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SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)



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ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

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(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: **Valurouthu.venkataramana**

Name of the College: **Govt degree college (men)srikakulam**

Registration Number: **2022001067095**

Period of Internship: **4 months** From: **7-12-2022** To: **18-03-2023**

Name & Address of the Intern Organization : **Grama sachivalayam vasapa**

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

An Internship Report on

GRAMA SACHIVALAYAM

Submitted in accordance with the requirement for the degree of

B.COM

Under the Faculty Guideship of

Sri. K.CHINNARAO

Department of

Commerce Government Degree College (Men) Srikakulam.

Submitted by:

V.VENKATARAMANA

Reg.No: 2022001067095

Department of Commerce

Government Degree College (Men), Srikakulam.

Student's Declaration

I, VALUROUTHU VENKATARAMANA a student of internship Programme, **Reg.No: 2022001067095** of the Department of **Commerce**. Government Degree College (Men) Srikakulam College do hereby declare that I have completed the mandatory internship from 07-12-2022 to 18-02-2023 in GRAMA SACHIVALAYAM under the Faculty Guide, Sri. K.CHINNA Rao, Department of Commerce Government Degree College (Men) Srikakulam.

V.VENKATARAMANA
Reg.No: 2022001067095

Official Certification

This is to certify that **V.VENKATARAMANA** Reg. No: **2022001067095** has completed his Internship in **GRAMA SACHIVALAYAM VASAPA** on under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce in the Department of Government Degree college (Men) **SRIKAKULAM.**

This is accepted for evaluation.

D. Gopaldharan

Welfare & Education Assistant,
(Signatory with Date and Seal) 5411
Sriakulam Dist.

Endorsements

K. Chandra

Faculty Guide

Deo

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Vaijanthu Venkata Ramana (Name of the intern)
Reg. No 2022001067095 of Govt. Degree College (men) ^{SKM} (Name of the
College) underwent internship in Valapa Grama Sachin Dayam (Name of the
Intern Organization) from 12/12/2022 to 18/03/2023

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



D. Gopaldas Naaidu ^{SKM} naaidu
Authorized Signatory with Date and Seal
Welfare & Education Assistant
Vasapa Secretariat (10190541)
Kotturu (Md), Srikakulam Dist.

Acknowledgements

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

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

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

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

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

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CHAPTER 1: EXECUTIVE SUMMARY

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

Learning Objectives :-

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

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

A Introduction of the organization

Grama Sachivalayam is a government initiative in the Indian state of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word "Grama Sachivalayam" translates to "village secretariat" in English.

The Grama Sachivalayam System was launched in 2019 by the Andhra Pradesh government under the leadership of Chief Minister Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities by establishing a system of village secretariats in every village of the state.

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.

- * panchayati Raj Act - 1974 says that local govt. in every village of the growth & development in a nativable manner
- * chief minister of Andhra pradesh state YSR Jagan Mohan Reddy started these secretariat at vijawada, the statement was made on october 2, 2019, the 150th anniversary of mahatma gandhi's birth day.
- * function of grama sachivalayam, it has mainly 11 types of the offices in secretariat. The village volunteers system aims to bring govt services to people's door steps.
- * Generally using of technological skills and instrument mainly use just like bio-metries, computer system.
- * The internship part these kind of skills are very important listening and speaking, confidence, leadership qualities, practical and time management.
- * objective of Grama Sachivalayam provide services and central level schemes
- * out comes of ward / grama sachivalayam to
 - a, early solution to all problem
 - b, All services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 12/12/2022	I reported in the Secretariat assigned to me	-	CTM
Day -2 13/12/2022	The introduction of the Secretariat was given by the welfare Assistant	Learned about the village Secretariat	
Day -3 14/12/2022	The welfare assistant told about Grama darshini	To know the condition of Wsapa village	
Day -4 15/12/2022	Explain about employees roles and responsibilities	To know the duties of the employees	CTM
Day -5 16/12/2022	was been telling about volunteers	To know the duties of the volunteers.	CTM
Day -6 17/12/2022	WEA said about the vision and mission of Grama secretariat	I learned why Grama secretariat was established	

WEEKLY REPORT

WEEK - 1 (From D1.12/12.1.2.2... to D1.17/12.1.2....)

Objective of the Activity Done:

Detailed Report:

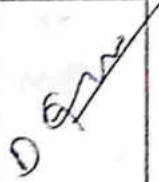
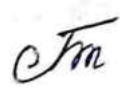
This week we learned about village Secretariat i.e why the Secretariat system was established and their uses.

We also learned the benefits of the Secretariat to the people of the village.

We got to know the physical conditions of the residential areas in the Grama Secretariat and the duties of the employees in the Grama Secretariat system as well as the performance of the volunteers and their services.

The welfare Assistant was fully informed about the vision, mission and values of the Grama Secretariat.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 19/12/22	The WEA officer explained the organizational structure of the secretariat	Learned about the organizational structure of the secretariat	
Day -2 20/12/22	Explained the future plans of the Grama Secretariat	We know the future plans of the secretariat.	
Day -3 21/12/22	About old age pension, widow pension has been fully explained	We learned the required documents and eligibility for this type of pension	
Day -4 22/12/22	Fully explained about disable pension and single women pension	We learned the required documents and eligibility for this type of pension	
Day -5 23/12/22	Explained about Traditional crafts pension weaver pension	We learned the required documents and eligibility for this type of pension	
Day -6 24/12/22	Explained about Tocky Toppers pension and fisherman pension	We learned the required documents and eligibility for this type of pension	

WEEKLY REPORT

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

Objective of the Activity Done:

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

Eligibility and required documents for old age pension, widow pension, disable pension, single pension, Traditional cobblers pension, weaver pension, Toddy Tappers pension, and Fishermen pension are given at the end.

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

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 26/12/22	Fully explained about Dappu Artist pension Anti-retroviral Therapy (ART) pension (PL HIV) (HIV)	We learned the required documents and eligibility for this type of pension	
Day -2 27/12/22	Explained about Trans gender pension & Chronic kidney Disease of unknown etiology pension	Learned the required documents and eligibility for this type of pension	
Day -3 28/12/22	Today explain about YSR kalyanamasthu / YSR Shaadi Tohfa	The purpose of this scheme is known.	
Day -4 29/12/22	Explain about mandatory validation documents for registration of YSR kalyanamasthu.	Learned the required documents for this type of scheme	
Day -5 30/12/22	Explain about eligibility criteria of YSR kalyanamasthu / YSR Tohfa Scheme.	We know who is eligibility for this scheme.	
Day -6 31/12/22	Have to tell people about the YSR kalyanamasthu Scheme.	We learned good presentation skills	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Eligibility and required documents for Dappu Artist pension, Anti-retroviral Therapy (ART) (HIV) pension, Transgender pension and Chronic Kidney Disease of unknown etiology pension are given at the end.

YSR Kalpanaastha / YSR Shadi Tohfa

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/BC/minorities/differently abled / BPL WBS in conducting their daughter's marriage in a dignified manner.

* The bride must be above 18 years and Groom must be above 21 years as on the date of marriage

* The application registration for the scheme should be done within 60 days from date of marriage

* Both Bride and Groom should have 10th class pass certificate

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 02/01/23	The WEA officer is explained about YSR navaaratna	We know uses of this kind of schemes	
Day -2 03/01/23	Explained about Ammaodi scheme	The purpose of this scheme is known	
Day -3 04/01/23	Explained about Rythu Bharosa Scheme	I know how much this scheme has benefited the farmers.	
Day -4 05/01/23	Explained about Arogyasri Scheme.	I came to know that this scheme provides free medical treatment to poor people	
Day -5 06/01/23	Explained about Housing for all.	The purpose of this scheme is known	
Day -6 07/01/23	Explained about Jalayagran. Scheme	I learned that there will be no shortage of water due to this scheme	

WEEKLY REPORT

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

Objective of the Activity Done:
Detailed Report: YSR Nannabathu is a welfare scheme the scheme comprises nine different welfare programs or scheme each aimed at improving the living conditions of the AP <u>Anna Udi</u> :- under this scheme financial assistance is provided to the mothers or guardians of school - going children to support their education. The amount of assistance is RS 15000 per annum. <u>Rythu Bharosa</u> :- This scheme provides financial assistance to farmers in the state the amount of assistance is RS. 13500 per <u>Arogyasri</u> :- This scheme provides free healthcare services to the people of AP. The scheme covers the cost of medical treatment and surgeries for a wide range of illnesses and diseases. <u>Housing for all</u> :- This scheme aims to provide affordable housing to the people of AP.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 09/01/23	Explained about Fee Reimbursement scheme	The purpose of this scheme is known	
Day -2 10/01/23	Explained about YSR Vidya Deevena scheme	It is known who is benefiting from this scheme	
Day -3 11/01/23	Explained about YSR vasathi Deevena Scheme	It is known who is benefiting from this scheme	
Day -4 12/01/23	Explained about manabadi, Nadu Nedu Scheme	The purpose of this scheme	
Day -5 13/01/23	He said that the works of nadu nedu scheme should be examined	we observed the Nadu Nedu works	
Day -6 14/01/23	Pongal Holiday (Bhogi)	-	-

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

Objective of the Activity Done:
Detailed Report: <u>Fee Reimbursement</u> :- Aimed at providing financial assistance to student from economically weaker sections to pursue their higher education. under this scheme, the government reimburses the tuition fee and other expenses such as exam fees, library fees, etc., for eligible students studying in various courses including engineering medicine, MBA MCA, etc.
<u>YSR Vidya Deevena</u> :- It provides financial assistance to eligible from economically weaker sections to pursue higher education in government and private colleges.
<u>YSR Vazathi Deevena</u> :- It provides financial assistance to eligible students from economically weaker sections to cover their hostel and mess expenses during their higher education.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 16/01/23	Pongal Holiday (Kannuma)	-	-
Day -2 17/01/23	Explained about Jagananna Vidya karnuka	I learned, due to this scheme students are going to Govt-School.	
Day -3 18/01/23	He said about the YSR cheyuthu scheme	I learned that women are continuing their own business because of this scheme.	
Day -4 19/01/23	He said about the YSR vahana mitra scheme	I learned, this scheme is known to receive financial assistance to drivers.	
Day -5 20/01/23	We went to the school and checked the food.	I came to know that nutritious food is being served in the school.	
Day -6 21/01/23	We went to the school and checked the cleanliness of the class rooms and toilets.	It is known that the school is kept clean every day.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Jagananna Vidya karnika:- This scheme is launched by the Government of Andhra Pradesh to provide free school kits to students studying in government schools in the state. The kit includes items such as school bags, notebooks, textbooks, shoes and uniforms.

YSR Cheyutha:- under the YSR cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC, and minority communities who are aged between 45 and 60 years. The financial assistance is given in the form of an annual allowance of Rs. 18750.

YSR vahana mitra:- provide financial assistance to self-employed drivers of auto-rickshaws, taxis and maxi cabs, under this scheme, eligible beneficiaries receive an annual financial assistance of Rs 10,000.

The school was visited to inspect the quality of food served, cleanliness of class rooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 23/01/23	The ANM madam was explain about their duties	TO know the duties of ANM madam	Cal ✓
Day -2 24/01/23	The ANM madam was explain about their general duties / instructions.	I learned the the general duties / instructions of ANM	Cal ✓
Day -3 25/01/23	ANM madam explain about social services with awareness program	I learned the some social services [AIDS & HIV, physiotherapy]	Cal ✓
Day -4 26/01/23	Explained about medical termination of pregnancy	I know which hospital to visit for treatment of pregnant women	Cal ✓
Day -5 27/01/23	The ANM madam was explain about their duties	TO know the duties of ANM madam	Cal ✓
Day -6 28/01/23	Explained about Health education	I learned health education	Cal ✓

WEEKLY REPORT
WEEK - 7 (From Dt. 22/01/23 to Dt. 27/01/23)

Objective of the Activity Done:

Detailed Report:

General instructions of ANM:-

* She should work under the administrative control of the medical officer PHC and guidance of the female health supervisor

* should be in uniform with identity card.

* All the ANMs have to discharge all the duties as assigned by the PHC medical officers

* Social awareness programmes:- AIDS, HIV, healthy foods, Diabetes, heart attack

* medical termination of pregnancy:-

Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest health facility for Comprehensive Abortion care.

* Health education:- participate in the local mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.

* Educate women regarding home management of diarrhoea with ORS and preparation

ACTIVITY LOG FOR THE EIGHTH WEEK

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

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The village Revenue officers shall issue Nativity Certificate and solvency certificate their respective jurisdiction duly following the procedure.

For the other certificates which have to be issued by the revenue department. he/she will enquire and submit his report to the competent authority.

* protection of public lands, public house tree etc.... Effective measures assets.

* collection of water Tax, Cesses, House Tax Taxes and other Sums pertaining to Revenue department.

* The mahila police play an important role in ensuring that women in the village feel safe and protected. They work closely with local communities to identify potential risks and to take proactive measure to prevent crimes before they occur. They also respond quickly to incidents and provide.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06/02/23	She talked about the child marriage and Dowry prohibition Act.	Learned about child marriage and dowry prohibition Act.	<i>[Signature]</i>
Day - 2 07/02/23	maheela police explain about the domestic violence Act.	Learned about domestic violence Act	<i>[Signature]</i>
Day - 3 08/02/23	Agriculture assistant was explain about their duties	TO know the duties of agriculture assistant	L. Sauthi
Day - 4 09/02/23	Agriculture assistant (VA) was explain paddy procurement system	It is know now the farmers are selling paddy to R.B.K	L. Sauthi
Day - 5 10/02/23	Agriculture assistant was explain important uses of R.B.K	I learned the benefits of RBK center	L. Sauthi
Day - 6 11/02/23	She said about availability of seeds, fertilizers and pesticides	I learned that seeds, fertilizers and pesticides are available in RBK	L. Sauthi

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

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

* The paddy recruitment system in Rythu Bharosa Kendram involves registering farmers and their land details on the RBR portal, after which the RBR team verifies the information and provides paddy seeds to the registered farmers.

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

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13/02/23	Digital assistant was explain about their duties	TO know the duties of digital assistant.	R. Suresh
Day - 2 14/02/23	DA told about updating all the information in the village secretariat of maintaining the database	It is learned that the DA will computerise all the information	R. Suresh
Day - 3 15/02/23	DA said about to front office incharge (CSC, meesa)	It was learned that all kinds of online services are done in the secretariat	R. Suresh
Day - 4 16/02/23	Village Surveyor was explain about their duties	TO know the duties of village surveyor.	G. Minna
Day - 5 17/02/23	The registration and equipment related to the Survey were informed	Registration of the Survey, learned about the equipment.	G. Minna
Day - 6 18/02/23	maha Shivaratri	—	—

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital assistants can computerize tasks in a secretariat by using natural language processing to understand commands and automate tasks such as scheduling information. This reduces manual labor and increases efficiency.

All the online services available at meesava center and CSC center are done at the secretariat, said the digital assistant.

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

The village surveyor told about the re-survey to the farmers.

The Village Surveyor informed how to use land surveyor equipment.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20/02/23	Engineering assistant was explain about their duties	TO know the duties of engineering assistant	
Day -2 21/02/23	He told about the responsibilities of building construction, inspection technical advice and construction verification	I learned who is responsible for government building	
Day -3 22/02/23	He said about drinking water supply, quality proper chlorination	I learned who is responsible for drinking water supply	
Day -4 23/02/23	Energy assistant was explain about their duties	TO know the duties of Energy assistant	K. Sairam
Day -5 24/02/23	Energy assistant told about power supply problems and solutions	I learned about the power supply issues of solutions	K. Sairam
Day -6 25/02/23	He said about avoiding illegal use of electricity	I learned that electricity should not be used illegally	K. Sairam

WEEKLY REPORT

WEEK - 11 (From Dt. 2.0/02/23 to Dt. 2.5/02/23.)

Objective of the Activity Done:

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

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

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

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

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

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27/02/23	He said about creating awareness on electricity consumption methods	I learned the methods of electricity consumption	K. Sainarung
Day - 2 28/02/23	It is said about preventing power interruption from tree branches	I learned that energy assistant prevents power outages from tree	K. Sainarung
Day - 3 01/03/23	Panchayat Secretary was explain about their duties	To know the duties of panchayat secretary	CTM
Day - 4 02/03/23	The panchayat Secretary said about birth and death registration certificates	It is known who issues birth and death certificates.	CTM
Day - 5 03/03/23	Panchayat Secretary said about conservation of panchayat property	I learned about the preservation panchayat properties	CTM
Day - 6 04/03/23	Panchayat Secretary told about Gidama panchayat meetings and Gidama Sabha.	I learned that people's problems are solved by Gidama - a panchayat meeting & Gidama Sabha	CTM

WEEKLY REPORT

WEEK - 12 (From Dt. 27/02/23 to Dt. 01/03/23)

Objective of the Activity Done:

Detailed Report:

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

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

The panchayat Secretary said how the panchayat properties will be protected and informed about 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 06/03/23	The village volunteer said that government scheme and benefits will be delivered door to door	I learned that govt scheme of benefits are easily delivered to every household by volunteers	M. Kalyani
Day - 2 07/03/23	Volunteers help in accessing government services like ration cards, pension scheme of health services	It is known that govt. services are easily accessible to people because of volunteers	M. Kalyani
Day - 3 08/03/23	Holi	-	-
Day - 4 09/03/23	Volunteers said they would identify local problems such as water scarcity, sanitation health problem and report them	It is learned that the volunteers will identify the local problems in the village & information	M. Kalyani
Day - 5 10/03/23	Volunteers are conducting surveys and collecting information from people he said.	I learned that the complete information of the village people is with the volunteers	M. Kalyani
Day - 6 11/03/23	Second Saturday	-	-

WEEKLY REPORT

WEEK - 13 (From D106/03/23 to D10/03/23..)

Objective of the Activity Done:

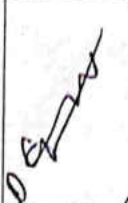
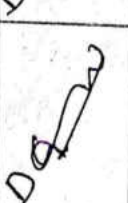
Detailed Report:

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

Some of the responsibilities of a Grama volunteers include identifying the needs of the village and informing the government officials about them, organising health camps and awareness programs, facilitating the construction of toilets and other basic amenities, and mobilizing the community for development activities.

Grama volunteers are considered the backbone of the government rural development program, and they play a crucial role in the implementation of various schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13/03/23	WEA asked to conduct survey on what kind of govt. welfare schemes are being received by the people of the village	I learned to do village survey	
Day -2 14/03/23	WEA asked to conduct survey on what kind of govt. welfare scheme are being received by the people of the village	I learned to do village survey	
Day -3 15/03/23	WEA asked to conduct a survey on what kind of govt welfare scheme are being received by the people of the village	I learned to do village survey	
Day -4 16/03/23	WEA asked to conduct a survey on what kind of govt welfare scheme are being received by the people of the village	I Learned to do village survey	
Day -5 17/03/23	WEA asked to conduct a survey on what kind of govt welfare scheme are being received by the people of the village	I Learned to do village survey	
Day -6 18/03/23	WEA asked to conduct a survey on what kind of govt welfare scheme are being received by the people of the village	I Learned to do village survey	

WEEKLY REPORT

WEEK - 14 (From Dt: 3/03/23 to Dt: 18/03/23)

Objective of the Activity Done:

Detailed Report:

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

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

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

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 07/12/22	WEA asked to inspect the work done in the secretariat	I got to know how things are done in the secretariat	
Day -2 08/12/22	Told about toll free numbers to remember.	Learned the use of toll free numbers	
Day -3 09/12/22	He said about the holistic nutrition plan	I learned the benefits of a holistic nutrition plan for children.	
Day -4 10/12/22	Secon Saturday	—	—
Day -5 11/12/22	Sunday	—	—
Day -6			

WEEKLY REPORT
WEEK - 15 (From Dt. 07/12/22 to Dt. 09/12/22)

Objective of the Activity Done:

Detailed Report:

A Secretariat is a government office comprising various department 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 for complaints, suggestions,
polish - 100, Health and medicine - 104
fire station - 101, Telemedicine - 14410
Govt, Ambulance - 1912, public issues - 1902
Disha - 100 / 112 / 181

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

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

Interpersonal interactions within the organization and with public are courteous, respectful and helpful.

Clarity of job roles includes clearly defined protocols, procedures and processes to ensure work is performed efficiently and effectively. Time management is very important, and employees are punctual and complete their work within specified deadlines.

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

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

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

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

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

I learned above some managerial skills are useful for our future

1. Leadership Skills :- manager need to inspire and motivate their teams to achieve and their goal. they teams to achieve successfully complete anything.
2. Decision making skills :- managers must make informed decisions quickly and efficiently. They should be able to analyze data. evaluate options and choose the best course of action.
3. problem - solving skills :- The staff members are should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
4. Goal setting :- we are learning about, any long - et (or) goal must as to do first observe for thing and set the plan so confidently do that particular - only action.
5. Inter personal skills :- managers and any person should be able to relation and confidently talking so when over we can again assimilated inter personal 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 weak and I improve myself with communication different people in different places.

my written communication is poor. I improve it by writing my evolution script on / thoughts

my confidence level are very high and I will continue with the same.

my anxiety level are very low. I am very patient and listen to music whenever I feel anything and I learn more anxiety management techniques.

my speech ability is moderate and it will be improved by communication skills.

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

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

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

* Respect for others is key to successful team member's with respect, regardless of their position (or) back ground.

* Be prepared :- Before joining group discussions or team activities its important to come prepared

* Communication Skills :- Good communication skills are crucial for effective team participation. Clearly speak but any miswords are talking. The listener can't observe speaker view of talking.

* Any team member (or) team leader should be able to time pectuarity and time mangement these essential for any where.

* Leadership skills if you are leading a team.

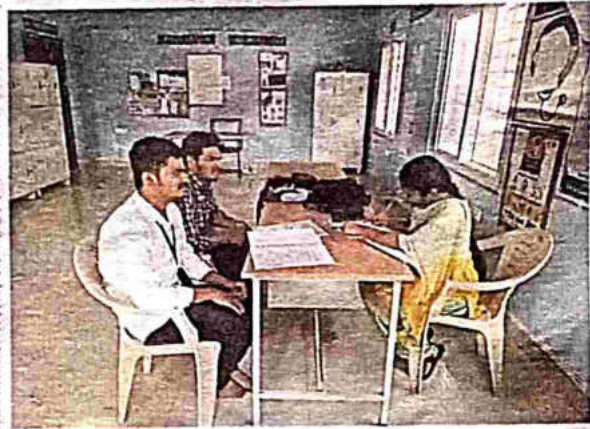
Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

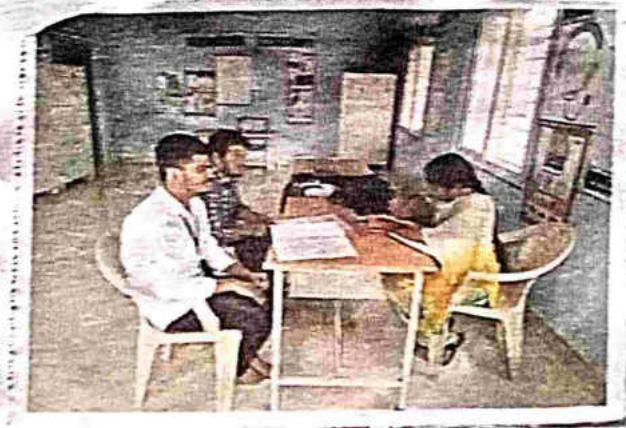
I can see by future planning of job role with technological instrument in secretariat following on below.

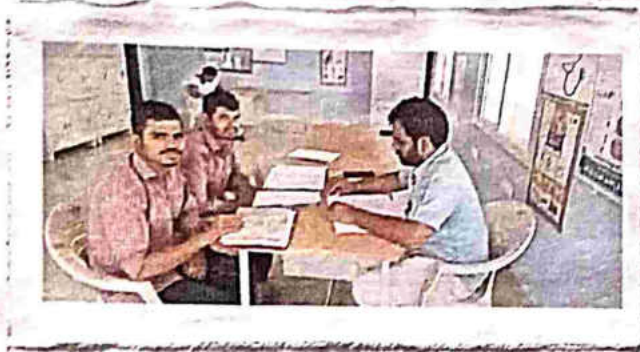
- * computer system
- * internet connectivity
- * Telephone: phone system, single line phone system.
- * internet phone system
- * photo copies, copying, binding, multiple pocket copying
- * scanner's (IRIS scanner's)
- * printer's
- * Bio-metric division
- * face Authority programme

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

PHOTOS & VIDEO LINKS









Student Self Evaluation of the Short-Term Internship

Student Name: <u>Valuruthy Venkata Ramesh</u>	Registration No: <u>2022001067095</u>
Term of Internship: <u>5 weeks</u> From: <u>12/12/2022</u> To: <u>18/03/2023</u>	
Date of Evaluation: <u>18/03/2023</u>	
Organization Name & Address: <u>Indira Sakhavayam - Vasapa</u>	

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

V. Venkata Ramesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Valurouthu Venkata Ramana Registration No: 202200/067095

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

Date of Evaluation: 18/03/2023

Organization Name & Address: Vidama Sachivalayam - Vasapa

Name & Address of the Supervisor D. Nopal Das Naidu, welfare & Education Assistant, Vasapa Secretariat, 8897166681

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

D. Nopal Das Naidu
Signature of the Supervisor
Welfare & Education Assistant
Vasapa Secretariat (10190541)
Kotturu (Md), Srikakulam Dist

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Valurouthu. Venkata Ramana*

Programme of Study: *B. com General*

Year of Study: *2022-2023*

Group: *B. com General*

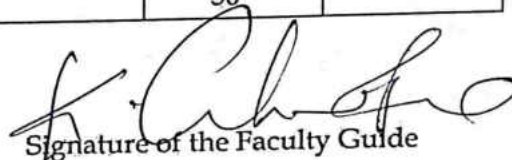
Register No/H.T. No: *2022001067095*

Name of the College: *Government degree college(men) - Srikakulam*

University: *DR. B. R. Ambedkar University*

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

Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: *Valurouthu. Venkata Ramana*

Programme of Study: *B.com General*

Year of Study: *2022 - 2023*

Group: *B.com General*

Register No/H.T. No: *2022001067095*

Name of the College: *Government degree college (men) - Sriakabam*

University: *DR-B.R Ambedkar University*

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	


Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

Gram Darshini (2022-2023)

Gram Secretariat [Vasapa]

Name of gram panchayats : 01 Vasapa

Secretariat, secretary : Vasapa, Janni Chandamma

Village revenue officer : Virish Kumar Patnaik

Number of wards : 10

Panchayat Special officer : Krishna Rao (EOPRD)

Information of Secretariat Employees:

SINO	Name of the employee	Employee status
01.	Janni. Chandamma	The Panchayat secretary
02.	Virish Kumar Patnaik	The Revenue officer
03.	Rada Suresh	Panchayat Secretary Grade - VI (DA)
04.	D. Nopal Das Naidu	Welfare & Educational Assistant
05.	Satirada Nageswara Rao	Engineering Assistant
06.	Limmala. Sruithi	Agriculture Assistant
07.	Uodaba. Minharao	Village Surveyor Assistant
08.	Darla. Mounika	Mahila Police
09.	Gudesa Sandya Rani	ANM
10.	Kolla. Sai Varun Shankar	Lineman

Vasapa Village Volunteers Names:-

1. K. Tirupathi Rao
2. Palla. Jagadeesh
3. Palla. Hareesh
4. Kanithi. Prasanna Rani
5. Dasari Sridevi
6. Uorrelbada Haru
7. Meesala. Priskilla
8. Kalgati Uma
9. Vallurouthu Thirupathi Rao
10. Malagana Kalyani

Total residential areas:

1. Vasapa
2. Ram Nagar
3. Vasapa colony

Geography: 695.23

Palkun land: 352.46

Metta land: 232.05

To potambo: 110.72

Details of Anganwadi workers: (1) Alkam pushpa kumari
(2) Kalaghati. Sitaratnam

Details of Asha workers: 1. Rada Varalakshmi
2. Kalgati Roja

Details of primary Health Centre:

(A) P.H.C: Kurugam

(B) Sub Center: Nivagam

* population : 1900

men : 977

women : 923

* details of voters : 1416

men : 736

women : 680

* Total number of houses : 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 scheme : 02

street fountains : 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 zero interest scheme : 35

* public Distribution System : 02

* Social security pensions : 256

YSR Pension so that the plans of the variety of pension, qualifications and desired 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 householder should not exceed R.S 10,000/-
- * in urban areas, however, the monthly income of a family is Rs 12000/-
- * power consumption: The monthly electricity consumption of the family is 300 units.
- * must not be a permanent employee or a pensioner (sanitary health insurance)
- * The total land per family is 3 acres if it is wet land and 10 acres if it is dry land.
- * Each family should not own a four-wheeler vehicle (not suitable for taxis, tractors, autos).
- * 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 - R.S 2750/-

Widow Pension

- * must have at least 18 years.
- * only for females
- * in rural areas, however, the monthly income of a family in R.S 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 - R.S 2,750/-
- * Required document: Application form, Adhar card, Husband death, certificate, Aadhar update certificate (History), caste certificate, income certificate, Ration card.

Disable pension

- * NO correlation with age
- * in rural areas, however, the monthly income of a householder should not exceed R.S 10,000/-
- * in urban areas, however, the monthly income of a family is R.S 12,000/-
- * NO income tax should be levied on family members.
- * power consumption: The monthly electricity consumption of the family is 300 units
- * Disable pension amount - 3,000/-
- * must have 40% and above marks in SADAREM 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 the family is 300 units.
- * must not be a permanent employee or a pensioner (sanitary health insurance)
- * Each family should not own a four-wheeler vehicle (not suitable for taxis, tractors, autos).
- * No income tax should be levied on family members.
- * The property should not exceed 1000 square feet in total urban area of the family
- * Total land of one family, wet land - not above 3 acres, dry land - not above 10 acres, in rural areas. In urban areas not above 10 acres among wet land dry land
- * mainly Required documents: Application form, AASHA card, AAdhar 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/- Rs.
- * married single women - must be divorce copy by court or must be divorce copy by Adalat.
- * unmarried single women - unmarried certificate from the Tahsildar.

Dappu Aotist pension

- * should be filled with at least 50 years.
- * Dappu Aotist pension amount - Rs. 3000/-
- * Self declaration certificate.

Traditional cobbler pension

- * should be filled with at least 40 years
- * Traditional cobbler 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. 2,750/-
- * certificate from Excise department
- * Toddy should be a member of co-operative societies.

Fishermen pension

- * should be filled with at least 50 years
- * Fisherman pension amount - Rs. 2,750/-
- * certificate from fisherman department

Transgender pension

- * must have at least 18 years
- * Transgender pension amount - Rs. 3000/-
- * certificate from competent medical authority.

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

- * The pension amount - Rs. 2,750/-
- * Apply in ART (Anti-Retroviral Therapy) center.
- * ART should take treatment as 6 months continue.