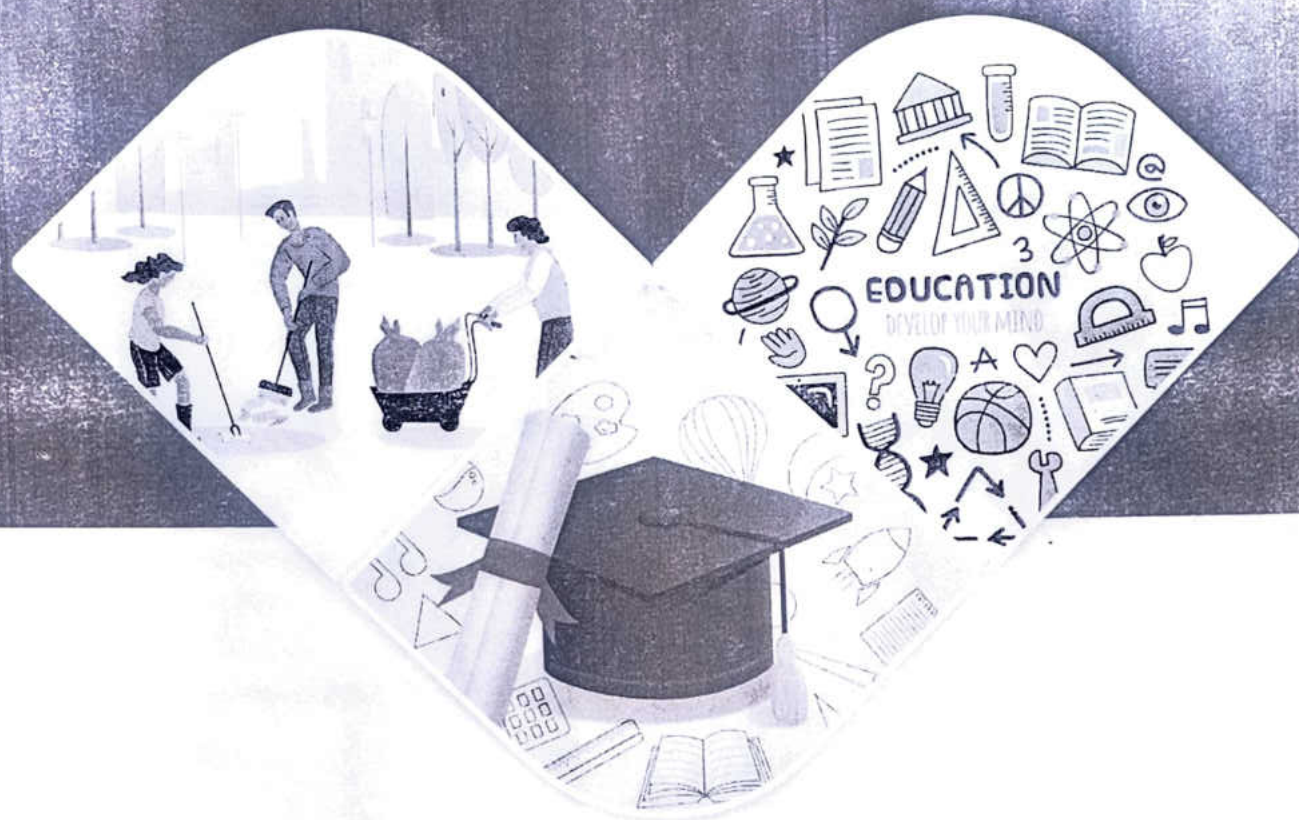


Model Program Book



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 : TALADA MANMADHA RAO

Name of the College : GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM

Registration Number : 2022001067088

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

Name & Address of the Intern Organization

DR.B.R.AMBEDKAR UNIVERSITY ETCHARLA, SRIKAKULAM.

2020-2023

An Internship Report on

Grama Sachivalayam - (Pedda Kollivalasa)

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.Com (General)

Under the Faculty Guideship of

Sri. K Chinna Rao

(Name of the Faculty Guide)

Department of

Government Degree College (Men) Srikakulam

(Name of the College)

Submitted by:

TALADA MANMAHA RAO

(Name of the Student)

Reg.No: 2022001067088

Department of Commerce

Government Degree College (Men) Srikakulam

(Name of the College)

Student's Declaration

I, TALADA MANMADHA RAO a student of INTERNSHIP
Program, Reg. No. 2022001067088 of the Department of Commerce Govt. Degree College
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in Grama Sachivalayam ^(pedda kollivalasa) (Name of
the intern organization) under the Faculty Guideship of
Sri K Chinna Rao (Name of the Faculty Guide), Department of
Commerce, Government Degree College (men) Srikaku
(Name of the College)

T. mahmadharao
(Signature and Date)

Official Certification

This is to certify that Talacka Mammachayao (Name of the student) Reg. No. 2022001067088 has completed his/her Internship in Grama Sachivalayam (Petta Kollivalasa) (Name of the Intern Organization) on Grama Sachivalayam (Petta Kollivalasa) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B. Com (General) in the Department of Govt. Degree College (men) (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department

Principal



Certificate from Intern Organization

This is to certify that Talada manmadha Rao (Name of the intern)
Reg. No 2022001067088 of Govt. Degree College (Men) ^{Srikalam} (Name of the
College) underwent internship in Peddakollivalasa Grama Sachivalayam (Name of the
Intern Organization) from 07/12/2022 to 18/03/2023

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



P.V. Rao
Welfare & Education Assistant
Authorized Signatory with Date and Seal
Peddakollivalasa Sachivalayam
L.N. Peta Mandal

Acknowledgements

First i would like to thank sachivalayam team for giving me the opportunity to do an team for giving internship with in the organization.

The success and orderful of this internship project requires a lot of gudince 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 opense they created an enjoyable working environment

I am highly indebed to director and principle for the facilities provided accomplish this internship

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

I percive us this opportunity as a big mild stone in my career development All the secretariat staff are brien

with me and also their teaching everything like schemes, Agriculture
the class are very good and simple way of teaching skills

I express my sincere thanks to all Sachivalayam Staff
Members and Volunteers

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

For permitting me to do the project work successfully

my Sachivalayam Staff members (or) workers giving valuable
guidance to complete the project work 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.

This report is result to 12 week internship During the internship it is required to study the organisation department of the organization and critically related the theoretical aspects of the organization in the practical situation. I got an opportunity of getting practical knowledges about the thirst of practical exposure and for getting practical knowledge about I joined peddakallivalse, Sachinpalayam during this time period. I gather all necessary information about village

Effort have been made to compile this report in such away that activities its salient feature not only for students but also for the layman. I divide this report into different aspects.

In this part all government related service are not utilized by people in fruitful manner that this the main reason to establishment of grama Sachinpalayam in Andhra Pradesh. In the date of oct 2, 2019 Government started grama Sachinpalayam across The Andhrapradesh during this 3 years period weekly they give 5 crore

Services to the people across Andhra Pradesh. Total 12 functionaries are there in Sachivalayam to serve the people in their respective disciplinary.

At last I must say that this report is designed to simulate curiosity about grama Sachivalayam work in Andhra Pradesh during this time period. I learn so many things related to time management, team work, leadership qualities, those qualities, so many helpful to me to survive in an organization.

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.

Grama Sachivalayam [also known as village secretariate] are secretariats setup in the Indian state of Andhra Pradesh to the administration by making services and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village volunteers to deliver services. It was launched on Gandhi Jayanthi Concept of Grama Sarva that promotes villages becoming self-sufficient, autonomous utilities establishment of village secretariats was one of the promises made by Y.S. Jagan Mohan Reddy during his Praja Sankalpa Yatra.

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.

As the internship programme organised by the government in order to select the students to aware and interact with working of departments they selected

Grama Sachivalayam was organised which I choose. The Candidates between 18 to 42 years of age are eligible for AP Grama Sachivalayam Exam. The require educational qualifications are different according to the different posts

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Amma Vodi Scheme, YSR, Rice Card, YSR Nannarathalu Scheme, YSR Vasanthi Deevena etc.... which helps the citizens of Andhra Pradesh to serve and to have an basic education for the children. These schemes are applied to the people belonging to below poverty line (BPL) families in the state.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction class about Sachivalayam department and staff	Grama Sachivalayam is also known as village secretariate	Mamun
Day - 2	Introduction class about Brief description of staff Numbers	Having in the Sachivalayam all the secretariats setup	Mamun
Day - 3	Introduction class about about Sachivalayam department	Government of Andhra Pradesh appointed the village volunteers	Mamun
Day - 4	Grama Sachivalayam Total staff details	Deep details about staff	Mamun
Day - 5	Grama Sachivalayam total staff details	Staff details from top to bottom	Mamun
Day - 6	Grama Sachivalayam Total Staff	All the government departments are having one place	Mamun

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done: VILLAGE SECRETARIAT

Detailed Report: FUNCTIONARIES ACTIVITY CALENDAR

Grama Sachivalayam is [also known as village secretariats] are secretariats setup in the Indian state of Andhra Pradesh to decentralize the administration by making service and welfare services of all government departments available at one place. Andhra Pradesh was the first state in India to launch village secretariats. Government of Andhra Pradesh appointed village volunteers to deliver services. And also in the Grama Sachivalayam, setup are

- ① panchayat Secretary
- ② VRO [village Revenue officer]
- ③ Survey Assistant
- ④ ANM
- ⑤ veterinary & fishery Assistant
- ⑥ women police
- ⑦ Engineering Assistant
- ⑧ Electrical Assistant
- ⑨ Agriculture Mpeo's
- ⑩ digital Assistant
- ⑪ welfare Assistant.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	panchaty Secretary	Grama Sachivalayam Conover, able to Collect The Taxes and other welfare work	
Day - 2	panchaty Secretary	Collection, gage ration and spending Daily Reports to Higher Authorities	
Day - 3	panchaty Secretary	shall ensure the official permise are meet and duty panchat Raj.	
Day - 4	VRO Village Revenue officer	VRO should monitor The land and Ration on food supply in villages	
Day - 5	VRO village Revenue officer	Services of notice summons/orders unders various laws	
Day - 6	VRO village Revenue officer	Identification of Benefites under various Acts	

WEEKLY REPORT

WEEK - 2 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

PANCHAYATI SECRETARY

- * Collecting of property Tax, water charges, other No-taxes
 - * Attending RTI, Court Case, SC/ST/HRC/ legal issue by maintaining register
 - * Allotment of two duties for village Secretariat to Sectional Assistant.
 - * Must follow panchat Raj higher authorities during field visit
 - * He shall attend protocol duties, Government special programme, Election duties and other Important duties whenever ordered by the higher authorities
- VRO [Village Revenue Officer]
- * VRO should monitor the land and Ration food supply in villages
 - * Reporting violations under land Act, OTC, Act. pot. Act, LTR in Apply areas, Assignment rules and Conditions and mine and minerals rules
 - * Reporting on Inclusion, deletion and modifications in electoral rolls
 - * Any other work entrusted by the Superior officer / ~~parent~~ panchat Secretary.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	SURVEY ASSISTANT	Should surveyor of village lands	Danya
Day - 2	SURVEY ASSISTANT	filed inspection to take action against unauthorized construction	Danya
Day - 3	SURVEY ASSISTANT	Inspection of lands proposed to layout	Danya
Day - 4	ANM	should be responsible for villagers health monitoring	Danya
Day - 5	ANM	should be responsible for villages including health camps in the village	Danya
Day - 6	ANM	should be responsible for maternal child health	Danya

WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

VILLAGE SURVEYOR

- * Attending office Registering day movement in movement Register, collect land maps /Records and proceed field for attend survey petitions
- * protection of panchayat properties
- * Attending spontaneous grievances, preparation of not on necessary issues in village and submit to the reporting offices panchayat secretary and redressal of grievances [e.g. RTC]
- * Attending general duties and duties of other functional Assistants as and when required.

ANM

- * As a part of ANMs routine daily activity, she has to visit at least 30 household in her allotted area and covers the maternal & child health
- * ANM should be responsible for villagers health monitoring and scheduling health camps in the village
- * uploading of daily reports [HMIS & THIP-IPSP, e Ashadi] in Central and State portals

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Veterinary & Fishery Assistant	Livestock, dairy and fisheries	mf VAA
Day - 2	Veterinary of fishery Assistant	The flag of fishery Assistant and Aquaculture is Blue	mf VAA
Day - 3	Veterinary & fishery Assistant	The flag of veterinary is white	mf VAA
Day - 4	Agriculture mpeo's	monitoring agriculture works and suggestions	mf VAA
Day - 5	Agriculture mpeo's	monitoring agriculture production reports	mf VAA
Day - 6	Agriculture mpeo's	operationalization of Rythu Bazar Kendram	mf VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: AGRICULTURE, Veterinary fishery Assistant

- * The flags of Agriculture is Green, fishery of Aquaculture is blue, veterinary is white and silviculture is Red.
- * Veterinary: Animal husbandary is the branch of agriculture concerned with animals that are raised for meat; fiber, milk and other products in day to day care, selective breeding, and first domesticated born around. Biorac farming or pisciculture involves commercial breeding of fish usually for food in fish tanks or agriculture such as ponds.
- * Agriculture: field visit and interaction with farmers polambes, seed village programme e group booking etc)
- * operationalization of Rythu Bhazasa Kendram processing of village to petitions received
- * organization of village knowledge Centre and Agriculture Input shop in Rythu Bhazasa kendram
- * sensitization of farmers YSR Agri input testing labs Receipt of Agri Input orders from the kiosk

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Women police [Grama mahila Samrksana karyadrsi]	Concelling, security and other important roles in village	Ramde
Day - 2	Women police [Gram mahila Samrksana karyadrsi]	visit to Angowater Centre (AWC) to ensure timely operating pre-school the food	Ramde
Day - 3	Women police [Grama mahila Samrksana karyadri]	prevent child marriage by issuing elibility certificate to the couple after proof	Ramde
Day - 4	Engineering Assistant	village Engineering work & water supply, Grama Sachivdlayam	mtk
Day - 5	Engineering Assistant	field visit covering all the engineering activities of quality	mtk
Day - 6	Engineering Assistant	Technical inspection of bulding permission application.	mtk

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

- * women police is also know Grama mahila Samparkshree kanyadarsi. she gives counselling security and other important notes in village
- * prevent child marriage by issuing eligibility Certificate to the couple after through verification of their are proof
- * visit to school/college/hository/karbus/working Comps an Crime against women and children, preg and sexual abuse Eve Teasing, Ragging, pocso related, 24x7 help line and self defence Cyber mithra, mahila Mitra Engineering Assistant.

- * Field visit Covering all the engineering activities of quality work executions Identifying the problems related to Sanitation/water supply etc. and report to Engineering.
- * Attending execution of all civil works including of work and mantaing All Standworks as per Code
- * Identification of road mantanice work such per holes etc, and preparation of Climate proposall
- * praction of village aspts perataing to all engie ering Sections

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	Electricity supply and street lights and monitoring	Thiru
Day - 2	Electrical Assistant	switch off street lights in the secretariat area sunrise	Thiru
Day - 3	Electrical Assistant	switch on street lights after the sunset	Thiru
Day - 4	Digital Assistant	monitoring the village in single window system	Alfons
Day - 5	Digital Assistant	Attending office and entering all the data related Applications	Alfons
Day - 6	Digital Assistant	Attend the duties as entrusted by the panchayat secretary	Alfons

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

- * Electrical Assistant is known as Energy Assistant
- * Electrical Assistant supply street lights and monitoring
- * visiting ward/Area/ Colony in the GIP Area and identifying the problems related meters, releasing new electrical connection and attending off calls problems
- * Attending LT/HT line maintenance, DTR maintenance and replacement of DTR sections and HGR busbar for supply and attending Deendayal Upadhyaya Grama Jyothi representations.

DIGITAL ASSISTANT

- * monitoring the village dindle window system. And Attending office and entering all the details related to Toppers Communications/Applications in the Inward Register and shall place it before panchayat secretary for initials and distribution.
- * uploading/updating data of beneficiaries or eligible beneficiaries list under Navapatrialu and different schemes in Andhra Pradesh

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant	Pension Distribution Dwarka Mahila, House Construction monitoring	P.V. Rao
Day - 2	Welfare Assistant	Visit to Bank for SBM bank linking / Housing schedule	P.V. Rao
Day - 3	Welfare Assistant	Clearance files service in online manual	P.V. Rao
Day - 4	ABOUT Schemes	Navaratnalu	P.V. Rao
Day - 5	ABOUT Schemes	The nine Navaratnalu welfare schemes	P.V. Rao
Day - 6	ABOUT Schemes	The nine Navaratnalu welfare schemes	P.V. Rao

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: WELFARE ASSISTANT

- * pension distribution, Dwakra mahile, house Construction monitoring
- * Interacting with other functional Assistants to exchange the information related to grievances in Spandana to ensure quality disposal and development activities of their Jurisdiction and seek solution
- * Field visit to village / schools / Hostel / SHG / meeting visit self-employment as per Calendar of Activities
- * Application of Jn Gadi, Amma Vodi Scheme, pension Application and Verification / uploading

~~Navara~~ NAVARATNALU

Sri Ys Jagu Mohan Reddy, Honble Chief Minister of Andhra Pradesh has come up with an elaborate model of government comprised of welfare schemes which are based on Navarathalu nine navarathalu schemes:-

- | | |
|-----------------------------|----------------------------|
| ① YSR Raitu Bharosa | ⑤ Ban of Alcohol |
| ② Fee reimbursement youth | ⑥ Amma Vodi |
| ③ employment & Job Creation | ⑦ YSR Aarogya, YSR cheyuta |
| ④ Arogyasri | ⑧ Housing for all poor |
| ⑤ YSR Jalayagham | ⑨ pensions Enrolment- |

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR Raithu Bhavase	Every farmer to be provided Rs 5000 financial assistans	ms vra
Day - 2	YSR Raithu Bhavase	for Crop Saving farmers to get Rs 12500 during may	ms vra
Day - 3	YSR Raithu Bhavase	farmers need not worry about crop insurance	ms vra
Day - 4	Fee reimbursement youth Employment ob Job Creation	Fee reimbursement youth Employment	maus
Day - 5	Fee reimbursement youth Employment ob Job Creation	Education expen dike will be borne for poor	ms.
Day - 6	Fee reimbursement youth Employment & Job Creation	Rs. 20,000 per student per annum to be provide in addi ing remibersment.	ms.

WEEKLY REPORT

WEEK - 8 (From Dt..... to Dt: Dt.....)

Objective of the Activity Done:

Detailed Report:

1. YSR Raithu Bhanjasa

- * Every farmer to be provided Rs. 50,000 financial assistance for Crop saving farmers to get Rs 12500 during may itself.
- * Farmers need not worry about Crop insurance. Government to pay insurance premium on behalf of farmers
- * Free bore-wells to be provided to farmers
- * 9 hours free electricity during day time for agriculture purpose
- * Rs 7 lakh YSR Bhanja to be provided to the family of farmer for accidental death (or) suicide Act.
- * Rs 4000 Crores allotted for Natural disaster Relief fund.

2. Fee Reimbursement, Youth

Employment Job Creation

- * Education expenditure will be borne of poor
- * Rs. 20,000 per student per annum to be provided addition to fee reimbursement boarding and lodging.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROGYA SRI	free medical treatment through Arogya Sri	C. R. Subbarao
Day - 2	AROGYA SRI	All diseases and operations to be covered Arogya Sri	C. R. Subbarao
Day - 3	AROGYA SRI	financial assistance to the family of person during rest after operation	C. R. Subbarao
Day - 4	YSR Jalayagham	Jalayagham them projects of lawte pr YSR to be completed	C. R. Subbarao
Day - 5	YSR Jalayagham	polavaram poolsubbayya velligoundu	C. R. Subbarao
Day - 6	YSR Jalayagham	other projects to be completed in wash fasting basic	C. R. Subbarao

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: 3. Arogyasri

- * YSR Arogyasri covers for all Categories with annual income less than Rs 5 lakh
- * Arogyasri applicable for all medical expenses above Rs 1000/-
- * Free medical treatment applicable throughout Country
- * Rs. 10,000/- pension per month to be provided to the pensioners suffering with kidney, Thalassemia and prionial diseases
- * All government hospitals to be modernized in two years at par with corporate hospitals for better Arogyasri treatment photo of government hospitals.

4. YSR Jalayagnam

- * Jalayagnam or projects of late Dr YSR to be completed
- * polavaram, padasubbar, veligonda and other
- * safe water for drinking and water for cultivation to be provided ponds to be modernized to improve water table.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Mahila police	learning about child marriage and dowry prohibition Act.	<i>[Signature]</i>
Day - 2	Mahila police	Mahila police learning about domestic violence Act.	<i>[Signature]</i>
Day - 3	Agriculture Assistant.	To know the explain duties of agriculture assistant.	<i>[Signature]</i> VAA
Day - 4	Agriculture Assistant	It is known the farmers are selling paddy to RSK.	<i>[Signature]</i> VAA
Day - 5	Agriculture Assistant	learned the benefits of RSK Center.	<i>[Signature]</i> VAA
Day - 6	Mahila police	to learning programme Conducting School Group Touch And Bad touch.	<i>[Signature]</i>

WEEKLY REPORT

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

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 -m involves registering farmers and their land details on the RSK portal, after which the RSK team provides information and provides

* Some of the uses of Rythu Bazar Kendra include providing information on crop cultivation, soil testing, distribution of seeds and fertilization and access to agricultural equipment and conducted the water tests in Sachivalayam and talk to the results and benefits to disses.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Digital Assistant.	explaine to the duties of digital Assistant	<i>[Signature]</i>
Day -2	Secretary	learned Computercees d information and mantaince the data base	<i>[Signature]</i>
Day -3	welfare officer	explain the JUD thums and check the jammabumi Account.	<i>P. V. [Signature]</i>
Day -4	Surveyor	To explain of the stone map with lands.	<i>[Signature]</i>
Day -5	Surveyor	The registration and equipmant rele ted to the suryer,	<i>[Signature]</i>
Day -6	mahila police	The Field worke village ladies with Securorety.	<i>[Signature]</i>

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Digital assistant An Computarege task in a secreted by the using natural language processing to understand Commands and automate tasks ~~set~~ such as scheduling meetings, sending emails, managing files and providing information this reduces manual labour and increase efficiency.

All the online Service available at meesava Center and csc Center are done at the secretat 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 TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	panchat Secretary	panchayat Secretary about birt and death registration Certificate	
Day - 2	panchayat Secretary	Secretary about Concentration of panchayat property.	
Day - 3	panchayat Secretary	panchayat Secretary Conducted the gram sabha	
Day - 4	Village Surveyor	Surveyor checking the agriculture lands documents.	
Day - 5	Welfare Officer	disturbance amount the volunteers in pension amount.	
Day - 6	panchat Secretary	To explain the duties of secretary in Sachivalayan	

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

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 parents 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 organizing gram sabhas.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	GADAPA GADAPA MANA PRABHUTVAM	must attend government & program Notice the problem	
Day - 2	GADAPA GADAPA MANA PRABHUTVAM	The Gadapa Gadapa mana prabhutam asid awareness the public about schemes.	
Day - 3	GADAPA GADAPA MANA PRABHUTVAM	The MCA would Make visits to each household in their induction	
Day - 4	GADAPA GADAPA MANA PRABHUTVAM	seeks feed back suggestion from the public	
Day - 5	GADAPA GADAPA MANA PRABHUTVAM	Suggestions from the public for process in procurement and delivery	
Day - 6	GADAPA GADAPA MANA PRABHUTVAM	Schedule hindered by distant collection	

WEEKLY REPORT

WEEK - 13 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

GADAPA GADAPA MANA PRISTHUTVAM

The Gadapa Gadapa mana pristhutam it, said is to create awareness among the public about the schemes and programmes of the government to ensure that the benefits reach the last mile beneficiary. Covering all the eligible beneficiaries and seek feed back/ suggestions from the public for process improvement and further improve the service delivery. The MLAs would make visits to the household in their jurisdiction as per the schedule finalised by diste Sachivalayam now that the benefit distribution process has been implemented through direct benefit transfer (DBT) mode, especially with the introduction of the "Annual welfare census". The state government has, on the occasion of completion of its three years, then decide to then process by taking public feed back on any improvement in the process and suggestions from the public for process improvement and further improve the service delivery.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Village Surveyor	asked Conducted on what kind govt welfare schemes are being received.	
Day - 2	Village Surveyor	WGA asked to conduct survey on what govt welfare are being received village	
Day - 3	panchayat Secretary	Collection to the house tax the village	
Day - 4	Mahila police	awareness to the village house wife ladies programme	
Day - 5	Village Surveyor	government welfare schemes are being received by the people village	
Day - 6	panchayat Secretary	mentioned about the things said the programme book was evaluated.	

WEEKLY REPORT

WEEK - 14 (From Dt..... to Dt.....)

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 Adhaar numbers and their phone numbers. He asked to know how much financial assistance each house hold will get due to these the welfare schemes.

I have submitted the report of the survey to the secretariat late this week. Also I got to know how much financial assistance each house hold 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	Panchayat Secretariat	asked to inspect the work done in the secretariat.	
Day -2	welfare officer	learned to the government schemes to the benefits of the students.	
Day -3	mahila police	explained to the uses of the toll free numbers.	
Day -4	fisheries assistant	benefits of the machan can explained to the students.	
Day -5	engineering assistant	To know the duties of engineering assistant	
Day -6	panchayat Secretariat	He said about drinking water supply quality proper chlorination.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

A secretariat 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 Govt Help line no numbers to Call Compliant Suggestions

police - 100, health and medicine - 104

Fire Station 101, Telemedicine - 14410

Govt Ambulance 108, prevention of Corruption 14400

Electrical problems 1912, public issue - 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 Grama 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 area. Courteous, respectful and helpful.

Clarity of job roles includes clearly defined products, 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 and complete their environment.

There is space and ventilation for employee comfort and well-being. The work environment in the Grama Secretariat is professional, disciplined and focuses 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 Communicate. Concise and accurate reports, memos, and other document 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 services
- * We learned how to Communicate with colleagues and clients through various digital channels such as email chat and Video Conferencing
- * The ability to organize, analyse and interpret data using tools such as spreadsheets, databases and data visualization software
- * We are learned Basic Computers 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 manager need skills are useful our future

1. Leadership skills:- manager need to inspire and motivate their teams to achieve and their goal they teams to achieve successful Complete anything
2. Decision making skills managers must make informed decision quickly and efficiently. they should able to analyse data. evaluate options and chose the best course of action
3. Problem-solving skills:- The staff members are should be to identify and solve 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 phase so definitely do that particular action
5. Interpersonal skills managers and any person should be able to relation and confidently talking so when over we can again assimilate in 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 modife and in improve my self with communication different people in different place

my written communication in per. improve it by writing say evolution surpation thoughts

my confidence lovely are very high and i will continue with the name

my Anxiety level are very low iam very patient and listen to music whenever i feel anything and i learn more anxiety management techloges.

my speech ability in mederate and it will be improved by communication skills.

I always Great every one when i see them and those 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 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 positions (or) background
- * Be prepared:- Before joining group discussion or team activities important to come prepared

Communication skills Good Communication skills are crucial for effective team participation clearly speak observe speaks view of talking

- * Any team member team leaders should be able to time productivity and time management 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 system, single line phone system
- * internet phone system
- * photo copies, copying, binding, multiple pocket copying
- * Scanners, (IRIS scanners)
- * printers
- * Bio-metric division
- * face Activity programme

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

Student Self Evaluation of the Short-Term Internship

Student Name: Talada manmadha rao Registration No: 2022001067088
Term of Internship: 15 weeks From: 07/12/2022 To: 18/03/2023
Date of Evaluation: 18/03/2023
Organization Name & Address: Grama Sachivalayam - peddakollivalasa

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: 18/03/2023

Talada manmadha rao
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Talada Manmadha Rao Registration No: 2022001067088
 Term of Internship: 15 weeks From: 07/12/2022 To: 18/03/2023
 Date of Evaluation: 18/03/2023
 Organization Name & Address: Grama Sachivalayam - Peddakallivalasa
 Name & Address of the Supervisor p. venkata ramana, welfare & Education
 with Mobile Number Assistant, peddakallivalasa -

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: 18/03/2023

Signature of the Supervisor
 Panchayat Secretary
 Grama Panchayat
 Modugulavalasa R&R Colony
 L.N. Peta Mandal

PHOTOS & VIDEO LINKS









Gram Darshini (2022-2023)

Gram secretariat [~~Vasapa~~] peddakollivalasa

Name of gram panchayats : [01] ~~vasapa~~ peddakollivalasa
Secretariat, Secretary : ~~vasapa~~, Jan peddakollivalasa Venkata
Ramanamma

Village revenue officer : Granapathirao

panchayat special officer :-

Numbers of wards :- 10

Information of secretariat employees

SINO	Name of the employee	Employee status
1.	B. Venkateswaramma	panchayat secretary
2.	Ch. Rajesh	panchayat digital Assistant
3.	M. Tirumalarao	Engineering Assistant
4.	P. Venkata Ramana	Welfare Assistant
5.	T. Devi Saranya	fishary Assistant
6.	A. Manasa	Agriculture Assistant
7.	D. Ramadevi	mahila police
8.	L. Damayanthi	ANM
9.	B. Granapathi Rao	village Revenue officer
10.	B. Rama Mohana Rao	village Sarayari
11.	P. Govinda	JLM
12.	K. Susila	VRA
13.	G. Ramya	VRA
14.	P. Manisha	panchayat secretary.

Peddakollivalasa Volunteer Names

1. I. Devi
2. S. Dellep
3. K. Ganapathirao
4. S. Sankararao
5. T. Harikrishana
6. M. Kalyani
7. K. prasanna rani
8. A. Jagadeesh
9. S. Mahesh
10. P. Ramakrishana

Tatal Residential areas

1. peddakollivalasa
2. moduguvaleasa
3. Scot peta

Geograph : 695.23

pallam land : 352.46

metta land : 232.05

To posambo : 110.72

Details of Angavadi workers : 1. A. puspa kumari
2. M. sitaratnam

Details of Asha workers : 1. R. varalakshmi
2. S. Roja

Details of primary Health Center : 1. peddakollivalasa (VH)
2. Laxminarsu peta.

* population : 1900

men : 977

women : 923

* Details of voters : 1416

* men : 736

women : 680

* Total number of house : 469

* Details of Ration Cards : 582

* Arogya Shree Cards : 588

* Total employment guarantee Job Cards : 607

Educational Information

mandal parishad primary school : 02

Drinking water information

protected water schemes : 2

street faucets : 29

Drinking water bores : 11

Drinking water wells : 04

Irrigation ponds : 06

Information on self-governing Communities

Number of self-governing Societies : 39

Number of members

: 450

Groups benefited from

Page No interest schemes : 35

Ysr pension so that the planes of the variety of pension, qualifications and desined documents

OLD AGE PENSION (elderly pension)

- * should be filled with at least 60 years
- * Candidates belonging to ST category should have at least 50 years of experience
- * in rural areas, however the monthly income of a house holder should not exceed Rs, 10,000/-
- * in urban areas, however the monthly income of a family is Rs. 12,000/-
- * power consumption the monthly electrical consumption of the family is 300 units
- * must not be a permanent employe or a pensioner
(Sanitary health insurance)
- * The Total land per family is 3 acres if it wet land and 10 acres if it is dry land. 10 Acres of Good underdyer or total Tri and plate is good underdyer.
- * No income tax should be levied on family members
- * The property should not exceed 1000 square feet in total urban area of the family
- * old age pension amount Rs. 2750/-
- * Required documents: Application form, Aadhar Card Aadhar updated history, Caste Certificate, income Certificate R^{ice} Card

Widow pension

- * Must have at least 18 years
- * only for females
- * in rural areas, however, the monthly income of a householder should not exceed Rs. 10,000/-
- * in urban areas however, the monthly income of a family is Rs 12,000/-
- * power Consumption: The monthly electricity Consumption of the family is 300 units
- * must not be a permanent employee or a pensioner
- * widow pension amount - Rs 2,750/-
- * Required document Application form, Aadhar Card, Husband death Certificate, Aadhaar update Certificate, Caste, income Certificate, Rice Card

Disable pension

- * No Correlation with age
- * in rural areas, however, the monthly income of a house holder should not exceed Rs 10,000/-
- * in urban areas, however the monthly income of a family is Rs 12,000/-
- * No income tax should be levied on family members.
- * Disable pension amount - 3000/-
- * Required document Application form, Aadhar Card SAMPARAM Certificate, Aadhaar update history, caste Certificate, income Certificate, Rice Card
- * must have 40% and above marks in SAMPARAM Certificate.

Important information for all types of pension schemes

- * In rural areas however the monthly income of a householder should not exceed Rs. 10,000/-
- * In urban areas, however, the monthly income of a family is Rs 12,000/-
- * power Consumption The monthly electricity Consumption of the family is 300 units
- * must not be a permanent employee or a pensioner
- * Each family should not own four-wheeler vehicle (not suitable for taxis, tractors, autos)
- * No income tax should not exceed 1000 square feet in total urban area of the family
- * Total land of one family wet land not 3 acres dry land not above 10 acres in rural areas. In urban areas not above 10 acres among wet land and dry land.
- * mainly required documents: Application from Aadhaar Card, Aadhaar update history, Caste Certificate income Certificate Rice Card.
- * There is no more than one pension in a family

Single women pension

- * Should be filled with at least 50 years
- * Single women pension amount 2,750/-
- * married Single women - unmarried Certificate from the Tahsildar.

Dappu Artist pension

- * Should be filled with at least 50 years
- * Dappu Artist pension amount Rs. 3,000/-
- * Self declaration Certificate

x

Traditional Cobbler pension

- * Should be filled with at least 40 years
- * Traditional Clobber pension amount Rs. 2,750/-
- * Self declaration Certificate

Weaver pension

- * Should be filled with at least 50 years
- * weaver pension amount Rs. 2,750/-
- * Certificate from Handloom department.

Toddy Tappers pension

- * should be filled with at least 50 years.
- * Toddy Tappers pension amount Rs. 2750/-
- * Certificate from Excise department
- * Toddy should be a member of Co-operative Societies

Fishermen pension

- * should be filled with at least 50 years.
- * Fishermen pension amount Rs. 2,7500/-
- * Certificate from Fisheries Department.

Anti-retroviral Therapy (ART) pension (PLHIV) HIV

- * The pension amount Rs. 2750/-
- * Apply ART (Anti-retroviral Therapy) Center
- * ART should take treatment as 6 months Continue

Transgender pension

- * must pension at least 18 years.
- * Transgender pension amount Rs. 3000/-
- * Certificate from Competent medical Authority

Chronic kidney disease of unknown etiology (CKDU) pension

- * The pension amount Rs. 10,000/-
- * District Hospital so should be apply to put on certificate on District medical Board.



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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