

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: GUNTAMUKKALA ADITYA

Name of the College: GOVT DEGREE COLLEGE(M) ,
SRIKAKULAM

Registration Number: 2022001070007

Period of Internship: From: 12-12-22 To: 18-03-23

Name & Address of the Intern Organization GRAMA SACHIVALAYAM
DONKALAPARTHA(V), BURJA(M),
SRIKAKULAM(D) , pin : 532440

Dr. BR Ambedkar **University**
2023 YEAR

An Internship Report on

Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.B.A

Under the Faculty Guideship of

M. Balakrishna

(Name of the Faculty Guide)

Department of

COMMERCE, GOVT. DEGREE COLLEGE (men)

(Name of the College)

Submitted by:

GUNTAMUKKALA ADITYA

(Name of the Student)

Reg.No: 2022001070007

Department of COMMERCE

GOVT. DEGREE COLLEGE (men), SRISKAKULAM

(Name of the College)

Student's Declaration

I, GURAMUKKALA ADITYA a student of Internship
Program, Reg. No. 2022001070007 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18-03-2023 in Sachinlayam (Name of
the intern organization) under the Faculty Guideship of
M. Balakrishna (Name of the Faculty Guide), Department of
Commerce, Govi Degree College (M), Srikakulam
(Name of the College)

G. Adithyan
(Signature and Date)

Certificate from Intern Organization

This is to certify that GUNTAMUKKALA ADITYA (Name of the intern)
Reg. No 2022001070007 of GOVT DEGREE COLLEGE (M) (Name of the
College) underwent internship in Grama Sachivalayam (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).

B. Ramesh Kumar
Authorized Signatory with Date and Seal
Panchayath Secretary
Grama Sachivalayam
DONKALAPARTHA, Burja (Md)

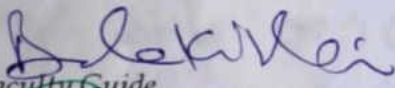
Official Certification

This is to certify that GUNTAMUKKALA ADITYA (Name of the student) Reg. No. 2022001070007 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commedice in the Department of Govt Degree College (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department


Principal

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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 smooth of this Internship Project required a lot of guidance and endorsement from many people in the enduskills organization.

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

I am highly indebted to director and principal for the facilities provided to accomplish this Internship.

The Internship opportunity I had with Sachivalayam was a great chance for ^{Page No} learning communication skills.

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

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

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

My Sachivalayam staff members (as) workers giving
valuable guidance to complete the project successfully

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

Contents

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 - Describe the managerial skills you have acquired
 - Describe how you could improve your Communication skills.
 - Describe how could you could enhance your ability
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7. Evaluation by the Supervisor of the Intern Organization
8. Photos & videos Links.

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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.

- ⇒ Panchayathi Raj act - 1994 Says that local Govt in every village for growth and development in a sustainable manner
- ⇒ Implementation of Grama Sachivalayam to render door to door service to the households and also developing the village in a sustainable manner
- ⇒ function of Grama Sachivalayam It has mainly 10 types of function which does with all the activities required in a village
- ⇒ Objectives of Grama Sachivalayam
 - * Sustainable development
 - * Door to door service
 - * Health and Hygienic Condition
 - * Roles and Responsibilities of all departments.

- * The on going Government Schemes.
- * The on going Government Schemes through IRBK
- * TO protecting Human Rights.
- * TO prevention of child marriages.

⇒ Out comes are achieved by me in the Grama Sachivalayam.

- * I learned the Government Schemes
- * know the types of land used for growing crops
- * I got to know the health treatment of animals.
- * I learned about child rights and human rights
- * I got to know what nutrition food is given to Anganwadi children and pregnant ladies
- * I learned how to manage the people and also maintainers of Govt office
- * I learned how to interact to the people
- * I improve the also Communication Skills.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

⇒ Introduction of Grama Sachivalayam

1. Providing redressal to citizens - Services of a short possible type
2. Single window service system
3. No Secrecy Transparency to the People with Government
4. Providing abundant environment by all living organization
5. Planning Gpdp (Gram Panchayat Development Program)
6. Each functionary has a specific value to fulfill the required of the villagers
7. Door to door service & welfare to the people
8. Citizen Satisfaction is the ultimate aim of an organization

⇒ vision, mission, and value of the organization:

* Grama Sachivalayam are Secretariat Setup in

India State of A.P. to decentralize the administration by making service and welfare of all government departments available at one place.

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

⇒ Policy of the Organization:

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

⇒ Organization Structure:

The Scheme was inspired by Mahatma Gandhi's Concept of "Grama Swarajya" that

⇒ Organization Structure:

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

⇒ Roles and Responsibilities.

* The Employees work on their duties by highest authority's orders.

CHAPTER 3: INTERNSHIP PART

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

⇒ we participated in many activities during the Internship which are...

- * field visit by welfare and education Assistant
- * House hold survey
- * we have observed the voter list of village
- * Participated the child and health checkup of the animals.
- * Re survey of Agriculture land
- * Water Distribution
- * The 104 vehicle observed in the Sachivalayan we observed to the guidelines of the ANM madam
- * we went to Schools and Anganwadi's around the Sachivalayan area with Mahila Police madam etc...

During the activity process healthy and hygienic environment creating by the Secretaries

> we are evaluated every week by Sachivalayan Staff like these...

- * Computer Application forms
- * Soil testing machine
- * B.P machine, Thermometer, medicines, etc...
- * Animal husbandary items
- * Power tested, Cutting blades, tool kit.
- * Revenue Records.

⇒ Skills acquired

- * To know the how to apply different types of Certificates in Sachivalayan
- * To learned how to estimate Quality of Soil. like, ... various crops.

* These are Animals and Human beings
* these are the skills acquired in the Internship Programme.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12/12/22	Introduction of staff and volunteers	Introduction	R. Ramesh Murthy CWP EA
Day - 2 13/12/22	Introduction of Panchayati Secretary & Welfare Education App.	TO know the secretary & Education App.	R. Ramesh Murthy CWP & EA
Day - 3 14/12/22	Introduction of Panchayati - ANM and Veterinary App.	TO know the ANM & VA	K. Lakshmi MPHAE -ANM
Day - 4 15/12/22	Introduction of VRO and women Police	TO know the VRO & women Police	V. Ramani VRO VRO
Day - 5 16/12/22	Introduction of Line Man & Agriculture Assistant	TO know the line man & VAA	elli. Indira VAA
Day - 6 17/12/22	Introduction of the village Surveyor and Digital Assistant	TO know the village Surveyor and Digital App.	R. Ramesh Murthy CWP & EA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Grama Sachivalayam kuppallam
functionaries & volunteers.

Main Functions are in follows

1. Panchayati Secretary
2. Digital Assistant
3. welfare and Education Asst.
4. village and Revenue Officer
5. Engineering Asst.
6. veterinary Asst.
7. village Surveyor
8. Mahila Police
9. ANM
10. Line man

Overall in charge is Panchayati : Secretary
who is maintaining all the activities in and around

field visit - by ANM gives an opportunity
how well the Organization staff is behaving with
the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19/12/22	Importance of RKSK and Agriculture Schemes	we know the RKSK Schemes & Agriculture schemes	Ch. Sudeep VAA
Day - 2 20/12/22	Discuss about the land Registration Rules	we learned the land Registration Rules	Manoj Kumar VRO
Day - 3 21/12/22	we are participated field work with veterinary dept.	we observed the normal health check for animals	R. Gounder Rao VA
Day - 4 22/12/22	Discuss about the Dr. Y.S.R. ASAGYA Sri Cold Scheme	minimum Qualification of the Y.S.R. ASAGYA Sri Cold	R. Ramesh Kumar W & CA
Day - 5 23/12/22	Reducing child marriage class by Mahila Police Madam	we know about the child marriage	M. Sudeep MP (wps)
Day - 6 24/12/22	Discuss about the various types of medicines	we learned the various medicines.	K. Laxmi ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics

⇒ Introduction to agriculture and scheme on going in state related to agriculture

⇒ Major changes after introduction of PRIS at village level

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

⇒ We listened about the conditions of the Dr. Y.S.R. Arogya Sri Scheme

⇒ How to check the Animal's Health Status

⇒ We participated child marriage classes

⇒ We know the importance of medicine

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	Discuss about the different types of Diseases	we learned about the Diseases	K. Laxmi MPAAEF
Day - 2 27/12/22	Prohibition of the child abuses	we know the activities of child abuses.	A.N.M
Day - 3 28/12/22	who deserve to apply y.s.R Pension class by welfare & edu	we remembering that qualification of y.s.R pension	MPC(WPS)
Day - 4 29/12/22	Different types of (Animal diseases) class by V.A	we remembering that qualifications of y.s.R pension	R. Kumar Reddy W.G./EA
Day - 5 30/12/22	we participated on village busway	we observed this activity	P. Gouda Rao VA
Day - 6 31/12/22	Horticulture class by Agriculture Asst	we know the Horticulture crops	V. Ramanaiah VRO
			Ch. Anandji VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the third week we shall discuss about these topics:

⇒ Types of Diseases :
1. Dengue
2. Malaria
3. Tifoid
4. Cholera

⇒ Prohibition of child abuse with different types of methods.

⇒ we gain about the knowledge of Pension category's.

⇒ Types of Animals Diseases :
1. Foot and Mouth Disease
2. Food &
3. Anthrax

⇒ ~~Kurupathur~~ Donkalapitha village having an agricultural & horticultural area of 436 ac.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 02/01/23	Different types of crops visited in Donkalapathla vill	we observed crops status in village	Ch. Jucketh VAA
Day - 2 03/01/23	we participated in Health Survey Activity	we acquire knowledge about the Health Survey	K. Langeris MP#AKF ANM
Day - 3 04/01/23	we know about the Seva Pothals with Practically	I had to Apply on my own Experience	R. Ramana Murthy W & FA
Day - 4 05/01/23	Awareness Programme on child Rights	to know about the child Rights	Y. Sindire WPS(mp)
Day - 5 06/01/23	Survey of the Crop lands with VRO Sir	we gain knowledge of crop lands.	V. Narasimha VRO
Day - 6 07/01/23	we discussed that Sengol tags are given that animals.	we learned about the Sengol tags	R. Gopinath Rao AHA

WEEKLY REPORT

WEEK - 4 (From Dt. 02/01/23 to Dt. 07/01/23)

Objective of the Activity Done:

Detailed Report:

During the fourth week we shall discuss about these topics.

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

we have identified various crops and their sowing times through out the year.

⇒ I had apply on my own Expedient for seva pottals in Computer System.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 09/01/23	How to measure the shoe class by VRO sir	shoe measuring	V. Anand VRO
Day - 2 10/01/23	we saw the pregnant lady during her Health check up	we observed health precautions.	K. Laxmi MPHAF ANM
Day - 3 11/01/23	we attending cluster level Training Programme	we know about child safety Education	y. Endira WPS
Day - 4 12/01/23	10 participated on vaccination of animals in Donkalapatha vill	we observed the vaccination	R. Gounder Rao AHA
Day - 5 13/01/23	we discuss y.s.R Amma vodi G. vidya devara scheme	we acquire the knowledge of the scheme	R. Anand WEGA
Day - 6 14/01/23	we discussed about Paddy harvesting	majorly grown variety of paddy harvesting.	ch. Anand VAA

WEEKLY REPORT

WEEK - 5 (From Dt. 09/01/23 to Dt. 14/01/23)

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics.

⇒ Paddy harvesting - mainly grown variety of paddy MTU 1061 & MTU 7029

⇒ Learned the process of harvesting of paddy manually and saw harvesting with Paddy

⇒ we participated in cluster level training on child Right & child safety education for parents.

⇒ y.s.R Amravadi - yearly 15,000/-

y.s.R vidyadevna - yearly at their

Colg terms
y.s.R vayathadevna - yearly 10,000/-

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	we discussing about Syberd crops	we knowing the Information	Y. Endre (NPS)
Day - 2 17/01/23	Learned daily about Paddy Combine harvester	we know the Paddy Combine System	Sh. Andeja VAA
Day - 3 18/01/23	TO Survey the Adoga Sri cards in Donalapat - the village	How to Survey - Adoga Sri card	K. Lancer MPHAF ANM
Day - 4 19/01/23	V.S.R. rahana mitra Scheme class by welfare & Education Asst	TO know about the Scheme	R. Kumar Muthy WEEA
Day - 5 20/01/23	we are participated in treated first aid classes with AHA sir	we gain the knowledge importance points	R. Gounder Rao AHA
Day - 6 21/01/23	They said how to apply for land paybook	we applied the knowledge about the pay Book	V. Nannu VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Sixth week we shall discuss about these topics.

⇒ learned fully about paddy Combine harvester which is feasible mostly for large farmers

⇒ who was apply the Scheme of Mahila Mitra they follows of rules and Qualifications class by W & CA Sir

⇒ we get the more important content about Scheme of Mahila Mitra

⇒ We know the Main rules and Regulation about apply the land lease books and importance of these type of Scheme

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 22/01/23	we learned y.s.R Whima class by W.G. FA	we gain the knowledge about this scheme	R. Kamao W.G. FA
Day - 2 23/01/23	we are participated in conduct tests of willing to pigment body	we acquire the some knowledge	K. Lani MPHAFJ ANM
Day - 3 24/01/23	we participated in Dase vignanabodi programme	we gain good knowledge about this programme	R. Grounda AHA
Day - 4 25/01/23	learned about thrashing activities of Paddy	we know the side knowledge of thrashing	Ch. Jindia VAA
Day - 5 26/01/23	Explaining the citations & position certifications of land	we gain good information about this certificates	V. Nimal VRD
Day - 6 27/01/23	we learned about the reducing activities for cyber crimes	we learned that activities.	Y. Indira WPS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the ~~thirty~~ seventh week we shall discuss about these topics.

⇒ we get the knowledge of Y.S.R BHIMA to shall submit data through website in our own

⇒ Conduct test of urine Pregnant women for albumen and Sugar and estimate hemoglobin level at clinic in addition to Suro-Spring Hb and blood pressure.

⇒ learned about thrashing activities of Paddy functioning of Paddy Threshing and bags in field. Farmers use 80 kgs bags.

⇒ we learned about give Mitation & Position artificiality of land to the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 30/01/23	10 Participated Preventive disinfecting	we gain the Some knowledge	R. Gounder Rao AHA
Day - 2 31/01/23	How to collecting the water tax, Cesses & Taxes classes by VRO	Know the taxes	✓ Normal VRO
Day - 3 01/02/23	She explaining the how to maintaining the Records in sachivalaya	we observing the Records	K. Lancer MPHAKF ANM
Day - 4 02/02/23	Explaining the Mahila Sakti Kendra Scheme	we know the this Scheme	Y. Endira WPS
Day - 5 03/02/23	we Participated in awareness programme in school for children	Knowing the Importance Information	R. Kumar Muthy W & CA
Day - 6 04/02/23	Transporting of Paddy at RSK works	very useful Information gain this class	Ch. Indira VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifth week we shall discuss about these topics

⇒ To coordinate with the heads of the Educational Institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance

⇒ How to create awareness on government programs for the welfare of women and girl children through Mahila Sakti Kendra Scheme was headed by me

⇒ What records have ANM Madam and main importance of these records.

⇒ Transporting of Paddy to mill through Paddy Procurement centre set up at RSK level
MSP of 100 kg grade 'A' paddy - 2040/-
80 kg grade 'A' paddy - 1632/-

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06/02/23	How to react law & order issues in village class by wps	very usefull information to us	Y. Sindia WPS
Day - 2 07/02/23	How to Conducting the Population of family welfare & ring	We know about Population & ring	K. Labeis MPHAE ANM
Day - 3 08/02/23	Explain the Social harmony and civil rights in vill level	we gain the information civil rights	R. Ramana WPS & CA
Day - 4 09/02/23	How to allowed the certificates about health & valuation for animals	we acquire know-ledge this certificate	R. Goundarao AHA
Day - 5 10/02/23	Conducted awareness among farmers on Paddy Procurement	we learned how to conduct this meeting	Chandrasekhar VAA
Day - 6 11/02/23	How protect Govt lands & tank, trees and properties class	we learned how to protect the govt properties	V. Ramana VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the ninth week we shall discussing about these topics.

⇒ we learned Conduct Population Screening for Hypertension / Diabetes / 3 Common Cancers i.e. breast, cervix and oral (women) and man (oral, lung & prostate cancer)

⇒ we know the how to allowed health & valuation certificates to animals.

⇒ we knowing how to manage low & older issue in the Donkalapatha vill

⇒ we learned how to maintaining and protecting the government lands, govt tanks and govt properties.

⇒ we know conducted awareness among farmers on paddy procurement process which is way different than previous year.

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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	we gained knowledge about Rice & Pulses	we know the Rice & Pulses	ch. Indira VAA
Day - 2 14/02/23	Explaining about food Development	we know the importance points	R. Gandhi Rao AHA
Day - 3 15/02/23	How to maintenance of village Revenue Records class by VRO	we know that knowledge about village Revenue Records	william VRO
Day - 4 16/02/23	women Safety classes by wps madam	we know the points about women Safety	Y. Indira WPS
Day - 5 17/02/23	How to apply for Kalpana Kantika in official website	we know the way of apply for Scheme	R. Kantika W & CA
Day - 6 18/02/23	How to motivate Pregnant women for Deliveries class by ANM	We know the valuable information.	K. Lakshmi MPHACE ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discussing about these topics

⇒ we learned the Concept of about
The follow Pulse.

⇒ Motivate Pregnant women for institu-
tional deliveries & trained attendant at birth.

⇒ we know about how to Maintenance of
village Revenue Records and all village
Revenue Accounts Promptly and accurately

⇒ we learned how to Protecting women
in difficult situations & also to improve
women safety actions in village area

⇒ we know the good knowledge about
Kalyana Karuka Scheme and we learned the
apply for this scheme in official website in
our own with Practically.

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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	How to conducting the Counselling Sessions to farmers class by ups	we know the this type of meeting	V. Gindire WPS
Day - 2 21/02/23	Brief Explanation about loan recovery class by VRO Sir	we know brief information in this class	V. Gindire VRO
Day - 3 22/02/23	we Participated in Implementation of Ration Balancing pila	we acquiring the ration information	R. Goudarao AHA
Day - 4 23/02/23	we learned about Saving methods of Maize	we know about this topic	V. Gindire VAA
Day - 5 24/02/23	we Participated in Distributed things Programme	we acquiring some information in this distribution	K. Lakshmi MPHAF ANM
Day - 6 25/02/23	How to send Govt Portal for Penensions and monthly Report to MPDO	we know the knowledge about sent to MPDO	R. Goudarao W & GA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Eleventh week we shall discussing about these topics.

⇒ we acquiring the knowledge about how to send proposals for new Penusions to MPDO & also how to send monthly report to the MPDO

⇒ we know the which are distributed in Conventional Contraceptive and op cycles to the couples on demand

⇒ we know about the Implementation of Ratio Balancing Programme and also which Ratio give to animals for their growth and development

⇒ Counseling sessions to farmers against Suicidal stress management with help of Spoke holders.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26/02/23	Important Points of Mother's Education in hst job	we acquiring the knowledge about mother's	K. Lakshmi MPHARE
Day - 2 27/02/23	How to sanctioned cast and Income certificates	we learned the process	ANM V. Narmada VRD
Day - 3 28/02/23	Different welfare departments class by welfare - Asst	we listened the class and gain the department	R. Ramesh Murthy W & EA
Day - 4 01/03/23	How to arrangement of PSC material	we learned about PSC material	Y. Sindhu WPS
Day - 5 02/03/23	How to Grounding of animals under Y.S.R chapter the	we know the this scheme benefits	P. Gaurav Rao AHA
Day - 6 03/03/23	we Participated fertilized distribution from K.B.K.	we know the process distribution	Ch. Anusha VAA

WEEKLY REPORT

WEEK - 12 (From Dt. 26/02/23 to Dt. 03/03/23)

Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discussing about these topics

⇒ we learned about process of fertilizer distribution from RSK and involved in an allocated of urea to farmers through BSI groups.

⇒ engaged in zero village method.

⇒ cost of production in maize farmers

⇒ we know how to education the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene.

⇒ - An welfare department Social welfare, Tribal welfare, SC welfare, minority welfare differently abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06/03/23	Important Points of Mother's Education in her Job	we acquiring the knowledge about Mother's	R. Grounds Rao AHA
Day - 2 07/03/23	How to Sanctioned Cost and Income Certified	we learned the process	K. Laxmi MPHACE ANM
Day - 3 08/03/23	Different welfare department class by welfare Asst.	we listened the class and gain the department	Indraje VAA
Day - 4 09/03/23	How to Grounding of animals under V.S.R cheyatha	we know the this scheme benifiters.	Y. Sindia WPS
Day - 5 10/03/23	How to arrangement of Pse Metelical	we learned about pse metelical.	R. Ramesh Murthy WEPFA
Day - 6 11/03/23	We Participated fetelized distribution from Plan	we acquiring this process and remembered	V. Menon VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Thirteenth week we shall discussing about these topics.

⇒ we participated conducting awareness on importance of e-crop booking of various crops in Dab 2022-23

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

⇒ we learned Death of unknown persons to inform highest authorities.

⇒ we assumed participate in the local malila mandal meetings, and spread the message on female age at marriage, spacing method, etc...

⇒ To provide feedback to highest authorities on the status of implementation.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12/03/23	How to identify the persons for various welfare scheme	we know the process and scheme	R. Ramana Murthy WFI, CA
Day - 2 13/03/23	we learned what are the Azmoish crops	we know about Azmoish crops.	V. Narasimha VRO
Day - 3 14/03/23	How to develop Nukli Garden in village level	we know the development process.	Y. Endire WPS
Day - 4 15/03/23	How to develop Nukli Garden in village level	we know the development process	Y. Endire WPS
Day - 5 16/03/23	How to update data on e-crop class by Agricultural sir	we know the about e-crop web site	Chakrabarty VAA
Day - 6 17/03/23	which items have the TMR kit class by AHA sir	we acquiring the important things in this kit.	R. Grainger Rao AHA

WEEKLY REPORT

WEEK - 14 (From Dt. 12/03/23 to Dt. 17/03/23)

Objective of the Activity Done:

Detailed Report:

During the fourteenth week we shall discuss about these topics.

⇒ we looked how to update data on e-crop portal of farmers who registered their crops in e-crop portal.

⇒ Identification of full army worm pest in maize crop and suggested methods to control

⇒ - Azmish of crops (100%) inclusive of inspection of survey stones

⇒ Maintain eligible list

⇒ Facilitate to develop village level Nukri Garden / Anganwadi level Kitchen Garden

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 18/03/23	What are main activities for disaster situations class by VRO sir	we acquire some knowledge	V. Anand VRO
Day - 2	What are the enrollment of beneficiaries	we know the benefits of Enrollment	V. Anand WPS
Day - 3	we Participated in Soil testing Process	we knowing the Process	Ch. Jyoti VAA
Day - 4	How to conducting the ANMPT Programme in village area	we learned about this Programme	R. Gaurav AHA
Day - 5	Importance of Sachivalan and it's working Process	we learned the Importance of Sachivalan	R. Ramana Murthy W & CA
Day - 6	How to Identify women for medical Examination	we gain the knowledge for medical Examination	K. Lakshmi MPHAT ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we shall discussing about these topics.

⇒ we learned about Importance of soil testing process of soil collection in field in non crop growing time to know the nutrients in soil and recommendation of organic fertilizer quality for various crops.

⇒ we know provide intimation regarding fire accidents floods, cyclones and other accidents and calamities to the higher officials when ever and where they occur and provide assistance to the Revenue.

⇒ Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital

⇒ SINAPH : Information of Animal Productivity and Health Purification.

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

They had given an insight in technology and how the system working and administration activities are handled in a professional manner. The facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working technical are appreciable. The staff co-operation & extended their operation in the Internship Programme.

Page No

The digital assistant are used for helping in learning advanced and needs at this moment for accountability when keeps the system trust and worthy.

I am participated my part of this organization (Gram ward Sachivalayam) Photo call and working curkude

Everyone gives value to time and everyone behaved well with us. they said were very well guidance and lessons are very well understood.

Donkalapatha Sachivalayam Place is a bit far from the village and ventilation is also good at Donkalapatha Sachivalayam.

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

- ⇒ Each work is systematically managed
- Application Program digital - Assistant
 - Field verification - Welfare Assistant
 - Third Party verification - Administrative staff
 - Pre - Applied - VRO
 - Final - Applied - MPDO/MRO

Everyone is using the technology based work to avoid duplicity and ignore transparency in the eligibility of any scheme

1. Bio Metric Division
2. - Android smart Phones.
3. Iris scanner.
4. - Face Authentication.

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

I achieved the goal-time governance
Productive for define which is very realistic and
given time management, Competence & Analog skills.

Every work in time is bounded and can
be neglected whole world is observing the activity &
decision making is very important.

for doing any thing firstly practical
knowledge and secondly Planning and thirdly
the Procedure for implementation.

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

My Communication skills are modified and improved my self in communication of different people in different places.

My written communication is self improved it by writing my evaluation caption / thought.

My anxiety level is low. ... I am very much patient and listen to music when I feel any thing & I learn more anxiety management technologies.

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

I always Greet every one when I see them
in these when ever they do good things.

Oral and written Communication skills have
improved more than before Confidence level also very
well developed

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

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

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

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

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

Oral skills are developed and different ideas come out in group discussion leadership skills and communication skills are developed in these discussions.

I lead well in these activities.

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

First thing :

1. Handling of smart Phones
2. Bio metric Diction
3. IRIS Scanner
4. Face authentication Programme

When gives the Realistic Procedure personally.

Secondly :

using E-pos machine in Pos

thirdly :

- using 'crops' & 'Raven' in land

Re namely Programme

- using drones in distribution of marks in land alignment Programme.

Student Self Evaluation of the Short-Term Internship

Student Name: GUNIAMUKKALA ADITYA Registration No: 20220010710007
 Term of Internship: From: 12-12-2022 To: 18-03-2023
 Date of Evaluation:
 Organization Name & Address: Grama ward Sachivalayam
Donkalapadtha.

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

Date:

G. Adithyan
 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: GUNTAMUKKALA ADITYA Registration No: 2022001070007

Term of Internship:

From: 12-12-2022 To: 18-03-23

Date of Evaluation:

Organization Name & Address: Grama ward Sachivalayam

Name & Address of the Supervisor: B. Rama Krishna [BURJA (Mandal)]
with Mobile Number : Ph no: 8500962397

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

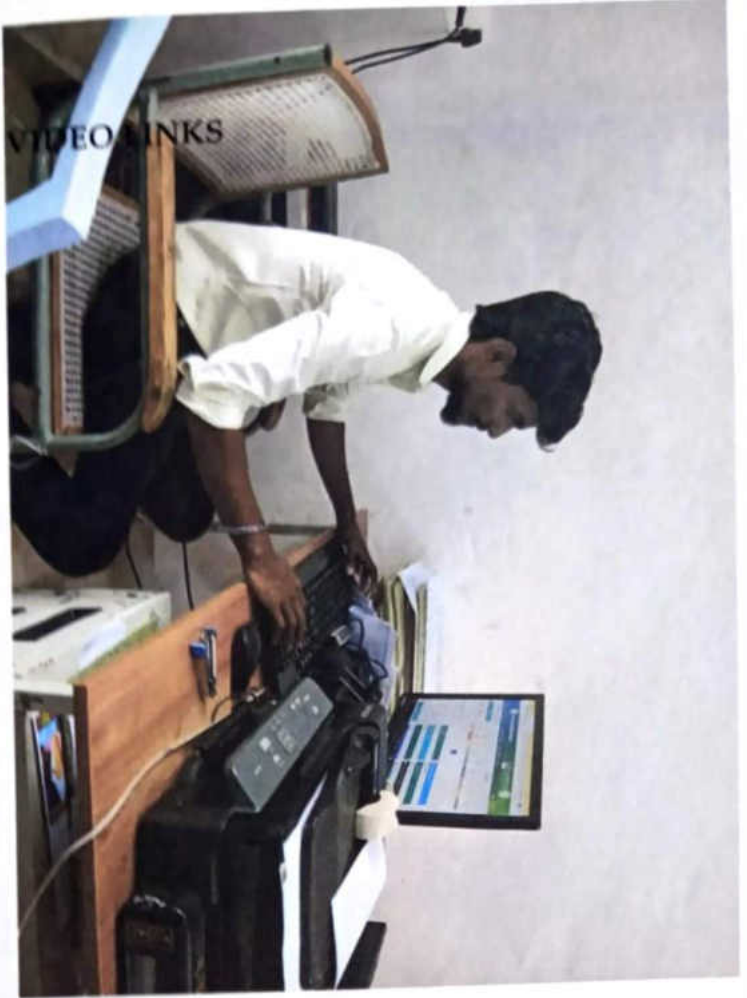
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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:

B. Rama Krishna
Signature of the Supervisor
Panchayath Secretary
Grama Sachivalayam
DONKALAPARTHA, BURJA (Md)

Page No

PHOTOS & VIDEO LINKS



Page No

EVALUATION

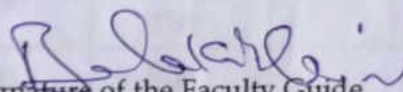
MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GUNTAMUKKALA ADITYA
Programme of Study: Sachivalayam.
Year of Study: 3rd year.
Group: B. B. A
Register No/H.T. No: 2022001070007
Name of the College: GDC (Mens)
University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	06
2.	Internship Evaluation	30	24
3.	Oral Presentation	10	07
	GRAND TOTAL	50	40

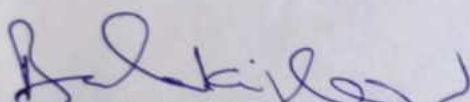
Date:

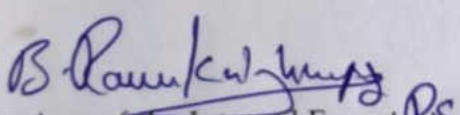

Signature of the Faculty Guide

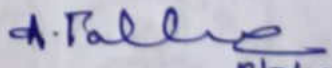
EXTERNAL ASSESSMENT STATEMENT

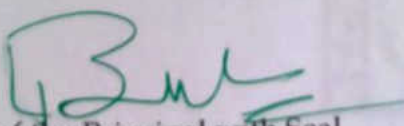
Name Of the Student: GUNTAMUKKALA ADITYA
 Programme of Study: Speech Language
 Year of Study: 3rd year
 Group: B.BA
 Register No/H.T. No: 2022001070007
 Name of the College: GDC. Mens (svikakulam)
 University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	80
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	42
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	


 Signature of the Faculty Guide


 Signature of the Internal Expert PS

Signature of the External Expert 
 18/7/23


 Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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