

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: TEGALA SATEESH

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

Registration Number: 2022001070018

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

Name & Address of the Intern Organization GRAMA SACHIVALAYAM
METTURU BITTU-3 IRAPADU(V),
KOTTURU(M), SRIKAKULAM(D) ,
PIN: 532459

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

N. BALAKRISHNA

(Name of the Faculty Guide)

Department of

COMMERCE, GOVT. DEGREE COLLEGE (Men's)

(Name of the College)

Submitted by:

TEGALA SATEESH

(Name of the Student)

Reg.No: 2022001070018

Department of COMMERCE

GOVT. DEGREE COLLEGE (Men's) SRIKAKULAM.

(Name of the College)

Student's Declaration

I, TEGALA SATEESH a student of Internship
Program, Reg. No. 2022001070019 of the Department of Commerce
College do hereby declare that I have completed the mandatory internship
from 12-12-2023 to 18-03-2023 in Prerna Sachinrayan (Autism) (Name of
the intern organization) under the Faculty Guideship of
A. Balakrishna (Name of the Faculty Guide), Department of
Commerce, Govt Degree College (W) Sakthikulam
(Name of the College)

T. Sateesh
(Signature and Date)

Official Certification

This is to certify that TEGALA SAZEESH (Name of the student) Reg. No. 2012001070018 has completed his/her Internship in GRAND SACHIVALAYAM (Name of the Intern Organization) on COMMERCE (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of COMMERCE in the Department of Govt. degree college, W. K. K. K. (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements


Faculty Guide


Head of the Department

Principal

Certificate from Intern Organization

This is to certify that TEGALA SATEESH (Name of the intern)
Reg. No 2022001070018 of Gout Degree College (Name of the
College) underwent internship in Amma Sachinlalayam (Nethuru Bat-3) (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
పరిపాలనా కార్యదర్శి
మేటూరు - III
కామారాజు మండలం
శ్రీకామరాజు జిల్లా

Acknowledgements

First I would like to thank Sachivalayam Team for giving me the opportunity to do an internship for gaining internship within the organization.

The success and fruitful of this internship project requires a lot of guidance and endorsement from many people in the eduhills 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 learning communication skills.

I perceive as this opportunity as a big milestone in my career development. All the recreational staff are friendly with me and also their teaching everything like home, agriculture classes are very good and simple way of teaching skills.

I express my sincere thanks to all sachindayan 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.

For permitting me to do the project works so successfully.

My sachindayan staff member (a) workers giving valuable guidance to complete the project successfully.

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

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 - Describe the real time technical skills you have acquired
 - Describe the managerial skills you have acquired
 - Describe how you could improve your communication skills
 - Describe how could you could enhance your abilities
 - Describe the technological developments you have observed and relevant to the relevant area of training
6. Student self evaluation of the short-term internship
7. Evaluation by the supervisor of the Intern organization
8. PHOTOS & VIDEO LINKS.

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:

- 7 To gain an understanding of the functioning and structure of the Grama Sachivalayam organization
- 7 To develop skill in administrative and clerical tasks related to the day-to-day operations of the organization
- 7 To learn about the various government schemes and programmes implemented by the Grama Sachivalayam for the benefit of the general population.
- 7 To improve communication and interpersonal skill through interaction with village and other stakeholders
- 7 To acquire knowledge of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

outcomes achieved:

- 7 Improved knowledge of the organisational structure, functions and responsibility of the Grama Sachivalayam.
- 7 Enhanced administrative and clerical skills such as maintaining records, data entry, and handling paperwork.
- 7 understanding of the various government schemes and programmes such as housing, sanitation, and education.
- 7 Improved communication and interpersonal skills through interaction with villages, officials and other stakeholders.
- 7 understanding of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Brief description of the Grama Sachivalayam organisation:

The Grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of government scheme and programmes for the welfare of the rural of activities such as healthcare, sanitation, education, housing and social welfare, and it also collaborates with various departments and agencies to achieve its objectives.

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 decentralised 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's Nara Chandrababu Naidu. 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.

B. vision, mission and values of the organization.

Grama Sachivalayam are secretariats setup in Indian state of A.P to decentralize the administration.

by the making services and welfare of all government departments available at one place.

Government of Andhra Pradesh appointed village volunteers to deliver services.

Policy of the Organization:

To share ideas inspired by Mahatma Gandhi's concept of "Grama Swarajya" that promotes village becoming self-sufficient, autonomous entities.

2. Organization structure:

1. Panchayati secretary

2. Digital Assistance

3. Welfare and Education assistant

4. Village and Revenue officer

5. Engineering assistant

6. Veterinary assistant

7. Village surveyor

8. Mahila police

9. ANM

10. Line man.

6. Roles and responsibility:

* The employees work on their duties by higher authority, orders.

F performance: Each functionary's has been worked by the rules and citizen satisfaction is the ultimate aim of the Sachivalayan.

4. Future plan:- To enrich the government scheme and people's believe the transparency of the government.

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 Asstent
- House hold survey
- we have observed the voters list of village
- participate the child and human right meeting
- we have observed the health checkup of the animals
- Be survey of agriculture land
- area distribution.
- No. - vehicle arrived in sachinrayan, we observed to the guidelines of the Asha mandal
- we went to schools and anganwadis around the sachinrayan area with mahila police stations etc...

during the activity process healthy and historic environment created by the secretariat.
we are evaluated every week by sachivalayan staff

all the equipment provided by the an organization.

Like these....

- Computer, application forms
- soil testing machine
- BP machine, Thermometer, scales, etc...
- Animal husbandry skins
- power tester, culture plates, tool kit.
- Disease Records

Skills acquired:

- To know the how to apply different types of certificates in sachivalayan.
- To learn how to estimate quality of soil, air, various crops.
- To acquire the knowledge of animal health check up of animals and human beings
- Test of 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 12-12-2022	I reported in the secretariat assigned to me	Introduction	
Day -2 13-12-2022	The introduction of the secretariat was given by the welfare in-charge	Learned about the village secretariat	
Day -3 14-12-2022	The welfare assistant told about Grama darshini	To know the condition of Malharait-3 village	
Day -4 15-12-2022	Explained about employees roles and responsibility	To know the duties of the employees	
Day -5 16-12-2022	was been telling about volunteers	To know the duties of the volunteers	
Day -6 17-12-2022	WFA said about the vision and mission of Grama secretariat.	I learned why Grama secretariat was established.	

WEEKLY REPORT

WEEK - 1 (From Dt 17/11/2022 to Dt 17/11/2022)

Objective of the Activity Done:

Detailed Report:

This week we learned about village secretariat i.e. why the secretarial 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 employee 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 plan of the Gram secretariat	we know the future plans of the secretariat	
Day -3 21-12-22	About old age pension, widower 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 cobble pension weaver pension	we learned the required documents and eligibility for this type of pension.	
Day -6 24-12-22	Explained about toddy tappers pension and fishermen 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 details. This week also told about 75R pension scheme, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension, traditional cobble pension, weaver pension, Taddy Tapper pension and Fishermen pension are given at the end.

The 75R 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 Ayur Vaidik pension scheme -scholarship Therapy (ART) pension [PLHIV] [HIV pension]	we learned the required documents and eligibility for this type of pension	
Day -2 27-12-22	explained about Transgender pension of chronic kidney disease of endocrine etiology pension.	learned the required documents and eligibility for this type of pension.	
Day -3 28-12-22	Talked explain about YSR Nijamastha YSR Shashil Tolka	The program of this scheme is known	
Day -4 29-12-22	explain about mandatory validation documents for registration of YSR Nijamastha	learned the required documents for this type of scheme	
Day -5 30-12-22	explain about eligibility criteria of YSR Nijamastha - north YSR Shashil Tolka scheme.	we know who is eligible for this scheme	
Day -6 31-12-22	Have to tell people about the YSR Nijamastha scheme	we learned good population 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
Dyphu Arant person, Anti-retroviral Therapy
(ART) [HIV] person, Transgender person and
Chronic Kidney Disease, of unknown etiology
person are given at the end.

YSR Kalpanamasthi (YSR Shadi Toltu)

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

- 7 The bride must be above 18 years and groom must
be above 21 years as on the date of marriage
- 7 The application registration for the scheme should
be done within 60 days from date of marriage
- 7 Both bride and Groom should have 10th class
pass certificate
- 7 The caste and Income certificate must be tagged
with Adhar.

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 7th Navarathna	we know use of this kind of scheme	
Day -2 03-01-23	explained about Annamudi scheme	The purpose of this scheme is known	
Day -3 04-01-23	explained about Rythu Bazar scheme	I know how much this scheme has benefited the farmers.	M. Kishore VAA
Day -4 05-01-23	explained about Anganwadi 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	P. Pruthi ENA/section 3
Day -6 07-01-23	explained about Pradhan Mantri Awas Yojana scheme	I learned that there will be no shortage of water due to this scheme	P. Pruthi ENA/section 3

WEEKLY REPORT

WEEK - 4 (From Dt. 02/01/23 to Dt. 03/01/23.)

Objective of the Activity Done:

Detailed Report:

YSR Narastraala is a welfare scheme. The scheme comprises nine different welfare programs of schemes, each aimed at improving the living conditions of the AP.

Amma Vodi: 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. 15,000 per annum.

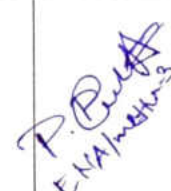
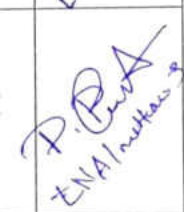
Taytha Bhara: This scheme provides financial assistance to farmers in the state. The amount of assistance is Rs. 13,500 per annum.

Aarogya: This scheme provides free healthcare service to the people of AP. The scheme covers the cost of medical treatment and surgeries for a wide range of illnesses and diseases.

Haritha for all: This scheme aims to provide affordable housing to the people of AP.

Pradhan Mantri: Under this scheme, the AP Government will go to improve the irrigation projects and complete the plans which are yet in progress.

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 varadhi Deevena scheme	It is known who is benefiting from this scheme	
Day -4 12-01-23	explained about manaboli, nodu nodu scheme	The purpose of this scheme is known	
Day -5 13-01-23	We said that the work of nodu nodu scheme should be examined	We observed the nodu nodu work.	
Day -6 14-01-23	Pongal Holiday [Bhogi]	-	

WEEKLY REPORT

WEEK - 5 (From Dt. 09/01/23... to Dt. 12/01/23...)

Objective of the Activity Done:

Detailed Report:

Fee Reimbursement:- Aimed at providing financial assistance to student from economically weaker section 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.

15A welfare pension:- It provides financial assistance to eligible students from economically weaker section to pursue higher education in government and private colleges.

15B Baidhi Pension:- It provides financial assistance to eligible students from economically weaker section to cover their hostel and mess expenses during their higher education.

Model Model:- The scheme focuses on improving the basic amenities including classrooms, furniture, toilets, drinking water and other infrastructure in government schools.

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	Pongl Holiday [Kanamma]	-	-
Day -2 17-01-23	Explained about Jagannath ridge Kanamra	I learned, due to this scheme students are going to Govt. school.	
Day -3 18-01-23	We said about the YSR cheggutha scheme	I learned that women are continuing their own business because of this scheme	
Day -4 19-01-23	We said about the school and checked Mahana nitra scheme	I learned, this scheme is known to receive financial assistant to drive	
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 classroom 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: Samman Vidyak Kante:- This scheme is launched by the government of Andhra Pradesh to provide free school kits to students studying in Government school in the state. The kit includes items such as school bags, notebooks, textbooks, shoes and uniform.

YSR Chagutha:- Under the YSR Chagutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority communities. Assistance is given in the form of an annual allowance of Rs. 18,750.

YSR Bahana Mitra:- Provide assistance to self-employed women of auto-entrepreneurial form and micro enterprises 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, conditions of cleanliness and toilets.

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	The ANM modern day explain about their duties	To know the duties of ANM modern	 B
Day - 2 23-01-23	The ANM modern day explain about their general duties/instructions	I learned the general duties/instruction of ANM	 B
Day - 3 24-01-23	ANM modern explain about social services with women's pregnancy	I learned some social services LAIDS & HIV physiology	 B
Day - 4 25-01-23	explain about desired termination of pregnancy	I know which hospital to visit for desired of pregnant women.	 B
Day - 5 26-01-23	Republic day	-	-
Day - 6 27-01-23	explained about Health education	I learned health education	 B

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: General instruction of ANM:-

- 7 She should work under the administrative control of the medical officer officer PHC and guidance of the female health supervisor.
- 7 Should be in uniform with identity card
- 7 All the ANMs have to discharge all the duties as assigned by the PHC medical officers.
- 7 Health awareness programme:- AIDS, HIV, healthy, fever, diabetes, heart attack.
- 7 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.
- 7 Health education:- participate in the local level, mandal meetings, and spread the message on female age of marriage, spacing methods etc.
- 7 coordinate with other department staff like Anganwadi workers, gram sevaks in promoting the services under the programme.
- 7 educate mother 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 never explain about their duties	To know the duties of VAO sir/madam	(Signature)
Day -2 31-01-23	VRO told about the certificate he issue	certificates issue by VAO are known	(Signature)
Day -3 01-02-23	VRO said about government army and police protection	It is known who protect government army	(Signature)
Day -4 02-02-23	VRO said about creating new collection	It is known who collect the taxes	(Signature)
Day -5 03-02-23	The mahila police never explain about their duties	To know the duties of mahila police	(Signature) y. Rajani HP
Day -6 04-02-23	He said the matters related to peace and security of village	I learned that women police can bring peace and security	(Signature) y. Rajani HP

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- The village Revenue officer shall issue nativity certificate and solemnity certificate in their respective jurisdiction duly following the procedure for the other certificates which have to be issued by the revenue department. He/she will prepare and submit his report to the competent authority.
- 7 Protection of public lands, public lands, trees etc. Effective measures will be taken for the protection of government assets.
 - 7 Collection of water tax, Cesses, House Tax, Taxes and other dues pertaining to revenue department.
 - 7 The mobile police play an important role in ensuring that women in the village feel safe and protected. They work potential risks and to take proactive measures to prevent gender violence incidents and provide support and assistance to victims and their families.

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	she talked about the child marriage and dowry prohibition act.	learned about child marriage and dowry prohibition Act	S. Jaisri MP
Day - 2 07-02-23	while police explain about the domestic violence act	learned about domestic violence Act	S. Jaisri MP
Day - 3 08-02-23	Agriculture assistant was explain about their duties	To know the duties of agriculture assistant	M. Kulkarni VAA
Day - 4 09-02-23	Agriculture assistant (VA) was explain policy movement scheme	It is known how the farmers are selling policy to APK	M. Kulkarni VAA
Day - 5 10-02-23	agriculture assistant was explain important use of R.B.K	I learned the benefits of RBK	M. Kulkarni VAA
Day - 6 11-02-23	she said about availability of seeds, fertilizers and pesticides	I learned that seeds, fertilizers and pesticides are available in APK	M. Kulkarni VAA

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 marriage and created awareness among the villagers. Domestic violence Act :- The domestic violence 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.

7. The paddy procurement system in Pithu Bharasa Mandram involves registering farmers and their land details on the PBI's portal, after which the PBI team verifies the information and provides paddy seeds to the registered farmer.

7. Some of Pithu Bharasa's Mandram includes providing information on crop cultivation, soil testing, distribution of crop cultivation 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	we gained knowledge about rice floor rubs	we know the price of Rubs	M. Kulkarni VPR
Day -2	explaining about paddy development	we know the important priority	P. Gopal AUM
Day -3	How to maintain of village panchayat record class by VPO	we know the knowledge about village panchayat record	L. D. D.
Day -4	women safety class by UPS worker	we know the part about women safety	M. Gopal MP WPS
Day -5	How to official for village transfer in official website.	we know the way of apply for scheme	P. Gopal List meeting
Day -6	How to maintain record of women for class by ANM	we know the valuable information	B ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the last week we shall discussing about the topics:

7 we learned the concept of about six follow pulses

7 motivate pregnant women for institutional deliveries & trained attendant at birth

7 we know about how to maintenance women & village Revenue records and all village Revenue accounts promptly and accurately

7 we learned how to protecting women in difficult situations & how to register women safely action in village areas.

7 we know the good knowledge about National women scheme and we learned the apply for this scheme in official website in our own way practically.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to conducting the counselling sessions to farmers class by ups	we know the this type of meeting	Rajendra MP
Day -2	Brief explanation about loan resources class by VAO sir/maam	we know brief information in this class	L @ a
Day -3	we participated in implementation of nation's Budget	we acquiring the more information	P. Gopal AHA
Day -4	we learned about saving method of maize	we learn about this topic	M. Kulkarni VNA
Day -5	we participated in distributed things	we acquiring some information in this distributor	B
Day -6	Photo send properly for pension and monthly for report to MPDO	we know the knowledge about MPDO	"

WEEKLY REPORT

WEEK - 11 (From Dt. 20/01/22 to Dt. 25/02/22.)

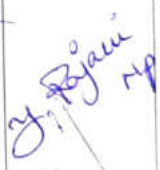
Objective of the Activity Done:

Detailed Report:

during the eleventh week we shall discussing about these topic:

- 1 we acquiring the knowledge about how to end contraceptive and of cycle to the couples on demand
- 1 we know about the implementation of Nation Rejuvenation programme and also which Nation give the animals for their growth and development
- 1 counselling sessions to farmers against suicidal stress management with help of stakeholders
- 1 we know some methods of usage.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother's education in her role	we acquired the knowledge about mother's	
Day - 2	How to sanctioned card and income certificates	we learned the process	
Day - 3	different welfare department class by welfare assistant	we listened about class and gain the department	
Day - 4	How to arrangement of pvt material	we learned about pvt material	
Day - 5	How to gardening of animals under VSA chagalkar	we know the this some benefits	
Day - 6	we participated fertilized distribution from ABIS	we know the process distribution	

WEEKLY REPORT

WEEK - 12 (From Dt. 10/02/23.. to Dt. 17/03/23..)

Objective of the Activity Done:

Detailed Report:

during the financial week we had discussed about these topics:

7 we worked about process of fertilize distribution from BHK and involved in all act met of and to farmers through DBT process

covering methods of maize and irrigation method used in maize

7 cost of production in maize from farmers

7 we know how to allocate the matter on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environment hygiene.

7 All welfare department - social welfare, tribal welfare, PL welfare, minority welfare, differently -abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	How to conducting fortnightly camp in village area	we improve our management skills	P. Gopal AHA
Day -2	we discussed how to conducting weekly meeting	we learned about this meeting	B
Day -3	we participated in awareness on importance of crop programme	we know about e crop.	M. Kulkarni VAA
Day -4	How to organize the pre-school class by up's mander	we learned to some beautiful activities	P. Rajani MP
Day -5	How to provide food lunch to higher authorities	we know the process	P. Rajani ENA/mentor-3
Day -6	How to estimate the higher authorities	we organized this process and remembered	L. V. A.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the thirteenth week we shall discuss about these topic.

7 we participate conducting awareness on importance of e-crop booking of various crops in Palakhi
2022-23

7 Farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance etc...

7 concerned staff of subsector prongs to inform higher authorities.

7 we discussed participate in the local market market meeting, and spread the message on female age at marriage, spacing method etc...

7 TO provide feedbacks to higher authorities on the status of implementation of the said scheme.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to identify the persons for various welfare schemes	we know the process and schemes.	
Day - 2	we learned what are the Azadi crops	we know about Azadi crops	
Day - 3	How to maintain the digital register class by ANM	we learned the register information	
Day - 4	How to develop water garden in village level	we know the development process	
Day - 5	How to update data on e-crop class by agricultural sir	we know the about e-crop website	
Day - 6	which items have the TMR kit class by ANM sir	we acquire the important things in this kit	

WEEKLY REPORT

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

Objective of the Activity Done:

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

1. we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal.
2. Awareness of crops (root.) inclusive of inspection of nursery stores.
3. Awareness of maintain eligible couple register properly and update the information for motivation of couples for acceptance of family welfare method.
4. Facilitate to develop village level mother 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	what are main activities we require for disty selection class by VAO s/madar	we acquire some knowledge	L. Dasi
Day - 2	what are the enrollment of beneficiaries	we know the benefits of enrollment	y. Rajani MP
Day - 3	we participated in soil testing process	we learned the process	M. Kusuma VHA
Day - 4	How to conducting the INAPIT programme in village area.	we learned about this programme	P. Gopi AHA
Day - 5	Importance of Sachivalayan and its working process	we learned the importance of sachivalayan	P. Bhat ENA/metro3
Day - 6	How to identify women for medical Termination	we gain the knowledge for medical termination	ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the fifteenth week we shall discuss about these topics:

- 7 we learned about importance of soil fertility process of soil collection in field in non crop growing time to know the nutrients in soil and recommendation of require fertilizers quality for various crops.
- 7 we know provide information regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials whenever and whenever they occur and provide assistance to the persons.
- 7 Identify women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital
- 7 INAPM : Information of animal productivity and health purification.

CHAPTER 5: OUTCOMES DESCRIPTION

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

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

They had shown an internal interdependency and hence the system working and administrative activities are handled in a procedural manner. The facilities are good and there is a healthy atmosphere.

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

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

I can ~~started~~ myself of this organization (~~trans~~ and ~~sachivalayam~~) protocols, and working culture

everyone gives value to time and everyone behaved well with us. They said more very well guidance and ~~trans~~ are very well understood ~~matter~~ matter list-3 sachivalayam place is a list for from the village and ventilation is also good at ~~matter~~ list-3 sachivalayam.

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

1. Each work is systematically managed

Application program digital assistant

field verification - welfare assistant

third party verification - administrative staff

pre. Applied - VRO

Final Applied - HPDO/MRO

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

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
practical pre. defines which is very realistic
and given time management importance of
strategy skills

Every world in time is bounded and
can be deflected whole world is obscuring
the activity of decision making as very
important

For every analysis first practical
knowledge and secondly planning and thirdly
the procedure for implementation.

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

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

my written communication is improved
it says writing says evaluation criteria/ thought

my anxiety level are low... I am very much patient and listen to others when feel anything & 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 at these whenever they do good
thing.

Oral and written communication skills
have improved more than before confidence
more ~~level~~ one 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 discussion, I always start with point to point and don't forget to improve I will be clear of what I am saying.

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

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

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

I excel 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 devices
3. IRIS Scanner
4. Face authentication program

which given the realster procedure

secondly:

using E-POS machine in POS

Thirdly:

- using 'Cops' & 'Rover' in land

Peramely program:

- using drones in identification of marks
in land alligment program.

Student Self Evaluation of the Short-Term Internship

Student Name: YEGALA SATEESH

Registration No: 2022001070018

Term of Internship:

From: 12-12-2022

To: 18-03-2023

Date of Evaluation:

Organization Name & Address:

Epomee award sathivalayam
Mutturu bit-3 Enayadu

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:

S. Sateesh
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: YEGALA SATEESH

Registration No: 2022001070018

Term of Internship:

From: 12-12-2022

To: 18-03-2023

Date of Evaluation:

Organization Name & Address: epamal uural sathivalayam

Name & Address of the Supervisor
with Mobile Number

Meltzer bel-3 Bagadur, Kuttuvayal

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

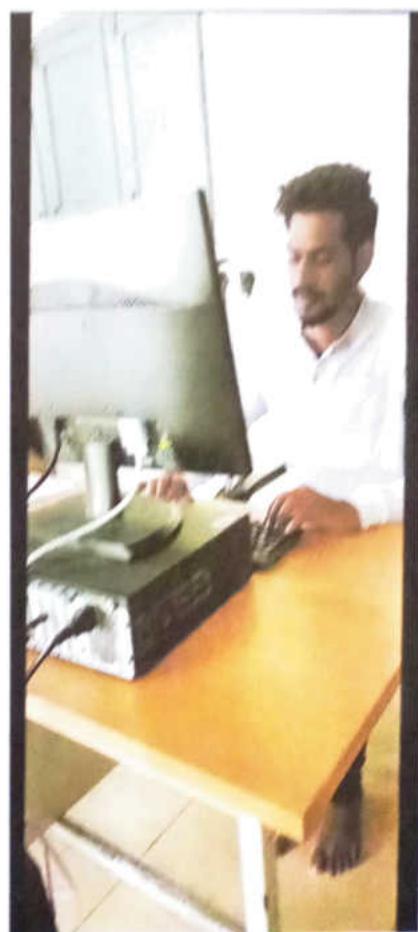
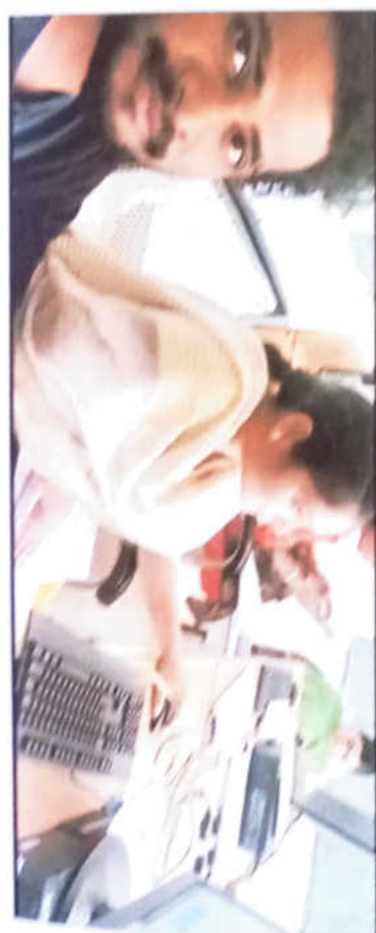
Rating Scale: 1 is lowest and 5 is highest rank

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

పంచాయతీ కార్యదర్శి
కా. మెటూరు - III
కొత్తూరు మండలం
శ్రీకాకుళం జిల్లా





ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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