

GOVERNMENT DEGREE COLLEGE (MEN)
SRIKAKULAM.



2022

Semester Internship
(One Term)

Area of Internship:

Village :

Mandal:

District:

Sachivalayam Department
Nizadi
Kotturu
Srikakulam

Project Guide

Dr.D.PYDITALLI

Lecturer in Economics

Submitted by

Name: G. Rakesh

Group: 3rd BA (HEP)

Hall Ticket No.: 2022001036020

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: GRINDITA DAKSHI

Name of the College: Birla Veda College (W)

Registration Number: 202201030020

Period of Internship: From: 1/12/22 To: 17-3-23

Name & Address of the Intern Organization

Sachinabagam weda ashram
Kolluru mandalam, Sri Kakulavathi

University

YEAR

An Internship Report on

Sachinayam department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

UG III BA (HEP)

Under the Faculty Guideship of

Dr D. Pydikhalli Sir

(Name of the Faculty Guide)

Department of

Economics

(Name of the College)

Submitted by:

Grandikala Rakesh

(Name of the Student)

Reg.No: 2022CC1036020

Department of

Government Degree College for Women Srikakulam

(Name of the College)

Official Certification

This is to certify that Gundikola Babesh (Name of the student) Reg. No 20220001036020 has completed his/her Internship in Sachivalayam dept (Name of the Intern Organization) on Department of Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BA (HLL) in the Department of Govt degree college (Name of the College).

This is accepted for evaluation

(Signatory with Date and Seal)

Endorsements

[Signature]
Faculty Guide

Head of the Department

[Signature]

[Signature]
Principal

PRINCIPAL
Govt. Degree Co. (Men)
SRIKAKULAM

1. Aufbau der Bundeskassenorganisation

Die Bundeskassenorganisation ist in drei Ebenen gegliedert:

- 1. Ebene: Bundeskassen
- 2. Ebene: Landesstellen
- 3. Ebene: Kreisstellen

Die Bundeskassen sind die oberste Ebene der Organisation. Sie sind in drei Abteilungen gegliedert:

- 1. Abteilung: Verwaltung
- 2. Abteilung: Wirtschaftsprüfung
- 3. Abteilung: Rechnungswesen

Die Landesstellen sind die zweite Ebene der Organisation. Sie sind in drei Abteilungen gegliedert:

- 1. Abteilung: Verwaltung
- 2. Abteilung: Wirtschaftsprüfung
- 3. Abteilung: Rechnungswesen

Die Kreisstellen sind die dritte Ebene der Organisation. Sie sind in drei Abteilungen gegliedert:

- 1. Abteilung: Verwaltung
- 2. Abteilung: Wirtschaftsprüfung
- 3. Abteilung: Rechnungswesen



Certificate from Intern Organization

This is to certify that GANDIKOTA RAKESH (Name of the intern)
Reg. No 2022001036020 of GIDE (men) Samithanam (Name of the
College) underwent internship in Sachivalayam (Name of the
Intern Organization) from 7/2/22 to 18/03/22

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


Authorized Signatory with Date and Seal
(18/03/22)
(18/03/22)

ACKNOWLEDGEMENTS

I have taken efforts in this project. However, it would not have been possible without the kind support and help of many individuals and organizations. I would like to extend my sincere thanks to all of them.

I am highly indebted to **Dr.D.Pyditalli**, Lecturer in Economics for his guidance and constant supervision as well as for providing necessary information regarding the project & also for his support in completing the project.

I express my sincere thanks to **Sri Ch.Rama Murthy**, Lecturer in Economics for his guidance and support in completing the project.

I am also great full to our principal madam **Dr.P.Surekha** and other teaching & non-teaching staff for their support for completing the project.

I would like to express my special gratitude and thanks to **village households** for giving me such attention and time.

I would like to express my gratitude towards my **parents, siblings, friends & members of village secretariat** for their kind co-operation and encouragement which help me in completion of this project.

My thanks and appreciations also go to my **fellow students** in developing the project.

G Rakesh.

III BA (HEP)

2022-001036020

Acknowledgements

The Grama Sachivalayan is administrative cum is international organization
as the national its responsible for carrying and the day
to day work of the organization and supporting its decision making
having in their sense the secretariat is made up of the staff and
Executive who work for the organization
He still holds records for the fastest lines in the secretariat to people
Records for the fastest issues and problem applications

iii) In govt a secretariat may be department as agency responsible for
co-ordination policy and providing to a minister (or) other higher
ranking officers
iv) govt schemes providing to people with door to door step in simple
way may refer to a team or department responsible for
administrative tasks such as records - keeping scheduling and
correspondence.

v) I am extremely and heartfelt thanks to our gramasachivalaya
in staff members are treat like a friendly, Respectively with a great
feeling.

Contents

Chapter 1 -

Chapter 2

Chapter 3

Log Books

Chapter 5

- Executive summary
- overview of the organization

- Internship part

[first week to fifteenth week]

out come Description

1) Describe the Real time technical skills you have Required

2) Describe the managerial skill you have acquired skills.

3) Describe the technological development you have observed and

Relevant to the subject area of learning.

Student self evaluation of the short-term internship

Evaluation by the supervision of the inter organization

photos & videos 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.

- To gain an understanding of the functioning and structure of All grama sachivalayam organization.
- To develop skills in administrative and clerical tasks related to the day-to-day operation of the organization.
- To learn about the various government schemes and programmes implemented by the grama sachivalayam for the benefit of the rural population.
- To improve communication and interpersonal skill through interaction with villages and other stakeholders.
- To acquire knowledge of the legal and regulatory framework governing the activities of the grama sachivalayam.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of the organization.

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

The grama sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister. Y.S. Jagan Mohan Reddy. The primary objectives of the provide efficient and transparent governance to ~~the~~ rural communities by establishing a system of village secretariats in every village of the state.

CHAPTER 3 INTERNSHIP PART 1

- The first of the two days that had just every day of
 the week and a day or so in a suitable manner
 the first of the two days that had just every day of
 the week and a day or so in a suitable manner
 the first of the two days that had just every day of
 the week and a day or so in a suitable manner

function of man and machine it has meaning in
of the office in secretarial the willing intention
man to bring out interests to people and steps

generally say of technological skills and mainly not
by a less central and low management

For a small number of people, the results are not
as clear as they are for the rest of the population.

STUDY LOG FOR THE FIRST WEEK

Copy
to
Date

Topic/Subject of the Study

Learning Objective

Project or
Change
Initiative

The value and
importance of and
impact

the useful
information

The value was a focus
as to where the
resources

He explained to the
management
business

The value was a focus
held about your

to know the
condition of
your village

to plan about employees of
state and organizations

to know the
status of the
employees

also talking about
value chain

to know the
status of the
value chain

also about the 3 levels of

also about the 3 levels of
your inventory
was established

By

By

By

By

By

By

WEEKLY REPORT

1952.1.10 - 1952.1.11

Objectives of the Activity: To
Establish a group

This week we learned village structure
and the social system was established
and then we

We also learned the benefits of the
social system to the people of the village

We go to know the physical conditions
of the social system - the group structure and
the behavior of the people in the group structure
system as well as the performance of the individuals
and their roles

The useful material was fully informed
about the wrong action and value of the group
structure and the relation for their goal to
introduce a people of society

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 19-12-22	The wren officer explained the organization structure of the sachivalayam	I can helped some knowledge.	[Signature]
Tuesday Day - 2 20-12-22	explain the future plans of the gram sachivalayam	we know the future plans of the secret force	
Wednesday Day - 3 21-12-22	over about the old age pension widow persons has been deeply explained.	we are analysis and what is important to cement is required.	[Signature]
Thursday Day - 4 22-12-22	deeply explained with out disable pension and single women pension.	we are analysis and what is important document is required.	
Friday Day - 5 23-12-22	explain without traditional cobbler pension of weaver pension	we learned the required document and eligibility.	[Signature]
Sater day Day - 6 24-12-22	explained about today Tapper pension and fisherman pension	we learned the required documents and eligibility information.	

WEEKLY REPORT

WEEK - 2 (From Dt 15-11-22 to Dt 29-11-22)

Objective of the Activity Done:

Detailed Report:

The organization structure and plans of villages secretariat were discussed in detail. Their week also told about YSP pension. Kanuka has many type required document and eligibility criteria.

Eligibility and required document for old age pension, widow pension, variable pension, single women pension, traditional abler pension, war pension, today's pension and fisherman pensions are given at the end. The YSR pension scheme is designed to provide a safety net for underprivileged section 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
Monday Day - 1 26-12-21	The malhila police in sachu valayan. she is Inculcate her duties.	I am full focus and learned out comes informations.	
Tuesday Day - 2 27-12-22	The malhila police officer taught secure harassments in society.	how to handle and how to build these type of harassments.	
Wednesday Day - 3 28-12-22	The malhila police officer Inculcate angamwadi services.	what are the corruption in angamwadi services.	
Thursday Day - 4 29-12-22	The malhila police officer told about some important section and help line number.	my accident and criminal case issues how to make right application.	
Day - 5	The VRO sir explained local govt and main act.	secretariat one of the local govt. then particularly use and govt.	
Saturday Day - 6	our VRO told today we are going to field work your chaapara house session.	which numbers are eligible and govt schemes.	

WEEKLY REPORT

WEEK - 3 (From Dt 26-11-22 to Dt 01-12-22)

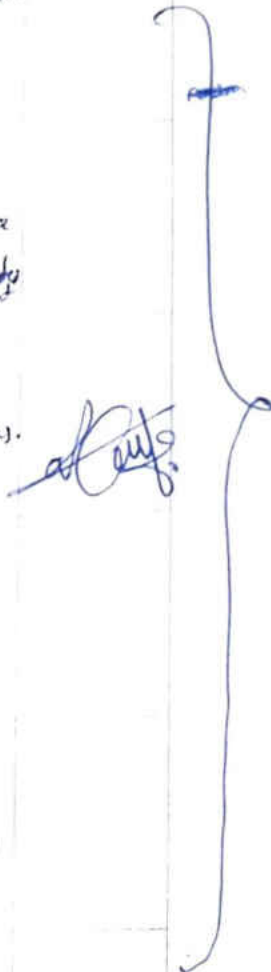
Objective of the Activity Done:

Detailed Report:

The village secretariate was first launched on 2 october 2019 on the oc of gandhi jayanthi. in AP of our Y.S.R jagan mohan Reddy s.s. the dedites of women police officer..

- 1) immediate reporting officer: station house officer
- 2) working in co-ordination with Dept home women & child welfare exercise Department & municipal.
- 3) functions: law & order atrocities against women and weakens section and Awareness, programmes.
- 4) monitor aswara Anganwadi center be opened in line on all working days.
- 5) irre respect and Respected some Anganwadi teacher's were without care and protection of programency.
- 6) women police officer explain some help line numbers 100.
- 7) our s.s. senukagapuram secretary someny young age student not Registerate with vote card.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-3-23	The n m m madam was explaining about health education	I learned health education	
Day - 2 14-3-23	explained about medical termination of pregnancy.	I know which hospital to visit for treatment of pregnancy ^{and} report.	
Day - 3 15-3-23	explaining to about general instruction.	I learned the general instructions.	
Day - 4 16-3-23	The medium explained some social services	I knowing how many type of social / services.	
Day - 5 17-3-23	The mr madam was talked about the child marriage and dowry prohibition act.	learned about child marriage and dowry prohibition act.	
Day - 6	maihla police explained about the Domestic violence action act.	I learned about Domestic violence act.	

WEEKLY REPORT

WEEK - 4 (From Dt 17-2-24 to Dt 18-3-24)

Objective of the Activity Done:

Detailed Report:

- ① Generating awareness among the public in the secretariat jurisdiction about the schemes meant for the weaker section of the society
- ② ensuring that all eligible students of weaker section of the village get the scholarship and college fee till they complete at least intermediate (or) equivalent course.
- ③ providing feed back to higher authority on the status & progress of implementation of said schemes
- 4) supervising over the work of all village working under the village secretariat as far as their welfare duties are concerned, welfare VFO, viz providing information regarding fire accidents floods cyclone and other accidents calamities to the higher officers
- 5) conduct promptly to the higher officer is respect of a. Disasters. b. Fire and keep government attached property in safe custody.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 9-2-23.	The A.N.M. madam was explain about general instruction	I learned the general duties of A.N.M.	A.N.M.
Tuesday Day - 2 10-2-23	The madam was telling about water and safe and childhood health.	I can learned the A.N.M. madam has given pregnancy.	
Wednesday. Day - 3	A.N.M. madam explain about social service with ourness programme.	I can learning some social service dentist physical etc aids.	
Thursday Day - 4	She is teaching about health education in secretariate	How to protect our body health fully.	
Friday. Day - 5	Today is class about	How many type of food habits can makes	A.N.M.
14-2-23. Day - 6	The 20 day of the class about communicable. is ease-	I can, learned some type of Discusses Chik measles, influenza.	

WEEKLY REPORT

WEEK - 5 (From Dt. 9.1.23 to Dt. 15.1.23)

Objective of the Activity Done:

Detailed Report:

- 1) she should work under the admin. & supervisory control of medical officer. P.H.C guidance of the female health supervisor.
- 2) she would stay at her official head quarters available for all maternity care services.
- 3) should be proper map planning of her a located are and people population of people data was collected.
- 4) All the A.N.M was to discharge all the duties as assigned has the P.H.C medical of times.
- 5) maternal & childhood Health: - Register programme women with 12 weeks after baby health she is full health care starting and ending position. heartful precaution. the A.N.M given the pregnancy women.
- 6) Health education: - participial in the local mahila meeting spread the message on female age of marriage co. ordinant programmes carefully there are Anganwadi wardes gram wardes in providing services to people.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Monday Day - 1			
Tuesday Day - 2	explained about Tagananna vidya kanya	I learned DDC to this scheme student are going to govt school.	
Wednesday Day - 3	He said about the Y.S.R cheyuth scheme.	I learned that women are counting their own account of the schemes	
Thursday Day - 4	we went to the school and checked the food.	I come to know that food adulteration test is being served in the school.	
Friday Day - 5	we went to the school and he said about the Y.S.R vanamamidra scheme	I learned this sche- me is know to receive financial assistant to drives us.	
Saturday Day - 6	we went to the school and checked the cleanliness of the classrooms and toilets.	It is know that the school is kept clean every day.	

1997-98

1. Administration of the school

2. Curriculum

3. Infrastructure

The school is located in the quiet of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...

The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...

The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...

The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...
The school is situated in a quiet area of the village of ...

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 23-01-23	Explained about fee Reimbursement schemes.	The purpose of this scheme is known.	
Tuesday Day - 2 24-01-23	Explained about YSR Vidya divasa scheme.	To know who is benefiting from this scheme.	
Wednesday Day - 3 25-01-23	Explained about YSR Vasathi divasa schemes.	It is known who is benefiting from this scheme.	
Thursday Day - 4 26-01-23	Republic day	-	
Friday Day - 5 27-01-23	Explained about nanna badi, nanna-neela schemes.	The purpose of this scheme is known.	
Saturday Day - 6 28-01-23	He said that the works of nanna-neela scheme should be explained.	He observed the nanna-neela works.	

WEEKLY REPORT

WEEK: 10
 DATE: 10/10/2023

Objective of the Activity Done

Detailed Report

Fee reimbursement: aimed at providing financial assistance to students from economically weaker sections to pursue their higher education. Under this scheme, the government reimburses the tuition fee, where the expense, such as exams, library fee and other etc. for eligible students studying in various courses including engineering, medicine, MBA, etc.

Y.S.R. Vidya Deevena: It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt. and private colleges.

Y.S.R. Vasantha Deevena: It provides financial aid to eligible student from economically weaker sections to meet their tuition and other expenses during their higher education.

Other: The scheme focus on improving the core amenities including classrooms, furniture, toilets, drinking water

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27-2-2023	What is the duties and responsibilities of word volunteer.	I knowing the kindfull informat ion.	
Day - 2 28-2-2023	The volunteer was inform as to scheme with awareness.	He explained to the privatisation scheme. I learned about information.	
Day - 3 1-3-2023	Require skills and eligibilities of word volunteer.	I learned the volunteer as kind full information.	
Day - 4 2-3-2023	The volunteer in monthly one time supply to people with pension.	I learned about with type of pension are available.	
Day - 5 3-3-23	What are the duties and responsibilities of lineman in secretariat.	I gain about information of lineman.	
Day - 6 4-3-23.	Requirement and skills of lineman in secretariat.	I gain about in formation of lineman.	

WEEKLY REPORT

WEEK 8 (From DI:2019-2020 to DI:2019-2020)

Objective of the Activity Done:

Detailed Report:

- ① Answering and directly phone calls
- ② organizing and distributing messages @ maintaining company schedules @ organizing documents and files
- ③ supervising staff and new employees

Duties and Responsibilities of volunteers

- ① Independence day 2019, Andhra Pradesh launched the village volunteer system @ the village volunteer system aim to bring govt service to peoples doorsteps. on october, 2, 2019 the 150th anniversary of mahatma Gandhi birthday.
- ② He would be first to identify the beneficiaries learn about their difficulties and then outline the govt schemes available to them.

Duties and Responsibilities of Lineman.

A lineman has many responsibilities. such as working with heavy equipment to reach power line. and using various tools to repair or replace power lines.

→ the secretarial role is to facilitate to govt conduct control of the university by co-ordinating the exchange of information people.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1	fully explained about persons with behavioral therapy (PBT) person or (V.V) person	we learned the required documents and eligibility for this type of person	
Tuesday Day - 2	explained about from brain gender person is chronic kidney disease of unknown person	learned the required documents and eligibility for this type of person	
Wednesday Day - 3	Today explain about YSR Kalyanmastru YSR Shodh Toppa	The purpose of this schemes is known	
Thursday Day - 4	explained about mandatory validation documents for Registration of YSR Kalyanmastru	learned the required document for this type of scheme.	
Friday Day - 5	Explain about eligibility criteria of YSR Kalyanmastru YSR Shodh Scheme	we know who is eligible for this scheme.	
Saturday Day - 6	Have to tell people about the YSR Kalyanmastru scheme.	we learned good presentation skills.	

CHAPTER 10: THE MONETARY POLICY

10.1 The Monetary Policy

10.1.1 The Monetary Policy

10.1.1.1 The Monetary Policy

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

The monetary policy is the policy of the central bank to control the money supply and interest rates in the economy. It is a key tool for the government to achieve its economic objectives.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 13-3-23	Explained about the responsibilities of Digital Assistant	I can gain knowledge of digital Assistances	
Tuesday Day - 2 14-3-23	The general application frame of e certificates	learned of important and required documents.	
Wednesday Day - 3 15-3-23	The Digital Asst explained some being station of record secretariat.	there are three being stations like 369, 364, 363.	
Thursday Day - 4 16-3-23	we are going to field about eligibility candidates for volunteers issue cluster families	such members apply for volunteers wise cluster families	
Friday Day - 5 17-3-23	He is how to respect of beneficiaries come to secretariate.	I could learned how to respective talking with candidates.	
Saturday Day - 6 18-3-23	- maheshwarthar	—	

WEEKLY REPORT

WEEK - 14 (From 13/07/2024 to 19/07/2024)

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:-

- ① Delivery of service Document benefits of the Beneficiaries
- ② Awareness and providing to the Govt schemes.
- ③ He as well as Application process to citizens
- ④ Digital services to the public effectively that are provided mandatorily by the local govt like Birth and Death properties valuation for Demand etc
- ⑤ Digital Assistant said this system shall be for existing delivery any third party agency stop required Document to Apply form card certificate

- ① Application form, 2) SSC marks memo
- ③ DOB ② 10th certificate ⑤ By the GP/MP so many citizens ~~get~~ not Available for visit xeroxdi sachivalayan secretariate.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
20-2-23 Day-1	The VRO sir explains about his duties	I am learning his duties in secretary de.	
21-2-23 Day-2	The VRO sir explained about panchayati secretary with community develop	I knowing his community welfare work.	
22-2-23 Day-3	The VRO sir said about panchayathi secretary co-ordination duties.	I am knowing his can co-ordination duties	
Day-4	The VRO sir explains about panchayati secretary Administrations.	I am knowing his Administratives work.	
Day-5	How to save and protect our good properties.	I can learned with some good properties	
Day-6	any land issue to possession for others.	I can learned how to solved the people problems.	

WEEKLY REPORT

WEEK - 11 (From Dt. 20-2-23 to Dt. 25-2-23...)

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer [V.R.O.]

Duties :- maintenance of village revenue Record send all village revenue document

2) collection of land revenue cases taxes and other schemes pertaining to revenue department.

③ provide intimation regarding fire accident floods and cyclone and other accidents to the higher officers.

① Administrative of panchayat and secretary:-
Registrar collects taxes organization sarpanch meetings protect panchayat lands maintenance birth and death Records.

② community welfare develop :-

Assistance pension

payments prepares list of BPL candidates literacy class implements schemes, Assistant education Dept enrolment.

WEEKLY REPORT

WEEK - 12 (From Dt. 26-3-24 to Dt. 3-4-24)

Objective of the Activity Done:

Detailed Report:

- Secretary duties and responsibilities
- i) Mr. Sanyal and drawing phone calls company schedules
 - ii) organizing documents and files supervising staff and new employees.

duties and responsibilities of volunteer

- i) on Independence Day 2019, another pamphlet launched the village volunteer system.
- ii) the village volunteer system aims to bring govt service for people doorstep. on October 2, 2019 the 150th anniversary of Mahatma Gandhi's death day, he would be first to identify the beneficiaries learn about their difficulties and that than call line the govt scheme available to them.

duties and responsibilities of line man

A line man have many responsibility such as working with heavy ~~own~~ equipment to reach power line and various tools to repair (or) replace power line.

The secretariat role is to facilitate to the govt conduct management and control of the university.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	V.R.O told about the certificate the issue.	certificates issued by V.R.O are known	
Day - 2	V.R.O is said that govern-ment assets with provide protection.	certificates issued and who to provide govt properties learned	
Day - 3	V.R.O said about water for collection.	It is known who collect the fees.	
Day - 4	holiday of secretariate because of govt order.		
Day - 5	V.R.O is explain how to maintaining govt village revenue records.	my I can knowledge rule of govt thing to village records.	
Day - 6	Secret Saturday holiday.		

WEEKLY REPORT

WEEK - 13 (From Dt. 10-3-23 to Dt. 17-3-23)

Objective of the Activity Done:

Detailed Report:

- (i) maintenance of village revenue record and all village ~~revenue~~ revenue Accounts promptly and accurately
- (ii) collection of long Revenue assess taxes.
- (iii) protection of public lands public taxes ~~free~~ free. effective measure will be taken taxes free for the protection of government assembly.

The village revenue officer shall be issue activity certificate and saving certificate in their respective ~~for~~ following the procedure for the other certificate department he/she ensure and submit his report forth.

he was a great ~~an~~ sub in recordary because of his response to his surrounding village lands and taxes.

CHAPTER 5 OUTCOMES DESCRIPTION

Describe the work environment you have experienced. In terms of:

1. The work environment
2. The work environment
3. The work environment
4. The work environment
5. The work environment
6. The work environment
7. The work environment
8. The work environment
9. The work environment
10. The work environment

People secretaries are often responsible for secretaries...
 with people both inside and outside of their organization they may be responsible for ensuring there with responding to emails and making of calls. So good communications skills gives a fruitful success.
 In terms available and maintainance, a secretary may be responsible for managing office facilities such as office supplies and meeting rooms.
 In secretaries in high offices take clarity of job roles and explain with the office take a clarity of job roles. I can see they work with having work relationship mutual support and collaboration.
 In small a secretary plays a critical role in ensuring the organization's smooth running and efficiency. They need to be able to manage the organization's schedule and able to work with the organization for success in the future.

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

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

- 1) computer system.
- 2) internet connectivity.
- 3) Telephone :- multiplexed phone system, single line phone system
- 4) telephone :- system
- 5) photo copies, copying binding multiple proded copying
- 6) scanners (IPIS) scanners
- 7) printers
- 8) Bio - metric ~~ITS~~ Division
- 9) face Authority programme

I will using in my future job role above instruments.

I can full fusion Digital technologies and Related Instruments.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behavior, communication, productivity, use of time, working in groups, etc.)

I second that some managerial skills are useful in future
Leadership skills :- manager need to inspire and motivate their teams
to achieve and their goal they learn to achieve successfully
complete anything

Decision making skills :- managers must make informed decisions
quickly and accurately they should be able to data evaluate
options and choose the best course of action.

Problem-solving skills :- the staff members are should be able
to identify and solve problem actively and efficiently they should
be able to think creative and find innovative solutions to
complex problems.

Goal setting :- we are learning about any target (or) goal much
as to do first observe for thing and get the plan so decide
why do that particularly action....

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

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

Respect for there is to successful team members with respect regardless of their position (or) clock ground.

Be prepared :- Before joining group discussions as team activities its important to come prepared.

communication skills :- good communications skills are crucial for effective team. activities it important to come prepared.

any team members (or) team leaders should be able to time punctuality and time management these essential for any where.

leadership skills :- If you are leading a team (or) activity strong leadership skills are essential this includes being able to.

Describe how you could improve your communication skills. You should discuss improvement in oral communication, written communication, confidence levels, listening, understanding, getting understood by others, improve speech, ability to articulate the key points, giving the conversation, maintaining touches and protocols, greeting, thanking and appreciating others, etc.

We ~~should~~ could improve our communication skills with front of the higher officer doing and working.

Explained for so many topics that time we are learned such a beautiful communication ~~is not just about~~ listen activity. effective communication is not just about speaking but also about listening. should be paying attention asking questions and providing feed back the listener able to speak clearly and confidently use appropriate body language choose your words carefully. Be aware of your headlines these are communication could learned in secretariate.

When going to field work purpose after we are collect for the time learn about people way of talking how could a expanded that place improve our written communication, confidence levels etc.

Section 2: Student Evaluation for Graduate Admission

10/1/2018

Questions

1. Explain the purpose of the evaluation process.
2. Explain the purpose of the evaluation process.
3. Explain the purpose of the evaluation process.
4. Explain the purpose of the evaluation process.
5. Explain the purpose of the evaluation process.
6. Explain the purpose of the evaluation process.
7. Explain the purpose of the evaluation process.
8. Explain the purpose of the evaluation process.
9. Explain the purpose of the evaluation process.
10. Explain the purpose of the evaluation process.

Answers

1. The purpose of the evaluation process is to determine the student's readiness for graduate study.
2. The purpose of the evaluation process is to determine the student's readiness for graduate study.
3. The purpose of the evaluation process is to determine the student's readiness for graduate study.
4. The purpose of the evaluation process is to determine the student's readiness for graduate study.
5. The purpose of the evaluation process is to determine the student's readiness for graduate study.
6. The purpose of the evaluation process is to determine the student's readiness for graduate study.
7. The purpose of the evaluation process is to determine the student's readiness for graduate study.
8. The purpose of the evaluation process is to determine the student's readiness for graduate study.
9. The purpose of the evaluation process is to determine the student's readiness for graduate study.
10. The purpose of the evaluation process is to determine the student's readiness for graduate study.

Student Self Evaluation of the Short-Term Internship

Student Name: **GIANDIKOTA . RAKESH**

Registration No: **2022CCK02020**

Term of Internship: From: **12/12/21**

To: **17/3/23**

Date of Evaluation:

Organization Name & Address: **Sachivalayam Department (Treasurer), Kotturu mandalam.**

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

	1	2	3	4	5
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

G. Rakesh
Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Grandikula Rakesh</u>	Registration No: <u>2022001036029</u>
Term of Internship: <u>4 months</u> From: <u>7/12/22</u>	To: <u>18-03-23</u>
Date of Evaluation:	
Organization Name & Address: <u>Neradi secretarial, Kotturu mandal</u> <u>Srikakulam district -532439</u>	
Name & Address of the Supervisor with Mobile Number <u>prabhakar → 9010902023</u>	

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	2	3	4	5
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


Signature of the Supervisor
XXXX XXXX

Date:

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: GAUDIKOTA RAKESH

Programme of Study: B.A. (H.E.P.)

Year of Study: II Year

Group: B (H.E.P.)

Register No/H.T. No: 22001036020

Name of the College: Government Degree College (men) Srikalahasti

University: U. E. E. Andhra Pradesh University

SL No	Evaluation Criterion	Maximum Marks	Marks Awarded
1	Activity Log	10	9
2	Internship Evaluation	30	28
3	Oral Presentation	10	8
	GRAND TOTAL	50	45

Date: 17.7.2023

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: GIRANIKOTA RAKESH
 Programme of Study: UG III BA (HEP)
 Year of Study: III Year
 Group: BA (HEP)
 Register No/H.T. No: 2022001036020
 Name of the College: Govindan Degree college (men) Sriakulam
 University: M. B. R Ambedkar university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Attended
1.	Internship Evaluation	80	77
2.	For the grading giving by the Supervisor of the Intern Organization	20	17
3.	Viva-Voce	50	40
	TOTAL	150	45
	GRAND TOTAL (EXT. 50 M + INT. 100M)	200	129

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal

PRINCIPAL
 Govt. Degree College (Men)
 SRIKAKULAM

Page No



