and Counting values

An EVM is designed with two units. The Central unit and the balloting unit. Counting The room which is called strong room is used to keep ballot boxes of polling. In Counting day in presence of Controlling officer the seal of strong room open and the ballot box should open for Counting In presence of elector nominates after successful Completion of Counting officer announce the election naming who is the winner

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.,)

I Can Improve my Communication Skills as The part of about villages and about Jagananna schemes.

In the part of villages. I Think about how is life in the village and Do you have enough resources and is like every where. There are many questions raise in my mind. So, I Can purpose a Emay in my village.

My Village namely Hiramandalam. It is near by MRO office. It is also paradise of Beauty, freshness peaceful. The people of my villages mostly like farming. This is very calm and silent. And also Called The Rural part of The Country.

It is Called rural because it doesn't have modern facilities like cities.

In my village, There is no pollution,
no noise and no-rush. I feel very excited
which we prepare to go to our village, but
one defect of my village is time. There is
no facility of proper roads. In fact there is
on foot from the road to village to
Reach there respectively.

Finally, I conclude that my village
is small but, the people living here have big
hearts. Maybe my village is very simple but
happy life so, please should visit any
village and enjoy the natural beauty &
Nature

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

In The Period of Internship I know about The civil Supplies like in The part of Rice Card reviewer That is how to apply new rice Card. Already having rice Card how members addition in Rice Card and by birth additions. How to add member below 5 years also how to member Delation in Rice Card and Required Documents etc...

Ap Govt. decide to issue new Rice Card to all the Eligible families of The state which The total Income of family should be less than 10,000/- per month and 12,000/- per month in rural in urban areas respectively. The Rice applications is visit nearest Ration officer means The applicant has to go to office get R, application form

Add name in Ration card online In ration card section click on link and new members name and open the application form. fill in all details completely and upload relevant documents including a scan of your existing Ration Card and Identity documents of a new member

Delete name in Ration Card that is Applicant shall obtain the form from the respective officer or a written / electronically typed applications on any plain sheet as advised shall be used or use the following link to download form online

"Deletion your member in Ration card application form" or member Addition After ground level verification ration card will be issued in 2-3 weeks as notified by the Department

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 observed The relevant to Subject area of Training, I learned about during The period of Internships solid waste processing centre. These Sheds are Constructed for This purpose where Compostable and non-Compostable waste from house holds are Collected and end Transported Through green ambassadors Engaged by The Green panchayat

Over the past few weeks, The state run Jagananna Swachha Sankalpam Campaign has proved to be the best platform of Encourage village folk about the necessity of Segregating waste of households level and Making The villagers better free and garbage fee.

All The people who attend the programmes in large numbers witnessed for themselves. The procedures of Scope where The second level of Segregation Takes place followed by preparation of vermi-Compost beds, plastic disposal and Safe disposal of Sanitary making Through Incinerators

Student Self Evaluation of the Short-Term Internship

Student Name: & Registration No: DILEEP PANIGRAHI & 2122001052014
Term of Internship: From 18-08-2023 to 30-09-2023
Date of Evaluation: 30-09-2023
Organization Name & Address: Grama Sachivalayam, Hiramandalam - 1
Name & Address of the Supervisor
with Mobile Number:

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) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

Dileep
Signature of the Student

This Evaluation form is to be Completed by The Supervision at the end of Semester. The purpose of this Evaluation is to guess The Overall performance of The Intern and to provide guidance to The Intern Interns of professionalism and work place readiness.

for example, Education Evaluation is a method and to prove If The expectation and aims of an educational process reflect reality. Educational Evaluation is the process by which teachers, schools and students are evaluated to indicate the effectiveness of Education and degree to which students integrate and understand Information

- * A Course will continue to be offered
- * A particular text book will be used
- * A Teacher gets promoted
- * A student passes To The next grade

Evaluation by the Supervisor of the Intern Organisation

Student Name: & Registration No: DILEEP PANIGRAHI & 2122001052614

Term of Internship: From 18-09-2023 To 30-09-2023

Date of Evaluation: 30-09-2023

Organization Name & Address: Grama Sachivalayam, Hiramandalam-1

Name & Address of the Supervisor
with Mobile Number:

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

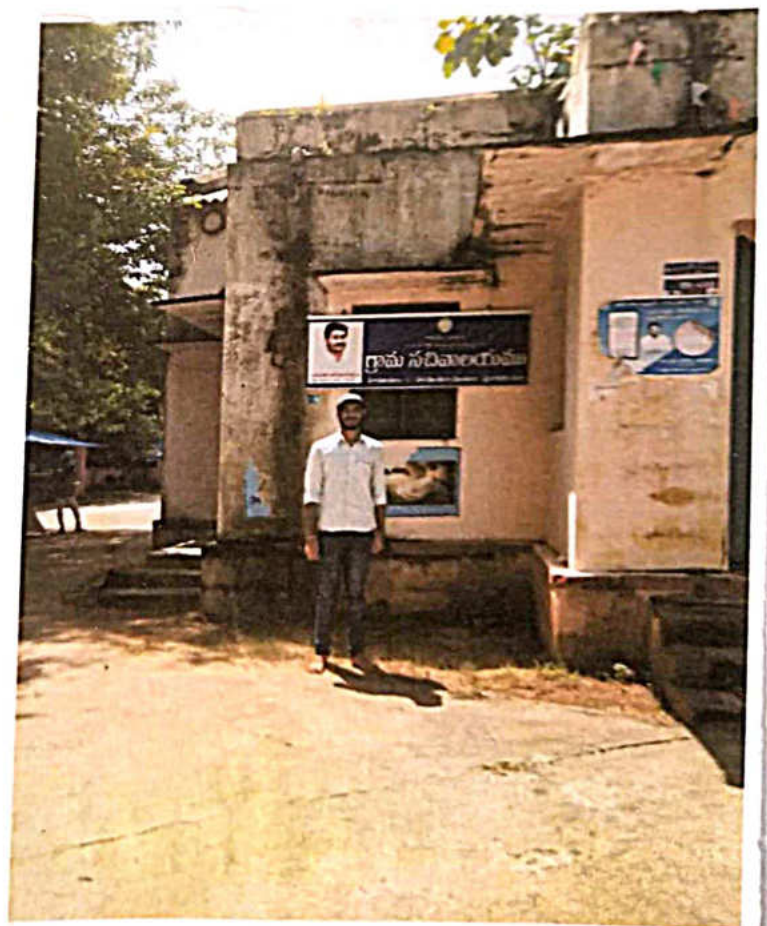
Please note that your evaluation shall be done independent of the Student's self-evaluation

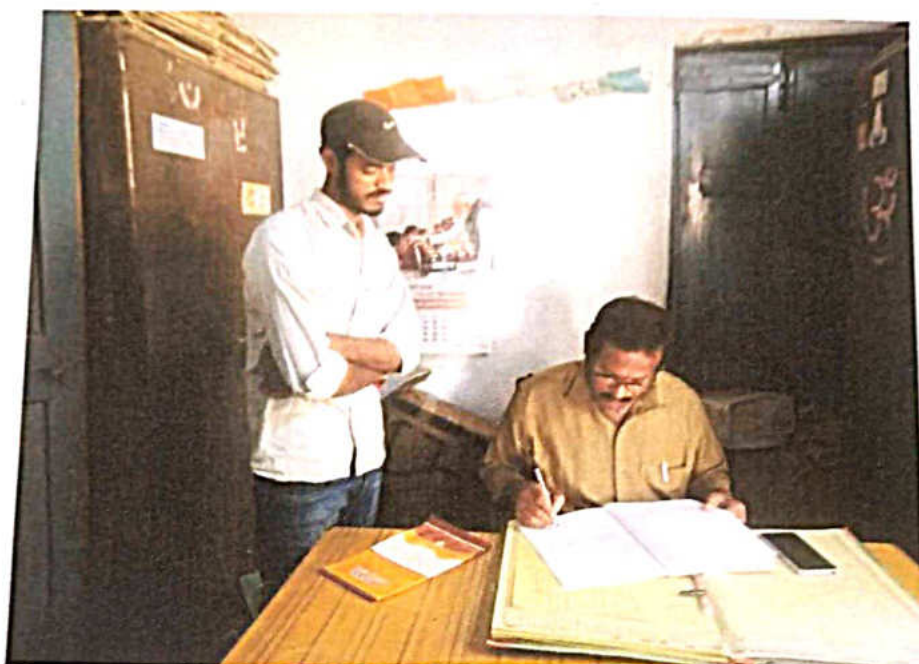
Rating Scale: 1 is lowest and 5 is highest rank

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning 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	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5


 Signature of the Supervisor
 కార్య నిర్వాహకాధికారి
 (పంచాయితీ కార్యదర్శి)
 గ్రామ పంచాయితీ
 హిరమండలం /
 శ్రీకాకుళం జిల్లా.

PHOTOS & VIDEO LINKS





Internal Evaluation for Short Term Internship (On-site/Virtual)

Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

o Activity Log	25 marks
o Internship Evaluation	50marks
o Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered –
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.

- b. Real Time Technical Skills acquired.
- c. Managerial Skills acquired.
- d. Improvement of Communication Skills.
- e. Team Dynamics
- f. Technological Developments recorded.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: **DILEEP PANIGRAHI**
Programme of Study: **Sachivalayam - Department**
Year of Study: **2021-2024**
Group: **B. SC CMPC**
Register No/H.T. No: **2122001052011**
Name of the College: **GDC (MEN) Srikakulam**
University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	25	
2.	Internship Evaluation	50	
3.	Oral Presentation	25	
	GRAND TOTAL	100	

Date:

Signature of the Faculty Guide

Certified by

Date:

Signature of the Head of the Department/Principal

Seal: