

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: SEERAPU KISHOR KUMAR

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

Registration Number: 2022001067083

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

Name & Address Internship of the Organization: Sachivalayam,
Jarajam, Etcherla
Srikakulam

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

An Internship Report on

Grama Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Com [General] F.M

Under the Faculty Guideship of

Sri. S. Eswara Rao

(Name of the Faculty Guide)

Department of

Government Degree College [Men] Srirakulam

(Name of the College)

Submitted by:

Seerapu. Kishan Kumar

(Name of the Student)

Reg.No: 2022001067083

Department of Commerce

Government Degree College [Men] Srirakulam

(Name of the College)

Student's Declaration

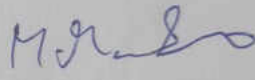
I, Seerapu Kishor Kumar a student of Internship
Program, Reg. No. 2022001067083 of the Department of Govt. Degree College [Men]
College do hereby declare that I have completed the mandatory internship
from 17/02/22 to 18/03/23 in Sachivalayam ^[Tanjavur] (Name of
the intern organization) under the Faculty Guideship of
Sri S. Eswara Rao (Name of the Faculty Guide), Department of
Commerce, Government Degree College [Men]
(Name of the College)

S. Kishor Kumar
(Signature and Date) 25/03/2023

Official Certification

This is to certify that Seerapu. Kishore Kumar (Name of the student) Reg. No. 2022001067083 has completed his/her Internship in Sachivalayam (Tarajam) (Name of the Intern Organization) on Semester internship (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Govt. Degree College [Men] (Name of the College).

This is accepted for evaluation.


25/03/2023
Panchayath Secretary
Tarajam Grama Panchayath
Etcherla Mandal
(Signatory with Date and Seal)

Endorsements

Faculty Guide



Head of the Department



Principal

Certificate from Intern Organization

This is to certify that Seerapu. Kishore (Name of the intern)
Reg. No 2022001067083 of Govt. Degree College [Men] (Name of the
College) underwent internship in Jarajam Grama Sachivalayam (Name of the
Intern Organization) from 07-12-2022 to 03-18-2023

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



Authorized Signatory with Date and Seal
Panchayath Secretary
Jarajam Grama Panchayath
Etcherla Mandal

Acknowledgements

First I would like to thank Sachivalyam Team for giving me the opportunity to do an internship for giving Internship within the Organisation.

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

I also would like all the people that worked along with me and sachivalyam with their patience and expenses 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 Sachivalyam was a great chance for learning communicational skills.

I perceive as this opportunity as a big milestone in career development. All the secretarial staff are friendly to me and also their teaching everything like schemes, agriculture class are very good and simple way of teaching all.

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

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

For permitting me to do the project work to successfully.

My Sachivalyam staff members (B) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my Sachivalyam (Grama) staff members and volunteers and friends who helped me successful completion of this internship.

Contents

1. CHAPTER 1 : EXECUTIVE SUMMARY
2. CHAPTER 2 : OVERVIEW OF THE ORGANIZATION
3. CHAPTER 3 : INTERNSHIP PART
4. LOG BOOK [FIRST WEEK TO FIFTEEN WEEK]
5. CHAPTER 5: OUTCOMES DESCRIPTION
 - Describe the real time technical skills you have acquired.
 - Describe the managerial skills you have acquired
 - Describe how you could improve your communication skills.
 - Describe how could you could enhance your abilities
 - Describe the technological development you have observed and relevant to the subject of area of training.
6. Student Self Evaluation of the short - Term Internship
7. Evaluation by the supervision of the Intern Organisation
8. PHOTOS AND LINKS VIDEOS.

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.

- ⇒ Panchayathi Raj Act - 1994 says that local Governance in every village for growth and development in a sustainable manner.
- ⇒ Implementation of Grama Sachivalyam to render door to door services to the household and also developing the village in a sustainable manner.
- ⇒ Functioning the Grama Sachivalyam. It has mainly 10 types of functions with does with all the activities required in a village.
- Objectives of Grama Sachivalyam
 - * Sustainable Development
 - * Door to Door Service
 - * Health and Hygienic Condition
 - * Roles and responsibilities of all departments.
 - * The on going Government Schemes.

- * The on going Government Schemes through RBK.
 - * To protecting the Human Rights
 - * To prevention of child marriages.
- Outcomes are achieved by me in the Grama Sachivalayam.
- * Learned the government schemes
 - * Know the types of land used for growing crops.
 - * I got to know the health treatment of animals.
 - * I learned about child rights and human rights.
- I got to know that nutrition food is given to Anganwadi childrens and pregnant ladies.
- I learned how to manage the people and also maintains of Government office.
- I learned how to interact to the people.
- I improve the also communication skill.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

> Introduction of Grama Sachivalayam:

1. Providing various citizen services of a short possible type.
2. Single window service system.
3. To secure transparency to the people with government.
4. Providing ambulant environment by all living Organisation
5. Planning GIRDP (Grama Panchayat Development Programme).
6. Each functionary has a specific value to fulfill the required of the villagers.
7. Door to Door service & welfare to the people
8. Citizen satisfaction ultimate aim of an organization.

→ Vision, Mission and values of the Organization:

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

Government of A.P appointed village volunteers to deliver services.

Policy of the Organization:

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

Organizational Structure:

Panchayati Secretary

Digital Assistant

Welfare and Education Assistant

Village and Revenue officer

Engineering Assistant

Roles and Responsibilities:

Employees work on their duty's by higher authority's orders.

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

6. Veterinary Assistant

7. Village Surveyor

8. Mahila Police

9. ANM

10. Lion Man

11. Agriculture Assistant

CHAPTER 3: INTERNSHIP PART

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

We participated in many activities during the Internship. which are :-

- * Field visit by welfare and education assistant.
- * House hold survey.
- * We have observed the voluntary, list of village
- * Participate the child and human rights meeting.
- * We have observed the health checkup of the animals.
- * Field Survey of agriculture of land.
- * Urea distribution
- * The 104 vehicle arrived in the sachivalyam, we observed ^{to} the ~~gold~~ guidelines of the ANM madam.
- * We went to the Schools and Anganwadis around the sachivalyam area with Mahila Police Madam, etc.

→ During the activity process healthy and Hygienic environment creating by the secreturians.

→ We are evaluated every week by sachivalyam staff.

→ All the equipment provided by the an Organization.

→ Like these....

- * Computer Application Films

- * Soil Testing Machine.

- * B.P Machine, Thermometer, Medicines, etc.

- * Animal Husbandary items.

- * Power tester, cutting blayer, Tool bit.

- * Revenue Records.

⇒ Skills required :-

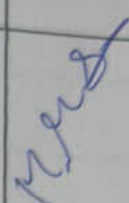
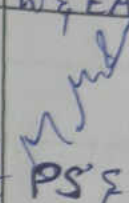
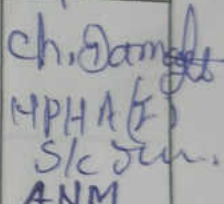
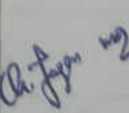
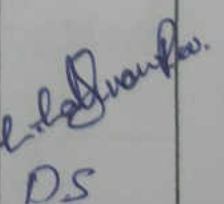
- * To know the how to apply different types of certification in sachivalyam.

- * To learned how to estimate quality of soil, rice.... various crops.

- * To acquire the knowledge of normal health checkup of animal and human beings.

These are the skills acquired in the internship programme.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff and volunteers	Introduction	 W&EA
Day - 2	Introduction of Panchayathi Secretary & Welfare Education Assistant	To know the secretary and Educational Assistant	 PS & W&EA
Day - 3	Introduction of ANM & Veterinary Assistant	To know the ANM & Veterinary Assistant	 Ch. Dhanraj MPHAF SIC Secy. ANM
Day - 4	Introduction of VRO and Woman Police	To know the VRO & Women Police	 VRO
Day - 5	Introduction of Agriculture Assistant and line man	To know the line man & Agriculture Assistant	 VAA
Day - 6	Introduction of the Village Surveyor and Digital Assistant	To know the village surveyor & Digital Assistant	 DS

WEEKLY REPORT

WEEK - 1 (From Dt 07/12/22... to Dt 13/12/22...)

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Tarajam
Functionaries and Volunteers

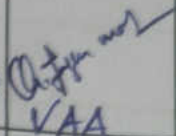
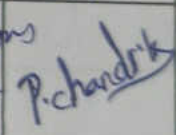
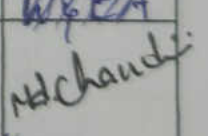
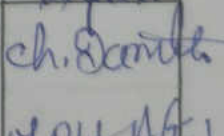
Main Functions are in follows

1. Panchayati Secretary
2. Digital Assistant
3. Welfare and Education Assistant
4. Village and Revenue Officer
5. Engineering Assistant
6. Veterinary Assistant
7. Village Surveyor
8. Mahila Police
9. ANM
10. Line Man
11. Agriculture Assistant

Overall in charge is Panchayat: Secretary who is maintaining all the activities in & around

Field visit by ANM give an opportunity how well the Organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Importance of RBK and Agriculture Schemes	We know the RBK schemes & Agriculture schemes	 VAA
Day -2	Discuss the about the land registration rules	We learned the land registration rules	 VRO
Day -3	We are participated in field work with veterinary assistant	We observed the normal health check up the animals	 VA
Day -4	Discuss about the Pr. Y.S.R Arogya Sri card schemes.	Minimum qualifications of the YSR Arogya Sri Scheme	 P. Chandrika WPS WPS EA WPS EA
Day -5	Reducing child marriages class by Mahila Police madam	We know about the child marriages	 M. Chandra (WPS) WPS EA
Day -6	Discuss about the various types of medicines.	We learned the various medicines	 Ch. Sankar (MPH + AG) ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics.

⇒ Introduction to Agriculture and schemes on going in state related to agriculture

⇒ Major changes of after introduction of RBK's at village level.

⇒ We discussing about the how to apply land registration with VRO sir

⇒ How to check the animals health status

⇒ We learned about the conditions of the Dr. Y.S.R Agriculture Scheme.

⇒ We participated child marriages classes.

⇒ We know the importance of medicines.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the different types of diseases.	We learned about the diseases	Ch. Danda MPH A(2) ANM
Day - 2	Prohibition of the child abusers	We know the activities of child abusers.	Hd Chand MP(WB)
Day - 3	who observe to apply Y.S.R. Permission class by W&E Assistant	We learned remembering criteria & slightly that qualification for Y.S.R. Permission scheme knowledge	P. Chand W&E A
Day - 4	Different types of animal classes by veterinary sir	We gained knowledge about the animals diseases	VA
Day - 5	We participated on village re-survey	We observed this activity	VA
Day - 6	Horticulture class by Agriculture Asst.	We know the Horticulture crops	Ch. Jyoti VA A

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

Objective of the Activity Done:

Detailed Report:

During the third week we shall discuss about these topics.

⇒ Types of diseases : 1. Dengue

2. Malaria

3. Typhoid

4. Cholera

⇒ Prohibition of child with abuse with different types of methods.

⇒ We gain about the knowledge of pension categories.

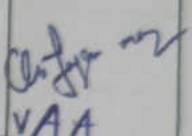
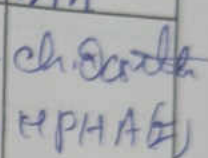
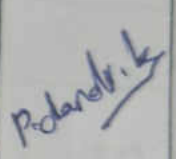
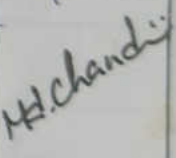
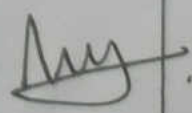
* Types of animals diseases : 1. Foot and mouth disease

2. Anthrax

3. Brucellosis

* Jarajam village having an agriculture & horticulture area of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Different types of crops visited in jarajam village	we observed crops status in village	 VAA
Day - 2	we participated in health survey activity	we acquire knowledge about the health survey	 ANM
Day - 3	we know about the severa portals with particalaly	I had to apply on my own experience	 WGEA
Day - 4	Awariness programme of child rights	To know about the child rights	 WPS
Day - 5	Survey of the crops lands with VRO SVI	we gain knowledge of crops lands	 VRO
Day - 6	we discussed that INAPH ear serial tags are given that animals	we learned ^{tagging} about of the ^{ear} serial tags	 AHA

WEEKLY REPORT

WEEK - 4 (From Dt..28/12/22.. to Dt..03/01/23..)

Objective of the Activity Done:

Detailed Report:

During the fourth week we shall discuss about these topics.

- * Different types of crops
 1. Paddy
 2. Banana
 3. Maize
 4. Black gram
 5. Green gram
 6. Coconut

* We have identified various crops and their sowing times through out the year

* I had apply on my own experience for sava portal in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to measure the share class by VRO Sir	share measuring	 VRO
Day - 2	We show the pregnant land during her health check up ANM Man.	We observed health precaution - ens	ch. Dora MPHAZ ANM
Day - 3	We attending cluster level Training programme	We know about the child society education	Richard WPS
Day - 4	To participated in vaccination of animals in jarajam village	We observed the vaccination	 AHA
Day - 5	We discussed Y.S.R Amma Veli & Vidya Devent Schemes	We acquire the knowledge of the schemes in Navanaraku	Richard W&EA
Day - 6	We discussed about paddy harvesting	Majorly grown variety of paddy harvesting	Ch. J. J. J. VAA

WEEKLY REPORT

WEEK - 5 (From Dt. 27/01/23.. to Dt. 10/01/23..)

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics.

* Paddy harvesting - majorly grown variety of Paddy MTU 1061 & HTU 7029.

* Learned the process of harvesting of paddy manually and saw harvesting with paddy reaper.

* We participated in cluster level training of child rights & child safety education for parents.

* Y.S.R Ammaradi - Yearly 15000/-

Y.S.R Vidyanidhana - yearly of their college terms

Y.S.R Vasathidhana - Yearly 20000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We discussing about syber crimes	We knowing the information	MA Chand WPS
Day - 2	Learned Bally ^{about} paddy combine harvester	We know the paddy combine system	A. Jagan Mohan KAA
Day - 3	To survey the Arogya Sri cards in jarajan village	How to survey Arogya cards	Ch. Sankar MPHA (E) ANM
Day - 4	YSR Vahanamitra scheme class by selfore & education assistant	To know about the scheme of Navaratna	P. Jandhi W&EA
Day - 5	We are participated in treated first aid cases with AHA sir	We gain the knowledge of important points	M. J. AHA
Day - 6	They said how to apply for land pass books	We gained the knowledge of about pass books	VRD

WEEKLY REPORT

WEEK - 6 (From Dt. 11/01/23.. to Dt. 20/01/23.)

Objective of the Activity Done:

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

* Learned fully about paddy combine harvester which is feasible mostly for large farmers.

* Who can apply the scheme of sahans mitra they follows of rules and qualifications class by W & EA man.

* We got the more important content about scheme of sahans mitra.

* We acquiring the some knowledge for survey of Aargoy's scri card scheme.

* We know the main rules and regulations about apply the land pass books and importance of these type of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We learned Y.S.R BHIMA class by W&EA sir	We gain the knowledge about this scheme	P. Chandrasekhar W&EA
Day - 2	We are participated in conduct tests of wings of pregnant women	We acquire the some knowledge	Ch. Dhanraj M P H A G S/L O A N H
Day - 3	We participated in pusa vignanabadi programme	We gain good knowledge about this programme	MA A H A
Day - 4	Learned about thrashing activities of paddy	We know the more knowledge of thrashing	Ch. Jagan V A A
Day - 5	Explaining the mutations & position certifications of land	We gain good information about this certificates	MA V R O
Day - 6	We learned about the reducing activities for cyber crimes	We learned that activities	MA Chandrasekhar W P S

WEEKLY REPORT

WEEK - 7 (From Dt. 21/01/23.. to Dt. 27/01/23..)

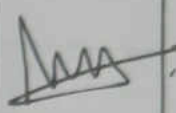
Objective of the Activity Done:

Detailed Report:

During the seventh week we shall discuss about these topics:

- * We get the knowledge of YSR Bhima to shall submit data through website in our own
- * Conduct test of urine pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and blood pressure.
- * Learned about thrashing activities of paddy, functioning of paddy Thresher and boys in field. Farmers use 80kg bags.
- * We learned about give mutation & position certificates of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	To participated preventive deworming	We gain the some knowledge	 AHA
Day -2	How to collecting the water tax, cars & taxes class by VRO sir	Know the taxes	 VRO
Day -3	she explaining the how to maintaing the recdls in Sachivalayam	We know the this scheme.	Ch. Dornillo M PHA (F) S/C on WPS ANSA
Day -4	Explaining the Mahila Sakti Kendra Scheme	We know this scheme	M. Chandini W&BAWPS
Day -5	We participated in awarner programme in schools for children	Knowing the important information	P. Chandrika W&EA
Day -6	Transporting the paddy at RBK levels	very useful information gain this class	Ch. J. J. J. VAA

WEEKLY REPORT

WEEK - 8 (From Dt. 30/11/23.. to Dt. 04/02/25)

Objective of the Activity Done:

Detailed Report:

During the eight weeks we shall discuss about these topics

* To coordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance & poor in studies to improve their performance.

* How to create ^{awareness on} government programs from the welfare of women and girl children through 'mahila sabti kendra' scheme was learned by me.

* What records have ANM madam and main importance of these records.

* Transporting of paddy to milles through paddy processing centers set up at RBK levels
MSP of 100kg grade 'A' paddy - 2040/-
80kg grade 'A' paddy - 1632/-

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to read in law & order issues in village by wars.	Very useful information to us	Ms. Chandra
Day - 2	How to conducting the population of family welfare screening	We know about population screening	WPS Ch. Dooda MPH A(Z) SLC ANM
Day - 3	How to conducting the population of	We gain the information about civil rights	Richardite W&EA
Day - 4	How to allowed the certificates about healthy & evaluation of animals	We acquire knowledge this certificates	AAHA
Day - 5	Conducted awareness among farmers on paddy procurement	We learned about how to conduct this meeting	Ch. Jyoti VAA
Day - 6	How protect Gov. lands & tank; trees & properties class by VRO	We learned how to protect the govt properties	VRO

WEEKLY REPORT
WEEK - 9 (From Dt. 15/02/23 to Dt. 11/02/23..)

Objective of the Activity Done:

Detailed Report:

During the ninth week we shall discussing about these topics.

* We learned conduct population screening of Hypertension / Diabetes / 3 common cancers i.e. breast, cervix and Stal (women) and man (Stal 1 lung 2)

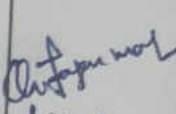
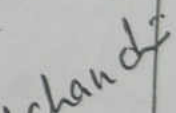
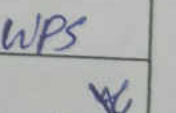
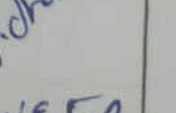
* We know the how to allowed health & valuation certificates to animals.

* We knowing how to manage Law & Order issue in Tarajan village area

* We learned how to maintain & protecting the govt. lands, go government tanks and government properties.

* We know conducted awareness among farmers on paddy procurement process which is way different from previous year

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gained knowledge about rice yellow fallows pulses	We know the Rice & pulses	 VAA
Day - 2	Explaining about food development	We know the important points	 AHA
Day - 3	How to maintainance of village revenue records class by VRO	We know the knowledge about village revenue records	 VRO
Day - 4	Women safety class by WPS madam	We know the points about women safety	 WPS
Day - 5	How to applied for kalyana kamukra in official website	We know the way of apply for scheme	 W&EA
Day - 6	How to motivate pregnant women for deliver class by ANM	We know the valuable information	 ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discussing about the topics.

* We learned the concept of about six follow pulses.

* Motivate pregnant women for institutional deliveries & trained attendant of birth

* We know about the how to motivate maintainance of village revenue records and all village revenue accounts promptly and accurately

* We learned how to protecting women in difficult situations & draw to improve women safety actions in village areas.

* We know the good knowledge about Kalyana karnataka scheme and we learned the apply for this scheme in official website in our own with practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting the counselling sessions to farmers class by WPS	We know the this type of meeting	Nichandhi
Day - 2	Brief explanation about loan recoveries class by VRO sir	We know brief information in this class	WPS
Day - 3	We participated in Implementation of ration balancing	We acquiring the more information	VRO
Day - 4	We learned about showing methods of maize	We know about this topic	ATHA
Day - 5	We participated in distributed things programme.	We acquiring some information in this distribution	Ch. Dondra VAA
Day - 6	How to send proposals for pension & monthly support to MPDO	We know the knowledge about sent to MPDO	Ch. Dondra WGEA

WEEKLY REPORT
WEEK - 11 (From Dt. 13/02/23.. to Dt. 18/02/23..)

Objective of the Activity Done:

Detailed Report:

During the eleventh week we shall discussing about the topics:

* We acquiring the knowledge about how to send proposals for new pensions to MPDO & also how to send monthly report to MPDO.

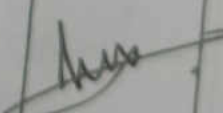
* We know which are distributed in conventional contraceptive and op cycle to the couples on demand.

* We know about the implementation of ration balancing programme and also which ration give to animals for their growth & development.

* Counselling sessions to farmers against suicides stress management with help of stake holders

* We know some methods of maize.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother's education in her role.	We acquiring the knowledge about mother's	Ch. Datta MPHAB S/Com. ANM
Day - 2	How to sanctioned cast & income certificate	We learned the process	 VRO
Day - 3	Different welfare departments class by welfare assistant	We listed the class and gain the department	P. Chandra WFEA
Day - 4	How to agreement of PSE material	We learned about PSE material	M. Chandra WBS
Day - 5	How to grounding of animals under Y.S.R cheyutha	We know the this scheme benefits	 AHA
Day - 6	We participated of animal fertilizer distribution from RBK	We know the distribution	A. J. Kumar VAA

WEEKLY REPORT

WEEK - 12 (From Dt. 22/02/23... to Dt. 25/02/23...)

Objective of the Activity Done:

Detailed Report:

During the twelfth week we shall discuss about these topics.

* We learned about process of fertilizer distribution from RBKs and involved in all attempt of used to farmers through DBT process.

Showing methods of maize and irrigation methods used in maize.

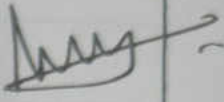
Maize in zero tillage method

* Cost of production in maize from farmers

* We know how to educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization & personal and environmental hygiene.

* All welfare department - social welfare, tribal welfare, SC welfare, minority welfare differently abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting the fertility camp in village areas	we improve our management skills	 AHA
Day - 2	we assumed how about to conducting Mahila Mandal meetings	we learned about this meetings	Ch. Dada MPH AGI S/L O. ANM
Day - 3	we participated in awareness on importance of e-crop programme	we know about e-crop	Ch. Jyoti VAA
Day - 4	How to organize the TSC school class by WPS madam	we learned the some beautiful activities	Madam Chandi WPS
Day - 5	How to provide feed back to higher authorities	we know the process	P. Chandrika W & EA
Day - 6	How to intimate the higher authorities	we acquiring this process & remembered	 VRO

WEEKLY REPORT
WEEK - 13 (From Dt. 27/02/23 to Dt. 04/03/23..)

Objective of the Activity Done:

Detailed Report:

During the thirteen week we shall discussing about these topics.

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

* Farmers under e-crop booking will be benefited with procurement of crop at msp crop insurance, etc.

* We learned death of unknown persons to inform higher authorities

* We assumed participated in this local mahila mandal meetings and spread the message on female agent marriage, spacing method, etc.

* To provide feedback to higher authorities on the status of implementation of the said schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to identified the persons for various welfare schemes	we know the process & schemes	P. Chandrika W & EA
Day - 2	we learned what are the Azmoish crops	we know about Azmoish crops	EA VRO
Day - 3	How to maintaining the eligible couple register class by ANM	we learned this register information	Ch. Sanku M. P. H. A. G. ANM
Day - 4	How to develop Murtu Gardenia village level.	we know the development process	Md. Chan d APS
Day - 5	How to update data on e-crop class by aquaculture sir	we know about e-crop website	Ch. Jyoti VAA
Day - 6	which items have the TMR kit class by AHA sir	we acquiring the important things in this kit	... AHA

WEEKLY REPORT
WEEK - 14 (From Dt. 06/03/23 to Dt. 11/03/23)

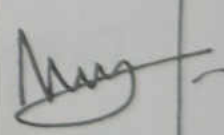
Objective of the Activity Done:

Detailed Report:

During the fourteenth week we shall discussing about these topics.

- * We learned how to apply update data on e-crop portal of farmers who registered their crops in e-crop portal.
- * Identification of full army worm pest in maize crop and suggested methods to prevent.
- * Assessment of crops (100%) inclusive of inspection of survey status.
- * Maintain eligible couple register properly & utilize the information for motivation of couples for acceptance of family welfare methods.
- * Facilitate to develop village level Nutri Gardens / Anganwadi level kitchen garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are the maintenance activities for disaster situations class by VRO.	We acquire some knowledge	 VRO
Day - 2	What are the environment of beneficiaries	We know the benefits of enrollment	Richard NPS
Day - 3	We participated in soil testing process	We know the process	Ch. Jyoti KAA
Day - 4	How to conducting the INAPH programme in village areas.	We learned about this programme	 AHA
Day - 5	Importance of sachivalayan and its working process.	We learned the importance of sachivalayan	P. Chandrashekar WE EA
Day - 6	How to identify women for medical termination	We gain the knowledge for medical termination	Ch. Suresh MPH SI ANM

WEEKLY REPORT

WEEK - 15 (From Dt. 13/03/23.. to Dt. 18/03/23..)

Objective of the Activity Done:

Detailed Report: During the fifteenth week we shall discussing about these topics:

- * We learned about importance of soil testing process of soil collection in field in non crop growing time to know the nutrients in soil and recommendation of require fertilizers quality for various crops.
- * We know the provide intimation regarding the accidents, floods, cyclons & other accidents and calamities to higher official whenever and wherever they occur and provide assistance to the revenue.
- * Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital
- * INAPH: Information of Animal Productivity and Health purification

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner the facilities are good and there is a healthy atmosphere.

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

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

* Each work is systematically managed.

Application program digital assistant

Field verification - welfare assistant

Third party verification - Administrative staff

Pre Applied - VRO

Final Applied - MPDO/MRO

Everyone ^{is} using the technology bound work to avoid duplicity and ignore transparency. in the eligibility of any scheme.

1. Bio Metric Division
2. Android Smart Phones
3. IRIS SC Annors.
4. Face Authentication

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

I achieved the real time governance procedural for define which is very realistic and given tone management, competence & strong skills.

Every work in time is bounded and not be neglected whole world is observing the activity & Decision making is very important.

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

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

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

My written communication is per improved if by writing say evaluation or description / thought.

My Anxiety level are low $\therefore$ i am very much patient and listen to music when feel anything and I learn more anxiety management technologies

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

I always greet every an when I see them and there whenever they do good things.

Oral and written communication skills have improved more than before confidence levels are also very well developed.

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

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

In gram division, I always space with point to point and don't large to improve I will be clear of what I am saying.

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

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

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

Leadership / skills and communication skills are developed in these discussions.

I lead well in these activities.

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

First thing:

1. Handling of Smart phones
 2. Bio Metric Division
 3. IRTS Scanner
 4. Face Authentication Programme
- which give the realistic procedure.

Secondly:

Using E-POS Machine in PDS

Thirdly:

- * Using 'Ops' & 'Reven' in land
- * Using drones in identification of marks in land alligment programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Serapu. Kishor Kumar

Registration No: 2022001067083

Term of Internship: 17-12-22 From: 17-12-22

To: 18-03-23

Date of Evaluation: 23-03-2023

Organization Name & Address: Tarajam Grama Sachivalayam

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

S. Kishor Kumar
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: Seerapu. Kishor

Registration No: 2022001062083

Term of Internship:

From: 17-12-2022

To: 18-03-2023

Date of Evaluation: 23-03-2023

Organization Name & Address: Jarajam Grama Sachivalayam & Jarajam

Name & Address of the Supervisor M. Madhusudhana Rao & Panchayath
with Mobile Number Secretary, Jarajam Panchayath, Etcherla Md. 9866557934

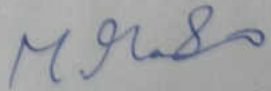
Please rate the student's performance in the following areas:

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

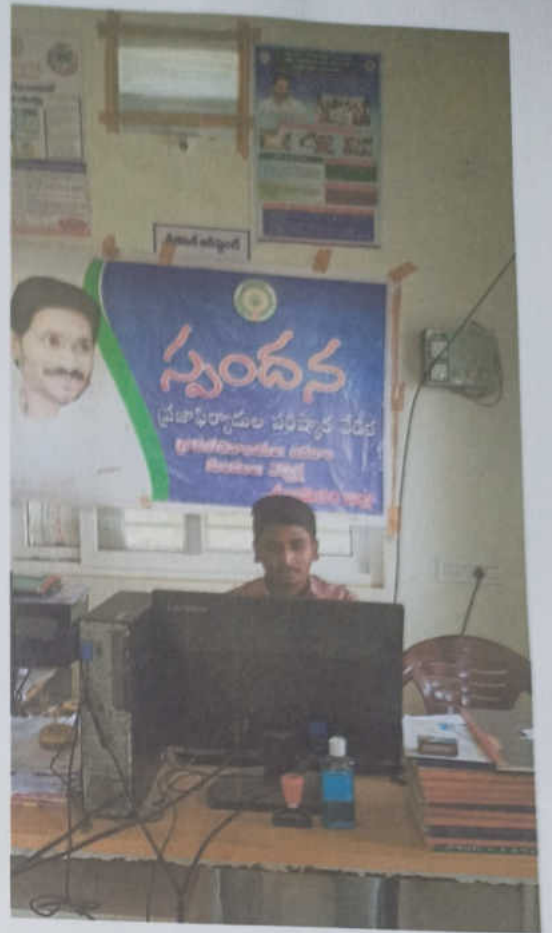
Rating Scale: 1 is lowest and 5 is highest rank

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
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13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:


Signature of the Supervisor
Panchayath Secretary
Jarajam Grama Panchayath
Etcherla Mandal





గ్రామ సమాచార పట్టిక		జురబాం
1. గ్రామ పరిపాలనా కేంద్రం	1. బుచ్చయ్య పేట. 2. లోకవారిపేట	
2. యమరా (హామలెట్ Vill.)	3. గాంధీవారిపేట	
i) - మొత్తం జనాభా		2164
- పురుషులు		1106
- స్త్రీలు		1058
ii) - వ్యవసాయం చేయుచుంబాలు	SC-186, ST-2	549
- వ్యవసాయం చేయక పుట్టుకొంటుంది		0
iii) - వ్యవసాయం చేసే అభివృద్ధి		2834
- మొత్తం సాగు భూ వి (హెక్టార్లు)		549
- సాగు నీటి సౌకర్యం		46
iv) (గ్రామీణ) గృహాలు -		272
- మొత్తం ప్రతిభు -		
- విద్యనాడు గుర్తు స్థితి వర్తమా లభింపజేసే గృహాలు		
v) రాష్ట్ర మరణాలు కలిపి		
- అందుబాటులో ఉన్న గృహాలలో మాత్రమే		
- అందుబాటులో ఉన్న గృహాలలో మాత్రమే		
vi) (గ్రామీణ) విద్యుత్తు		
- విద్యుత్తు కలిపి మరణాలు		
- సాగు భూ స్థితి వర్తమా లభింపజేసే గృహాలు		
vii) క్రైస్తవ మతము కలిపి మరణాలు		
- బృందములు		
- ఎ.టి.ఎమ్.లు		
- అందుబాటులో ఉన్న క్రైస్తవ మతము		
- అందుబాటులో ఉన్న క్రైస్తవ మతము		
- అందుబాటులో ఉన్న క్రైస్తవ మతము		
- పెన్షన్లు		
- రోడ్ల కాటాల్గ్		
- బాలల పాఠశాల		
viii) విద్యుత్తు		
- మొత్తం మరణాలు		
- అభివృద్ధి మరణాలు		
- మరణాలు		

2. మురుగా (మురుగు)	
(Hamlet VIII.)	
i) - మొత్తం జనాభా	
- పురుషులు	2164
- స్త్రీలు	1106
ii) - వ్యవసాయం చేయువారు	1058
- వ్యవసాయం చేయని వారు	549
iii) - వ్యవసాయం చేయని వారు	0
- మొత్తం జనాభా	2834
- సాగు నీటి వనరులు	549
iv) (సాగు నీటి వనరులు)	46
- మొత్తం వ్యయం	272
- విద్యుత్తు (సాగు నీటి వనరులు)	46
v) రాష్ట్రం మరియు కలెక్షన్	46
- అందుబాటులో ఉన్న సాగు నీటి వనరులు	46
- అందుబాటులో ఉన్న సాగు నీటి వనరులు	46
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vii) (సాగు నీటి వనరులు)	46
- విద్యుత్తు (సాగు నీటి వనరులు)	46
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viii) (సాగు నీటి వనరులు)	46
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