



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

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student: MUDDADA SAI YASWANTH

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

Registration Number: 2022 001070011

Period of Internship: From: 7/12/2022 To: 18/03/2023

Name & Address of the Intern Organization Komarapalli, Talumuru
Sachivakam mandal.

DR. BR. AMBEDKAR University
YEAR

An Internship Report on

FUNCTIONING OF GRAMA WARD SACHIVALYAM

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

B.B.A

Under the Faculty Guideship of

N. BALA KRISHNA

(Name of the Faculty Guide)

Department of

COMMERCE AND MANAGEMENT

(Name of the College)

Submitted by:

MUDDADA SAI YASWANTH

(Name of the Student)

Reg.No: 2022001070011

Department of COMMERCE

GOVERNMENT DEGREE COLLEGE FOR (MEN)

(Name of the College)

(ARTS COLLEGE)
SRIRAKULAM

Instructions to Students

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

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

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

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Student's Declaration

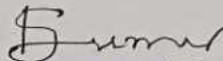
I, M Sai Yaswanth a student of 2022001070011 CBB-A)
Program, Reg. No. 2022001070011 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 07/12/2022 to 18/03/2023 in Komanapalli Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
N Balakrishna (Name of the Faculty Guide), Department of
Commerce and Management Govt Degree college for MEN (Srikakulam)
(Name of the College)

M. Sai Yaswanth
(Signature and Date)

Official Certification

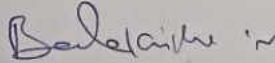
This is to certify that M. Sai Yaswanth (Name of the student) Reg. No. 2022001070011 has completed his/her Internship in Komanapalli Sachivalayam (Name of the Intern Organization) on Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Commerce and Management the Department of Govt. Degree College for Women (Name of the College).
NEN (Srikakulam)

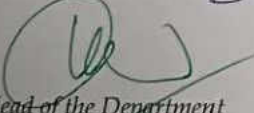
This is accepted for evaluation.


(Secretary, Komanapalli Grama Panchayat and Seal)
Komanapalli, Jalumuru (M)

Endorsements

Faculty Guide



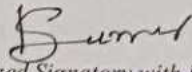

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that MURDADA SAT YASWANTH (Name of the intern)
Reg. No. 2022001070011 of Government Degree College (Name of the
College) underwent internship in Komanapalli Panchayat (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).


Authorized Signatory with Date and Seal
Panchayat Secretary
Grama Panchayat
Komanapalli, Jalumuru (M)

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.

- ⇒ Panchayat Raj Act - 1994 Says that local Governance in Every village has the Growth and Development in a notifiable manner.
- ⇒ Implementation of Grama ward Sachivalayam - to render door to door service to the House Holder. and also developing the village in a notifiable manner.
- ⇒ Function of Grama ward Sachivalayam. It has mainly 10 types of function one in which does with all the activities required in a village.
- ⇒ Object of Grama ward Sachivalayam
 - * Sustainable Development
 - * Door to Door Service.
 - * Health & Hygiene condition
- ⇒ Outcome of Grama ward Sachivalayam
 - * Providing Basic Need to the Health
 - * All service of the to NO STOP.
 - * Early solution to all problems.

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 Ward Sachivalayam.



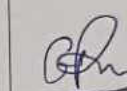
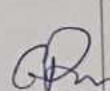


- ⇒ Providing various Citizen Services at a Shorten possible type.
- ⇒ Single Window Service System.
- ⇒ Door to Door Service & Welcome No home.
- ⇒ Providing Environment for all living organization.
- ⇒ Each Functioning has a Specific value to Full the required of the village.
- ⇒ Planning GpDP (Grama Ward Development Program)
- ⇒ Citizen Satisfaction in the ultimate aim of organization.

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.

- * Version Service at Grama Sachivalayam
- * Various Welfare Schemes.
- * On going Projects / contraction.
- * Public Distribution system .(PDS)
- * Grama Sabha.
- * Working culture of each Functionation.
- * Field visits .
 1. Renessy of Agriculture land.
 2. Amental Survey.
 3. House Hold Survey.
- => Preparation of Natural calamation.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of staffs and Volunteers.	Organization Structure	
Day -2	Version Functionation their Defined were & Responsibility.	Organization working Hands	
Day -3	Various Functions their Defined were Responsibility	- do -	
Day -4	Field visit By ANM An Mental Survey.	How ANM's are visiting regularly to pregnancy womens that Define	
Day -5	Field visit by ANM PM-Jay survey	Implement of PM-Jay Scheme	
Day -6	De - Brief of whole the last 5 days Activation	Some knowledge has achieved regular GSWS	

WEEKLY REPORT

WEEK - 1 (From Dt. 7.1.22 to Dt. 13.1.22)

Objective of the Activity Done:

Detailed Report:

Ward Sachivalayam Kamanapalli, Peddha
Veedhi has 1 Some Functionation.







Main Functionation are in Follows

- * Ward Admin Secretary
- * Ward Education & Data processing Secretary
- * Ward Welfare Secretary
- * Ward Planning Secretary
- * Ward Women Secretary
- * Ward Health Secretary
- * Ward Sanitation Secretary
- * Ward Revenue Secretary

Overall in-charge in Ward Admin Secretary who
in maintaining all the Activation in and around.

Field visits By ANM Give an opportunity
how well the organization Staff is behaving with
the Wards.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Devision and Responsibility of Data processing & Welfare seramatory	Imve dr various service to citizens and type dr welfare schemes.	 P. Vijay VRO
Day -2	Division And Responsibility dr VRO and village Surveyer.	Ration Distribution System & Honleble recognition types dr cards.	 P. Vijay VRO
Day -3	Division and Responsibility dr voluntary Asst & Agricultural Asst.	live stallen & types various immanigati to either.	 P. Vijay VRO
Day -4	Feild visit by VRO- pos Distribution	Door to Door Deliver dr public Distribution to the House Hold.	 P. Vijay VRO
Day -5	Feild visit by vs Resurvey	Re-caption dr land in ward using latest technology.	 P. Vijay VRO
Day -6	De - Brief dr last 5 days Activities.	Know what type dr Division are being delivered on going Activities.	 P. Vijay VRO

WEEKLY REPORT

WEEK - 2 (From Dt.14.11.22 to Dt.20.12.22.)

Objective of the Activity Done:

Detailed Report:

Delivering dr Division (Citizen) dr a
Shortent Possible time

1. Inverse dr Caste & Income
2. Matation (land)
3. Family Member Certificate
4. Birth & Death conforms

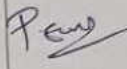
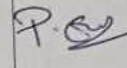

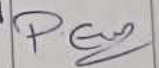

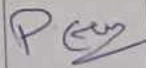
Applying For schemes to the eligible candidate
post Field Verification.

- * YSR Premium
- * YSR Chayutha
- * Rice Card
- * YSR Ammayadi
- * YSR Vidya Devana

Field Activity :- Ration Distribution to Household
at door step By HDS

Field Activity :- Hard Re-survey using the local
Technology & Review for Accuracy in a main point.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division and responsibility of ANM & Mahila Police	Hygienic meal implementation Safety of women's child.	P. 
Day - 2	Division & responsibility of emmentites & Admin Secretary	Ongoing need requirement & Premises of mous	P. 
Day - 3	Field Activity:- SDG Survey PH-JAV Survey	knowing well about development growth process.	P. 
Day - 4	Field Activity:- House hold Survey and to collect house tax.	knowing about type of house hold and their eligibility	P. 
Day - 5	Online Service--- Digital Literals---	know how to apply of caste/ Income Certificate & more services	P. 
Day - 6	Be-Brief on last 5-days Activation	Overall, learned name maintenance which implement to do better for the notice.	P. 

WEEKLY REPORT

WEEK - 3 (From Dt. 21.12.22 to Dt. 27.12.22)

Objective of the Activity Done:

Detailed Report:

Doing the visit by ANM. We visited several home for any health immunity & recommended few medicine also spoke to pregnant women for any difficulty observed the well being is kind news of the people with the ANM.

Also accompanied by mahila police visited house to educate the children for good touch and bad touch, awareness for the girl child for not being shy, any harassment happened should be initiated after complaint.

No. of online survey are going on & Participle and acquired knowledge about how a system women on demand of the govt

Acquired knowledge an digital literacy how application are filled online what are the demand are attached & covered.

Knowing eligibility certain of all the welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Definition of SCA - Open Beyond SCA closed Beyond SCA	Shortest possible time for service.	Bunny
Day -2	Definition of GPOF & IB objection & overcome	Development Process	Bunny
Day -3	Firm Allocated to Gram Ward	General Test for 15th Finance Bill Managers.	Bunny
Day -4	House Hold survey of 1,2,3,4,5	Most likely a come survey	Bunny
Day -5	Home Hold survey of 6,7,8,9,10	Categories of House Holds	Bunny
Day -6	House Hold survey 11,12,13,14,15,16.	- Do -	Bunny

WEEKLY REPORT

WEEK - 4 (From Dt. 28.12.22 to Dt. 3.1.23...)

Objective of the Activity Done:

Detailed Report:

SLA - Service Life Agreement

In Ward Sadivalayam, there are more than 546 Service, each Service is having their own SLA

For Eg:

Income certificate = 7 days

Cast certificate = 30 Days

Motivation = 30 Days

Rice card = 180 Days

GWDP - Gram Ward Development Programme

It is a planning programme for development of the Gram ward.

⇒ Sanitation planning

⇒ Road Repair planning

⇒ Street Light Repair

⇒ New Overhead Tanks

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Type of State Government welfare schemes their eligibility.	Welfare in the concern for the existing Government	K. G. G. G.
Day -2	Welfare calendar for the Year 2022-2023	planned execution in implementation of welfare schemes.	K. G. G. G.
Day -3	Field Visit:- why one to collect Harbetar What is Dry Land? What is water tax?	Basic knowledge of work its Boundary.	K. G. G. G.
Day -4	E-kyc Mandatory for all the welfare schemes. How E-kyc is done.	Digital literacy using mobile / smart phone	K. G. G. G.
Day -5	Six-step validation of eligibility for all welfare non-welfare schemes	Digital literacy Training Acquired	K. G. G. G.
Day -6	Do-Brief of all the land & days Activation	Very Informative	K. G. G. G.

WEEKLY REPORT
WEEK - 5 (From Dt. 4.1.123 to Dt. 10.1.23)

Objective of the Activity Done:

Detailed Report:

State Government - welfare schemes and its eligibility certain, application program Field Verification E-KYC program

YSR - Praction

↓
OAP

↓
widows

↓
Disability holders

↓
Fisherman

All these Persons have Difference eligibility certain Welfare Calander Shown the planning & Implementation. dr knows at the right time in a project.

E-KYC (Electronic - Know your citizen) which gives on the live station of the citizen. Its mandat for all the House Holds for any type of welfare Schemes.

- * NO Govt. employee in the House Hold
- * NO Income tax pay in the Home Hold
- * Not more than 3 Acres of Land
- * No other Welfare Hold
- * 1000 sq Field commercial land in Urban Area.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	We Did Scheme's Survey in Komnapalli	By this I have known how the schemes are useful for people.	M. Pittal
Day -2	We asked whether the schemes are provided in time to the people.	The schemes are very useful for consumers.	M. Pittal
Day -3	We asked How the schemes are useful for them.	The schemes helping their children to provide Better Education.	M. Pittal
Day -4	I took their response on useful schemes like vidya deevana	Vidya deevana the students to get Better Education.	M. Pittal
Day -5	I asked whether the schemes are useful for their child's further Education.	The schemes are supporting family financially.	M. Pittal
Day -6	We Developed our interaction skills by interacting with the people.	I had known How to Develop communication Skills.	M. Pittal

WEEKLY REPORT

WEEK - 6 (From Dt. 11.11.23 to Dt. 17.11.23)

Objective of the Activity Done:

Detailed Report:

On the part of my internship I did a survey in Komnapalli village. And I have asked them several questions to get better understanding on the Government's rule. And I have learnt that all the schemes are provided by Government in time to the consumers who were getting these schemes shared that respective views.

In the process of surveying I had asked them some questions like whether the schemes are useful for them and their children and they are very happy for the schemes. Because the schemes are giving them a financial support and they also share that by using the amount of Vidhya deevena and vasathi deevena they can be able to provide their children better education. And this educational schemes has lifted up our AP's literacy rate.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We gone through the bills for domestic garbage collection	Most of the people are paying but some are not paying	Bumr
Day - 2	We did this using on app	We logged with their credentials	Bumr
Day - 3	On day - 3 we have noted how many of them are paid bills	Most of the people are paying	Bumr
Day - 4	On day 4 th we had analysed why the people not paying	Few were not paying	Bumr
Day - 5	Most of them are paying this bill	They are okay with this need rule	Bumr
Day - 6	We discussed among ourselves about this	Because some are dumping on their own	Bumr

WEEKLY REPORT

WEEK - 7 (From Dt. 18.11.23 to Dt. 24.11.23.)

Objective of the Activity Done:

Detailed Report:

In the second week of my internship we had given the topic of "Bill Collection for domestic wastage dumping". And we were given an app to see the details and we had gone through the most of them are paying bill but few of them were not paying. The people who are paying were paid continuously without a break but most of the people were not paying.

We had discussed among ourselves about this. And we thought that this new rule is implemented to collect the taxes. So that the taxes will be useful for the government to provide these kinds of welfare schemes.

We had also discussed why the people are not paying this bill and then we come to know that the people who are not paying the bills are against this new rule. I have learnt during the 2nd week of my short term internship.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On day one of 8th week we had lesson about several welfare Schemes.	Our government is providing many welfare Schemes.	M. Pittala
Day - 2	On day 2 I had lesson about vidyadevika and varati deevana	This scheme is for students	M. Pittala
Day - 3	On the third day I had lesson about vahana mitra	This scheme is for taxi drivers or auto drivers	M. Pittala
Day - 4	On the 4th day I had lesson about Kaitika bhavika scheme	This scheme is for farmers	M. Pittala
Day - 5	We come to know about the distribution of house to shelter less people	This scheme is applicable for the shelter less people	M. Pittala
Day - 6	We learnt about maximum number of Schemes	Every scheme have certain eligibility criteria	M. Pittala

WEEKLY REPORT

WEEK - 8 (From Dt: 25.11.23 to Dt: 31.11.23...)

Objective of the Activity Done:

Detailed Report:

In the third week of our internship I had learnt the schemes that are provided by our govt. And I had come to know about the schemes like Vidhya deevena and vasati deevena, Vahana mitra, Paitu barosa and more schemes.

All these schemes are for the people who holds a white ration card or rice card. This scheme is not applicable for the line ration holder. For vidhyadeevena the annual income of the family must be less than two lakh fifty thousand rupees. And they should be any income tax payers. This is applicable for the People (or) Students studying in the authorized 111 Polytechnic, Degree College, 111 Engineering colleges and the same conditions are applicable for vasathi deevena.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On day one of 9th week we had know how to apply voter ID's	we had success fully know the process for applying for Voter ID.	J. vij M VRO
Day - 2	on 2nd day we can given some voter ID's of different localities	There are many ID's from different localities.	J. vij M VRO
Day - 3	And we had sepeated them according to their addresses	the sepeation is done based of this address of the person.	J. vij M VRO
Day - 4	And we had observed the no. of localities of the voters.	There are more than five localities in that area.	J. vij M VRO
Day - 5	we come to know that there are many voter's ID's	We had sepeated them.	J. vij M VRO
Day - 6	We did this during our 9th week	We found this knowledge useful.	J. vij M VRO

WEEKLY REPORT
WEEK - 9 (From Dt. 1.1.2023 to Dt. 7.1.2023)

Objective of the Activity Done:

Detailed Report:

In the 9th week of my internship I had known how to apply for the voters. In AP there are several steps.

The first one is we have to visit CEN A.P. Website. And we have to login to that website with our Username and Password and next we should click on e-registration.

And now the individuals have to choose from A to get a new voter ID cards. They can opt for form 8 if for online voter ID Registration in A.P.

The next step is they have to fill in the name, age/DOBs and address and then click on submit button. The screen will show you a registration number and then the application is successful.

These are the things known by me during the fourth week of my short term internship.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	On first day of 10th week we learnt about the purpose of Sakhiralayam	We learnt the purpose of the building Sakhiralayam	G. Narayanan
Day - 2	And I learnt about several useful schemes	Schemes like Ammaradi and Navarathalu.	G. Narayanan
Day - 3	I had a group discussion with my team members and we shared our own opinions	Every one had shared their responsible opinions	G. Narayanan
Day - 4	We also discussed about how well the schemes are being distributed	We come to that the schemes are well implemented	G. Narayanan
Day - 5	We had shared our own opinions among our selves	We learnt many things through their discussion	G. Narayanan
Day - 6	These are the things we learnt during the fifth week of our internship	We had a good experience during this last week	G. Narayanan

WEEKLY REPORT
WEEK - 10 (From Dt. 8/21/23 to Dt. 9/2/23.)

Objective of the Activity Done:

Detailed Report:

As this week is the tenth week of my internship, I had learnt many new things during this week, so I had learnt why these Sachivalayam's are introduced by AP Govt. These Grama Sachivalayam's are also known as Village Secretaries. These are introduced to provide better ruling system to the people and introduction of these Sachivalayam's had a positive impact on the people of Andrapradesh.

Because most of the people can able to get the help from these Sachivalayam's and these secretaries made some things like taking pensions etc. easy for the consumers. I have known different things and even knowledge.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of Services	door to door Services provided to Citizens	P. S. S. ✓
Day - 2	on day 2 I had learnt about Rice Card	1. change of address in rice card 2. Correction of wrong address 3. member addition in rice card.	P. S. S. ✓
Day - 3	on the 3rd day I had known about rice Card	4. Member deletion in rice card. 5. New rice card 6. Splitting of rice card 7. Succession of rice card.	P. S. S. ✓
Day - 4	Definition of SLA - opened beyond SLA closed beyond SLA	Service level agreement.	P. S. S. ✓
Day - 5	on the 5th day I had learnt about Cost & Income	We had successfully known the process applying for Cost & Income.	P. S. S. ✓
Day - 6	We learnt about aarogya card	* New registration for aarogya card * Member addition * Update aarogya card.	P. S. S. ✓

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Panchayat Secretary says that the collect taxes, and generate and sending daily reports to higher authorities	He collects all type of taxes.	Sumit
Day - 2	PS Conduct Spandana at village secretary and service delivery TSD unit, resolution on the	Spandana program conducted by him at village secretary	Sumit
Day - 3	PS shall attend to all duties Government Special programs and election duties	He must attend all government programmes.	Sumit
Day - 4	Villages Surveyor told that attending of record work and uploading of Survey data	He upload the survey data on Survey records	Sumit
Day - 5	VS collect the land maps and records and proceed filed for attend Survey petition	He has all village land maps and records	Paul
Day - 6	VS inspection to take action against unauthorised layout or construction violations or deviation in site plan	He take action against unauthorised construction	Paul

WEEKLY REPORT
WEEK - 12 (From Dt. 22.12.22 to Dt. 28.12.23.)

Objective of the Activity Done:

Detailed Report:

Panchayat Secretary

He shall attend to outdawn from 5:30 to 8:30 AM in the village Secretarial area i.e. one week/area and must securing of demand notices, Special notices, occupancy notices or may any other notices as and when necessary meetings Sarpanch/Special officer to discuss the issues or problems that have been identified during that field visit and the to necessary further action shall ensure that office premises are met and duty. Must follow Panchayat Raj higher authorities during field visit

Village Surveyor.

Attendance office, Registering day movement in movement Register, collect land maps/Records and Proceed field attend Survey Partition.

Inspection of lands proposed for layout
Attending field Survey. Attending General duties and of other functional Assistants as and when required. Any other duty entrusted by Panchayat Secretary or other higher authorities

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AgriCellbore Assistant Says that he visits and interaction with farmer's Chalam badi, e-crop etc	He visits and interaction with farmer	Y. Gaurind
Day - 2	AA also organisation of Village Knowledge Centre and agriinput Shop in the Kuythu barosa	He explain about Kuythu barosa Kendram to the village people	Y. Gaurind
Day - 3	AA Conducts Seeds distribution programme at Kuythu barosa Kendram in the Rabi Season	In Rabi season seeds are distributed by AgriCellbore assistant.	Y. Gaurind
Day - 4	ANM Says that She has to visit at least 50 house hold in her allotted area per day	She checks that what of ^{kind} problem faced by people in her allotted area.	Y. Gaurind
Day - 5	ANM uploading up daily Reporters HM is a HIP-DSP I Aushadi in the Central and state Reporters.	She enroll the daily health reports in the govt record.	Y. Gaurind
Day - 6	On of the daily activity of ANM in search for NCD-Diabetes, Cancer, HIV, Hypertension life style Diseases	She find the wish disease caused by the people.	Y. Gaurind.

WEEKLY REPORT
WEEK - 13 (From Dt. 13.12.22 to Dt. 19.12.22)

Objective of the Activity Done:

Detailed Report:

- Agriculture Assistant

Field visits and interaction with farmers (Vadam badi, Seed village, Programme, e-Crop etc.)
Operationalization of Kujhukavasa Kendram, Processing of Petitions received. Attend general duties and duties of other's functional Assistants as and when required any other duty entrusted by Panchayat Secretary or other higher authority.
Sensitization of farmers VSR Agri input testing labs. Receipt of Agri input order from ^{Kiosk} ANM.

As Part of ANM's Routine daily activity she has to visit and at 50 household in her allotted area and cover the following activities with the help of ASHA Family Planning Services of Community Sterilization cases fever Survey and collection of blood Semenaris uploading of daily reports [HMIS & HID-IDSP] in Central & State Portals.

- Attend Government Special Programmes.
Search for NCD- Diabetes, Hypertension, Cancer.
of other life style diseases.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	-AP State government's ambition Gadapa Gadapa ko mana Prabhudham Program is Unexpected Response	Gadapa Gadapa ko mana Prabhudham Program was conducted by AP gov.	Sunil
Day - 2	This Program Gadapa Gadapa ko mana Prabhudham explained the benefits they have in the YSRCP govt.	Explain in the benefits of this Program.	Sunil
Day - 3	Finally asking feedback from the public for process imp and further improve the Service deliver	Asking feed back from the back	Sunil
Day - 4	Women Police (Mrs. Subashini) TO visit anganwadi Centre to the ensure timely opening Clean line free school Attendance and the quality food	She visits the anganwadi Centre and quality food provided	Pooja
Day - 5	GMSK Produce awareness on domestic violence, Sexual harassment of women and child marriage of internal Communities.	Awareness the People about the judicial acts	Pooja
Day - 6	GMSK identify issues to relating to illicit liquor Consumption belt Shops, connected to day shop and Informant	She Prohibits the liquor Consumption and belt Shop	Pooja

WEEKLY REPORT

WEEK - 14 (From Dt. 8.1.23. to Dt. 14.1.23.)

Objective of the Activity Done:

Detailed Report:

Gadapa Gadapani Mana Prabhedham
The gadapa gadapani mana Prabhedham it said
is to create awareness among the public about
the schemes and programmes of the Govt to
ensure that the eligible benefits reach the last mile
covering all the beneficiaries and send feed back from the
public for process improvement and further improve
the services delivery the NHTS would make visit to
the household in their Jurisdiction as per the Schedule

Grama Mahila Samrakshana Karyadarsi ^[Women] ^[Voluntary]
Visit to Anganwadi Centre (AWC) to ensure timely
opening cleanliness pre-school attendance and the
quality of the food provide to beneficiaries.

Awareness on domestic violence, Sexual harassment
of women at work places. Act child marriage
Prohibit in act and ensure Constitution function

Visit to schools/Girls hostels / women's hostels
and Organised and sexual Crime on Crime
Tagging, Rape Related and self defence

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Welfare Assistant discuss about Several Navadralu Schemes	Eligible and ineligible of the process	M. S. S. S.
Day -2	Welfare Assistant clearness to files / Services in online manual	He clear the all files and documents one day to day	M. S. S. S.
Day -3	Welfare Assistant to Village, Schools, hostels, and VO Meeting and also visit the self employment.	He checks the what problem's are faced by School Village etc	M. S. S. S.
Day -4	Digital Assistant explains that attend the duties as instructed by the duties by the Panchayat Secretary	All employees works under the Panchayat Secretary	P. S. S. S.
Day -5	DA Submission of daily Reports to the Panchayat Secretary.	Panchayat Secretary visits the daily report of the DA.	P. S. S. S.
Day -6	DA that he attends to the protocol, duties govt Special program and election duties.	He must attend the all govt Programs.	P. S. S. S.

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant discuss about Several Naraadralu Schemes	Eligible and ineligible of the process	M. S. S. S.
Day - 2	Welfare Assistant clearness to files / Services in online manual	He clear the all files and documents one day to day	M. S. S. S.
Day - 3	Welfare Assistant to Village, Schools, hostels, and VO Meeting and also visit the self employment.	He checks the what problem's are faced by School Village etc	M. S. S. S.
Day - 4	Digital Assistant explains that attend the duties as instructed by the deities by the Panchayat Secretary	All employees works under the Panchayat Secretary	P. S. S. S.
Day - 5	DA Submission of daily Reports to the Panchayat Secretary.	Panchayat Secretary visits the daily report of the DA.	P. S. S. S.
Day - 6	DA that he attends to the local, duties govt special program and election duties.	He must attend the all govt Programs.	P. S. S. S.

WEEKLY REPORT

WEEK - 15 (From Dt. 1.1.23 to Dt. 1.8.23)

Objective of the Activity Done:

Detailed Report:

Welfare Educational Assistant
Attending office and making of attendance taking of tapper of tapper for processing.

Interacting with the other functional assistants to exchange the information related to Yoxenare to Spandana to ensure quality disposal and development activity of their sex solutions.

Field Visits to village / School / Hostels / SHG / Yu meeting Visits to self employment unit as per calendar of activities.

We observe that the details about digital assistant attending office and entering all the details related to tapper finances / Communications / Applications in the records register and shall place it before Panchayat Secretary for initials and distribution. Attend the duties as instructed by the Panchayat Secretary.

Regular updation of MTS Reports.

Submission of daily Reports to Panchayat Secretary.

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 working environment with professional, knowledge & kind people. In the Organisation all staff are very Punctuality in attending office.

They hand shown an interest in technology on how the system works and administration activities are handled in a procedure manner.

The time they spent for in being working Schedule are appreciable and are there then all for their extended operation & co-operation in our internship programme.

The digital aids used for helping on in learning are very advanced & needs at this moment for accountability, which keep the system worthy.

Myself impressed of their Organisation [Grama Ward Sachivalayam] working culture.

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

Each Work in Systematically managed
Application Programme - Ward education data
Processor Secretary.
Field Verification - Welfare Secretary.
Third Party Verification - Ward Administrator
Pre-Applied Staff
Final Applied - Ward Revenue Secretary.
- MKO

Every one in using the technology boarded
work to avoid duplicacy and error frequency
in certain.

1. Biometric Division
2. Android Smart Phones
3. IRIS Scanners
4. Face Automation / Authentics.

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

I achieved the real time governance procedure which is very realistic and given time management competence & analysis skills.

Every week in time bounded and can't be neglected whole world in observing the activity & decision making is very important.

For doing any projectual knowledge is must & should secondly planning and study 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 modify and improve my self with communication different people in different places.

My written Communication in her improve by writing say evaluation description / thoughts.

My Anxiety level are very high and i am very anxiety to listen to it whenever i feel any thing and i learn more anxiety management technology.

My Speaking ability in moderate and it will be improved day by day by communicating skills.

I always greet at every one when i see them and they do think jobs / works are perfectly at in time. And it will be the good thing.

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

We have done many group discussions among ourselves to know different views of each other. Group discussions let us share our thoughts and that will leads to Creative thinking.

And we can know how to be a good team member and the basic quantity of a good team member is to contribute for the team. And I can able to learn the leadership qualities. A leader is the one who knows the way goes the way and shows the way.

By doing this internship I had improved my skills in group discussion and participation in teams as all work done by me is with my team. And so that I can able to judge my leadership qualities and how I can be able to know my strength and weakness.

These are the leadership qualities and contribution skills that are learnt by me during the period of my internship.

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

In the month of internship done by me during the period of one month. I had learnt many new things and I had developed my knowledge as much as I can.

Doing this internship had helped me a lot and it have improved me regarding my communication skills, technical skills and it had developed my inter personal skills.

And we had developed ourselves by working as a team, and we shared our views with the help of group discussions and we got very good support they had cleared all our doubts and everything went well.

And these Sachivalayams are helping a lot to the people. Because most of the people utilizing them in a proper manner and getting the required help from the Organisation.

Student Self Evaluation of the Short-Term Internship

Student Name: M. Sai yaswanth

Registration No: 2022001070011

Term of Internship:

From: 01/12/2022

To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Komanapalli Gramaward
Sachivalayam

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

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

M. Sai yaswanth
Signature of the Student

Student Name: M. Sai yaswanth

Registration No: 2022001070011

Term of Internship:

From: 07/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Gramaward Sachivalayam, Komanapalli,

Name & Address of the Supervisor Gramaward Sachivalayam,
with Mobile Number Komanapalli.

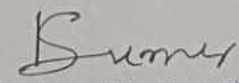
Please rate the student's performance in the following areas:

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:


Signature of the Supervisor
Panchayat Secretary
Grama Panchayat
Komanapalli, Jalumuru (M)

Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

the individual student's involvement in the assigned work.

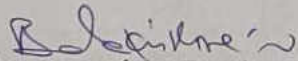
- While evaluating the student's Activity Log, the following shall be considered -
 - a. The individual student's effort and commitment.
 - b. The originality and quality of the work produced by the individual student.
 - c. The student's integration and co-operation with the work assigned.
 - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
 - a. Description of the Work Environment.
 - b. Real Time Technical Skills acquired.
 - c. Managerial Skills acquired.
 - d. Improvement of Communication Skills.
 - e. Team Dynamics
 - f. Technological Developments recorded.

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: MUDDADA SAI YASWANTH
Programme of Study: INTERSHIP
Year of Study: 2022-2023
Group: B.B.A
Register No/H.T. No: 2022 001070011
Name of the College: GOVERNMENT DEGREE COLLEGE (MEN'S) SRIKAKULAM
University: DR. BR. AMBEDKAR UNIVERSITY

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

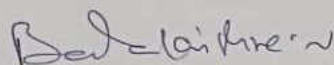
Date:


Signature of the Faculty Guide

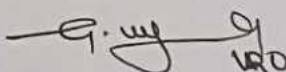
Name Of the Student: MUDDADA SAI YASWANTH
Programme of Study: Internship
Year of Study: 2022 - 2023
Group: B.B.A
Register No/H.T. No: 2022001070011
Name of the College: GOVERNMENT DEGREE COLLEGE (MEN'S) SRIKAKULAM
University: DR. BR. AMBEDKAR

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



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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