GOVERNMENT DEGREE COLLEGE (MEN

SRIKAKULAM.

2023

Semester Internship (Long Term)

Area of Internship: PeDDaPadu
Village: PeDDaPadu
Mandal: SrikaKulam
District: SrikaKulam.

Faculty Guide

Dr.D.PYDITALLI

Lecturer in Economics

Submitted by

Palla Komali

3rd BA (HEP),

Hall Ticket No.: 2122001036036

PROGRAM BOOK FOR

SEMESTER INTERNSHIP

Name of the Student: P. Keerthana

Name of the College: Government degree college

Registration Number:

Period of Internship: From 1/12/2022 to 18/3/2023

Name & Address of the Intern Organization:

Ambedkar University

YEAR

An Internship Report on

Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

III B.A (H.E.P)

Under the Faculty Guideship of

D. Pydithalli Sir

(Name of the Faculty Guide)

Panchayat Secretary
Peddapadu Gram Panchayat
Srikakulam Mandal

Department of

ECONOMICS

(Name of the College)

Submitted by:

P. Komali

(Name of the Student)

Reg.No: 2022001036036.

Department of BA (HEP)

Govt degree college, Srikakulam

(Name of the College)

Official Certification

This is to certify that P. Komali (Name of the student) Reg. No. 2022001036036 has completed his/her Internship in 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 BA (HEP) in the Department of Govt degree. College (Name of the College).

This is accepted for evaluation.

Panchayat Secretary
Peddapadu Gram Panchayat
Srikakulam Mandal

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Palla Komali (Name of the intern) Reg. No 20220810036036 of Govt degree college (Name of the College) underwent internship in M.P Sachivalayam (Name of the Intern Organization) from 7/12/2022 to 18/3/2023

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

Authorized Signatory with Date and Seal

learning abjection

Acknowledgements

↳ To gain an understanding of the functioning and structure of the Gram Sachivalayam organisation.

↳ To develop skills in administration 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 for the rural population.

↳ To improve communication and interpersonal skills through interaction with villagers and other stakeholaler's.

Contents

Outcomes achieved

↳ improved knowlede of the organisation structure, functions and responsibilits of The grama sachivalayans.

↳ enhanced achnaeristration and clerical skills such as maintaing secorals, data entry, and handling Paperwork.

→ Understanding of the various government schenes and programes such as housing, sanitation and education.

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

Brief description of the grama sachivalayam organisations:

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 schemes and programmes for the welfare of the rural population.

it is responsible for a wide range of activities such as healthcare, sanitation, housing and social welfare.

CHAPTER 2 OVERVIEW OF THE ORGANIZATION

Suggestive contents

A. Introduction of the Organization
B. Vision, Mission and Values of the Organization
C. Role of the Organization in relation to the industry role
D. Organization structure
E. Roles and responsibilities of the employees in which the interns worked
F. Performance of the Organization in terms of turnover, people, [illegible] reach and market share
G. Future Plans of the Organization

A. Introduction of the organisation.

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

Officials who are responsible for delivering a range of government services include everything from issuing government schemes valam programs.

CHAPTER 3: INTERNSHIP PART

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

Pornabagili Pa; k.t -1994 days that local govt in every village of the south is, development is a rationable order.

Chief minister of Andra Pradesh State YSR Jagan, mohan Reddy started these secretarial at vijayada, the Telangana was made on october 2, 2019, The ISO Mahatma gandhi's birth day.

The aniversary of gram ward Sachivalayans it has mainly function of the officer in secretariat. The village types of volunteer's systems aims to using govt services to people's doorsteps.

generally using at technical skills and enrtrament mainly use just like bio-netries, computer systems.

[illegible] FOR FOURTEEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Comments
Monday 12-12-22	I reported at in the secretariat assigned to me		
Tuesday 13-12-22	The information of the learned about secretariat and giving the village by the with assisted secretariat		Secretary [illegible]
Wednesday 14-12-22	The welfare assistant are learned field about [illegible] to the [illegible]		WEA [illegible]
Thursday 15-12-22	The village explain staff employees and [illegible]	knew some type of problems [illegible]	WEA [illegible]
Friday 16-12-22	our school members interacted with [illegible]	I am daily type of duties and responsibilities about the [illegible]	[illegible]
Saturday 17-12-22	why will I said about the division and [illegible]	I learned why to [illegible]	[illegible]
			WEA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: This week we are learning a bout village secretarat why the secre tarial system was, established and then ages.

we are also learned the benefits of the secretarial to the PEple of the village.

we got to know the physical conditions of the residential areas in the gram secretarial and the duties of the employes in the gram secretariat systems as well as the performance of the volanteers and their services.

The welfare assistant was fully intormed about the vision of the gram secretariat why to creation for the gaut to introduces in 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 WEA officer explained The organization structure of the Secretariat	I can learned some knowledge	S. chandra
Tuesday Day - 2 20-12-22	explained the Cluster Plans at the grand secretariat	we know the Cluster Plans at the Secretariat	S. chandra
wednesday Day - 3 21-12-22	About old age pension aldow Pension has been deeply explained	we know the are comp analysis what type of document as required.	S. chandra
Thursday Day - 4 22-12-22	deeply explained about dissable pension and single women pension	we care analysis and what is important document is required.	S. chandra
friday Day - 5	explained about traditional Cobbler pension of weaver pension	we learned the required downts and eligibility	S. chandra
Saturday Day -6 24-12-22	explained about toddy toppers pension and fisherman pension	we learned the required documents and eligibility information.	S. chandra

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: th village secretariat was first launched on 2 october on the even of 2014 on the even of gandhi jayanthi np of our V.S.R irgan vedom the Deatly sir

The duties of common police officer :

1. immediate sporting officer : station house officer
2. working in co-ordination with homes, womens childs welfare, exise departments the municipal.
3. functions : law border abocties against women & weakner ortions, and A warners programers.

* Monital ensure angonwadi center be opened in time on all working day's
* irrespect and respected angon wadi teachers were without care and protection of progracy women
* women police offices explain some helpline November, ofor offor disho 100/112/181 and police number 100
* Our chapter-2 semelariat sonany yong age student not registerate without cost

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Monday Day 1 26/12/22	the mahila police in sachivalayam she is invited to her duties	Ss are full focus and learned outcome information	
tuesday Day - 2 27/12/22	the mahila police offer cerghit sexual harass-ments in society	how to handle and how to avoid these type to harass-ments	
wednesday Day - 3 28/12/22	the mahila police offer inculculate anganwadi sch-chi services	what are the corruption in aganwadi sch	
thursday Day - 4 29/12/22	the mahila police offer told about some impor-tant section & helpline	Any accident and criminal cases issues how to inform the higher offer	
fri Day - 5 30/12/22	VRO sir explain-ed local govt and main aim	secretariate one of the local govt that particularly use and goal	p.chandra
Satur Day - 6 31/12/22	our VRO told: today we are going to feild work your cheapuram	while numbers are eligible and not eligible for govt schemes.	p.chandra

WEEKLY REPORT

WEEK - 3 (From 26th 22 to Dt 2 4.17)

Objectives of the Internship Program

Weekly Report - the Village secretariate was first founded on 2 oct 2009 gandhi Jayanthi. In the of our V.S.A you when entry.

- The duties of women police Officer
1. Immediate responding officer station house officer
2. working in coordination with all other women V child welfare Department
3. functions law & order, obstacles against women and weaker section and Accounts performances
- * residial events organ used centres be opened in time on all working days
- * Treaped and respected organ Dachi teachers were without cum and protection women.
- * women police ~~not~~ officer explained help line numbers offer the 100/112/108 and police number 100.
- * our chapter town 2 secretariat so many groups of.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 02/oct/2023	The welfare asst is explaining about his respo -sibilities and duties of in secretariat	I can learned his great is respons -ibilities at shows	
Day - 2 03/oct/23	The work is said by the govt conducting to important schemes	I have written in my class notes	
Day - 3 04/oct/23	we are help to our secretarial conv impor -tant duties like, ele -ction work	we can do confidently there works	
Day - 4 05/oct/2023	The secreatorial staff as like WEANRD, APO telling about future plans to student	we have learned how to maintain -tain at of future life	
Day - 5 06/oct/23	The village revenue offier explained about the beneficiary loss such	the society in the people how to intimudcitly VRO	
Day - 6 07/oct/23	The VRO sir was explai -ning claimed property and send to the police	I can learned sale and purchase -ted from govt properties.	

[illegible]

The [illegible] of [illegible]

[illegible] under the village [illegible]

[illegible] the work of all village [illegible] for village security [illegible]

[illegible] to the higher [illegible] property

[illegible]

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 02-01-23	The welfare asst is explaining about his responsibilities and duties of in secretarial	can learned his great and secretarial	D. Clerk
Day - 2 03-01-23	The WEA is said by the govt conducting in important schemes.	I have written in my class notes.	D. Clerk
Day - 3 04-01-23	we are help to our secretarial important duties like dealion work	we can do confidently these works.	[illegible]
Day - 4 05-01-23	The secretarial staff as like WEA, VRO, VRA telling about future plans to students	we have learned how to maintain and set at future life.	D. Clerk
Day - 5 06-01-23	The secretarial staff as like WEA, VRO, VRA telling about future plans to students	The society in The people how to in time with VRO.	D. Clerk
Day - 6 07-01-23	The village revenue officer explained about The beneficiary use at relocation.	can learned save and private at form govt relocations.	[illegible]

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Monday Day - 1 16-01-23	Bengal Holiday [Kanuma]	–	–
Tuesday Day - 2 17-01-23	explained about Jagananna vidya kanuka	I learned, due to this scheme students are going to govt	Dr.
Wednesday Day - 3 18-01-23	He said about the YSR cheyutha scheme.	I learned that women are continuing their own business because of this scheme.	Dr.
Thursday Day - 4 19/01/23	He said about the YSR vahanamitra scheme	I learned, This scheme is known to receive financial to drives	Dr.
Holiday 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 sch	Dr.
Saturday Day - 6 21/1/23	We went to the school and checked the cleanliness of the classrooms.	it is known that the school is kept clean every day.	Dr.

WEEKLY REPORT

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

Objective of the Activity Done: Jagananna vidya kanuka: This

Detailed Report: scheme is launched by The cut of tdp to provide free school kits to students studying in govt school in The state The kit includes items such as school bags notebooks text books, shoes and cuitomes.

YSR cheyutha:- under the YSR chayutha scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are age between 45 and 60 years The financial assistance of R. 18,750.

YSR vahanamitra: provide financial assistance to self-employed drivers of autorickshaws, taxis and mini cabs under this scheme, eligible beneficiaries receive an annual financial assistance, of RS, 100,000.

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 the reimbursement schemes	The purpose of this scheme is known	[illegible]
Day - 2 24/01/23	Explained about YSR Vidya Deevana scheme	It is known who is benefiting from this scheme	[illegible]
Day - 3 25/01/23	Explained about YSR Vasathidheena Scheme	It is known who is benefiting from this scheme	[illegible]
Day - 4 26/01/23	Republic day	—	—
Day - 5 27/01/23	Explained about Manabadi, Nadu Nedu Schema	The purpose of this schema is known	[illegible]
Day - 6 28/01/23	We saw that the work of nadu nedu schema should be continued	We observed the nadu nedu works	[illegible]

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Fee Reimbursement :- Aimed at providing financial assistance to students of from economically weaker section to pursue their higher education under this schema the government reimburses the tuition fee and other expenses such as exam fee library fee tutor fee etc eligible students studying in various courses including engineering medicine MBA, MCA etc

YSR Pelaga deevana :- It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private colleges.

YSR Vasathi Deevana :- It provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expense during their high education

Nadu-Nedu :- The schema focuses on improving the basic amenities including classrooms functions toilets, drinking water, and other infrastructure in govt schools and schools

ACTIVITY LOG FOR THE EIGTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 30/1/23	The MEA officer is explained about geeriyar navaratnalu	we know ways of this kind of schema	P. chandra
Tue Day - 2 31/01/23	Explained about annaavadi schema	The purpose of this scheme is known	P. chandra
wednes Day - 3 01/02/23	Explained about Pythu Bhoosa schema	know how much this schema has benifited the farmer	[illegible]
Thurs Day - 4 02/02/23	Explaining about asgyarni schema	come to know that this schema provides medical treatment	V. Pavan Kumar
Fri Day - 5 03/02/23	Explained about Housing for all	The purpose of this scheme is known	[illegible]
Sat Day - 6 4/02/23	Explained about Talayaganam schem	I learned that there will be no short-tage of water due to the schema	[illegible]

WEEKLY REPORT

WEEK – 8 (From Dt..... to Dt: Dt. .....)

Objective of the Activity Done:

Detailed Report: YSR Navaratnalu is a welfare schema the schema comprises nine

Ammaodi:- Under this schema financial asst is provided to the another or gurdions of school going children to support their education the theatment of asst is Rs.15,000 per

Raythu Bharosa:- This schema provides financial ass to farmer in the state th amount of assistance is Rs 13,500 per annum.

Arogya sri:- This schema provids helthcare services to the people of AP. The schema pays to the cost of medical treatments and surgeries for a wide range of illness.

Housing for all:- this schema aims to provide affordable to the people to AP

Jalayagnam:- under the schema the AP govt will go to improve the irligation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 06/02/23	Fully explained about welfare and the required document to apply various pensions and eligible for the type of pension		
Day - 2 07/02/23	explain about various pensions schemes and the eligibility for this type pension	Learned the required document and eligibility for this type pension	
Day - 3 08/02/23	Today explained the purpose of YSR kalyanamastu. this schemes known		
Day - 4 09/02/23	Explained about the - clotoky validation documents for registration of YSR kalyan	Learned the requisite document for this type of schema	
Day - 5 10/02/23	explained about eligibility criteria of YSR kalyanamastu the YSR Thola Schema	we knows who is eligible for this schema	
Day - 6 11/02/23	would tell all people about the YSR kalyan pan schema	we learned good presentation skill	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: legibility and required documents for Dappu certification, Anti-retroviral Therapy [ART] (HIV) pension, Transgender pension and chronic kidney disease of unknown etiology pension are given at the and

YSR Kalyanamasthu / YSR shaadi tohfa:

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC minorities, differently abled / BC&WB in conducting their daughters marriage in a dignified manner.

* The bride must as on the date of marriage
* The caste and income certificates must be logged with Aadhaar

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-02-23	explaining about the responsibilities of Digital Assistant.	I can gain knowledge of Digital Asst duties	[illegible]
Day - 2 14-02-23	The general Application forms of caste certificate.	learned of important and required documents	[illegible]
Day - 3 15-02-23	The Digital Asst explained some polling station at chapparan-2 secretariat	there are three polling stations like, 369, 364, 365	[illegible]
Day - 4 16-02-23	we are going to field about eligible ty candidates for voters ID	such members are not Apply for voter Id.	[illegible]
Day - 5 17-02-23	He is how to Respect at beneficiary come to secretariat.	each leave how to respective talking with candidates.	[illegible]
Day - 6 18-02-23	→ Nyatha Shivaratri	–	–

WEEKLY REPORT

WEEK 10 (from 06/12 to 12/06/12 to 18)

Ministry of the Interior, Home Detailed Report

Divisional Assistant duties

1. Delivery of service documents to the beneficiaries
2. According to the Next Scheme line ministries & the intimated as well as mediation processes to citizens to legal services to the public which are provided mandatorily by the local civil like birth death, inheritance valuation, land survey etc

- divisional Assistant said this system shall be best ensuring delivery of service on the simple no cost cum welfare without any third party agency ship.
- related documents to apply beneficiaries minister.
- 2 many letters not available but in Tamil 2 secretariat

WEEKLY REPORT

WEEK 11 (From Dt 20-05-23 to Dt 26-05-23)

Activities of the Activity Done: Village revenue officers (VRO

Detailed Report: duties :- 1, maintenance of village

records record and all village revenue

collection land revenue, issue, forms

issue pertaining to revenue, important

(2) strength of crop (100% verification

of survey stones (4) provide indent

stationery flood officers and accounts

to the higher officers.

b, Administrative of panchayat secretary:

maintains Registers, collects taxes, responsible

workings panchayat land maintain records

b) Community welfare develop: assisting

premises pregnants, prepared, list

of BPL, conducts literary classes,

implementing schemes, activity enroll

the co-ordinating mobilize participation

community, forward submission

of DRP plans to MPDO.

c, the VRO and panchayat secretary

are bound to shift harassment

the officers.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date.	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-2-23	the VRO sir explaining about his duties	I am knowing his duties in selaccation	[illegible]
Day - 2 21-2-23	the VRO sir explained because people seeing his administration	I am knowing his administration work.	[illegible]
Day - 3 22/2/23	the VRO sir explained about pelongus seeing his working when arrello.	I am knowing his working work.	[illegible]
Day - 4 23/2/23	the VRO sir told people looking out his duties.	I am knowing his o-ordinate duties.	[illegible]
Day - 5 24/2/23	How to serve and protect one govet with some properties.	I can learned give reports.	[illegible]
Day - 6 25/2/23	any land iss to harsement for extents	I can learned new rules of people. Arders	[illegible]

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-2/23	What is the Qualities and Responsibilities for ward volunteer	I am learning the kindness information	[signature]
Day - 2 27-2/23	The volunteers has information to some community	the explained to the volunteer schemes also	[signature]
Day - 3 28-2-23	Require skills and Eligibilities of ward volunteers.	learned the value for kindness information	[signature]
Day - 4 29-2-23	Require skills and eligibilities of ward volunteers.	I learned the value for formation	[signature]
Day - 5 30-2-23	the volunteer is one time supply to people with pension	I gain about information of human	[signature]
Day - 6 31-2-23	Requirements and skills of in secretariat.	I gain about welfare of human	[signature]

WEEKLY REPORT

WEEK – 12 (From Dt 26-2-23 to Dt 7-3-23)

Objective of the Activity Done: Secretary duties and responsibilities

Detailed Report: (1) Answering and distributing calls (2) organizing and distributing messages (3) maintaining company schedules (4) organizing documents and files (5) supervising staff and new employees.

Duties and Responsibilities Volunteers

(1) On independence day 2014, Shrawan Prasad launched two villages volunteered system (2) two villages were 5th anniversary of maharashtra gram vikas

(3) he would be first to inducting

Duties and Responsibilities linsman

A linsman has many responsibilities such as working with heavy equipment to such power line and using various tools to repair (or) replace power line.

Required skills of Volunteers :-

(1) minimum - talking experience (2) has reliability (3) good communication and mentor and skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 (13-3-23)	Her Lecture session on learning explaining education	I learned health educat	[illegible]
Day - 2 (14-3-23)	Explained about medical terminology	I know which hospital to refer my patient	[illegible]
Day - 3 (15-3-23)	Explaining about general instruction	I learning how to apply services	[illegible]
Day - 4 (16-3-23)	Her teacher explained some social service	know how money to give to [illegible] services.	[illegible]
Day - 5 (17-3-23)	Her MP teacher taught the registration	learn about the children office protection act	[illegible]
Day - 6 (18-3-23)	Mr. Mill Police explained about abuse violence etc.	learned about domestic etc.	[illegible]

WEEKLY REPORT

WEEK – 13 (From Dt 16-03-23 to Dt 11-03-23)

Objective of the Activity Done:

Detailed Report:

i) Maintain records of village revenue record and all village accounts promptly and
ii) Collection of land Revenue, cesses, taxes
& Protection of public lands public taxes tree. effective measure will be taken for the protection of government assets.

The village revenue officers shey be issue nativity certicata and Sahrency certificate in their respective Thurisdiction duly following The procedure for the ruter certifi. at which have to be issued by The revenue department, he / she enquire and submit his report the complent authority.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-3-23	Tele d mra session where explaining about health education	I learned	
Day -2 14-3-23	Explain various medical termination of pregnancy	I know which hospital to visit pregnancy	
Day -3 15-3-23	Explain about general instructions	I learned the general instructions	
Day -4 16-3-23	The session explain same social services	I know how many types	
Day -5 17-3-23	Tele mp meeting called about child nursing	learnes about child every (Karibilo)	
Day -6 18-3-23	Antide Public speak about tele consultation act.	learned about immunization act.	

WEEKLY REPORT

WEEK - 14 (From Dt. 13-03-23 to Dt. 18-3-23)

Objective of the Activity Done:

Detailed Report: general instruction of ANM

* should work under the administration control of the medical officer PHC and guidance of the female health supervisor
* should be in uniform with identity identity card.

~~Social, heart attack in CPS~~

Social awareness programmes: Aims, HIV, leaty, blood, Diabetes heart attack in CPS, medicy kitys, first aid, medical termination of pregnacy & identity women in need for medical termination of pregnancy (MTP) and refer then to the nearest health facility for comprehensive abortion care.

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

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 5-12-23	Holiday	–	–
Day - 2 6-12-23	Holidays	–	–
Day - 3 7-12-23	the welfare asse was to bring total number members then. WCA was supposed about what is secretariat	(1) knowing about which of in secretariat. 2) understand what is secretariat.	[illegible]
Day - 4 8-12-23	the use to is people about class his secretariat	natural about use of secretariat.	[illegible]
Day - 5 - 12-23	second saturday so holidays.	–	–
Day - 6 -12-23			

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.)*

* People interaction: secretary is often responsible for interacting with people both inside and out side of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors so good communication skills gives a great fus success.

2. facilities available and maintenance: A secretary may be responsible for managing office facilities such as office equipment, supplies and meeting rooms.

Describe the real time technical skills you have acquired (or learnt during the job related skills and hands on experience)

Here are Some example of technical skills in :

① Application programme → Digital Assistant

② field verification → welfare Assistant

③ Third party verification → Administrative Settle work.

④ Preparing - Applied → CRO.

⑤ Aird - Applied - AnPPD/MRO.

and basic technical requirement in secretariat.

1. Dismantin Division.
2. Android Smart Phones.
3. IRTS scanners
4. face verification app.
5. Time - management and multitasking

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*

learned about some managerial / skills are useful our future.

Leadership skills :- manger need to inspire and motivate their teams to achieve and their good they teams to achive successfully accomplish anything.

2 Decision making skills :- managers must make informed decisions quick and effectively should to analyze data, evaluate options, and choose the best action

3 Problem-solving skills :- the staff management should be able to identify and solve problems quickly effectively they be able to think critically and find solutions to complex problems.

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 other, getting understood by others, extempore speech, ability to articulate the key point, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

4 goal setting :- we are learning about any target (or) goal must as to do first about for thing and set the plans so sufficiently do that parallelly action.

5, interpersonal skills :- manages and any person shall able to relation and confidence taking so when over we can again shines interpersonal skills.

these are just few exple of the skills that manages and higher officers' perfession the specific skills are expense for any where.

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

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

1. Respect for others is key to successful team members. Listen respect, respecting their passion background.

2. Be prepared :- Before joining group discussions or team activities it important to come prepared.

3. Communication Skills :- good communication skills are crucial for effective team participation clearly speak but avoid aggressive speaker kind of taking.

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

1, long term member (CM) team leader shall be able to time recording and time management these our and where.

1, Computer system

2, internet connection

3, telephone: multiphone / phone system

4, internet phone system

5, phone copies copying, binding copying

6, scanner (IRIS scanner)

8, printer.

10, face recording recognition.

were serving in my future job role above field digital technologies and internet.

Student Self Evaluation of the Short-Term Internship

Student Name: P. Komale **Registration No:** 2022001036036

Term of Internship: **From:** 7/12/2022 **To:** 18/3/2023

Date of Evaluation:

Organization Name & Address: 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**

Signature of the Student

Date:

Evaluation by the Supervisor of the Intern Organization

Student Name: Premil

Registration No: [illegible]

Date of Internship: From [illegible] to [illegible]

Date of Evaluation:

Organization Name & Address: Achiveavam

Name & Address of the Supervisor with Mobile Number:

Please put the student's performance in the following areas

Please note that your evaluation shall be done independent of the student's [illegible]

Rating Scale: Use numbers used to highlight cells

		1	2	3	4	5
1	[illegible]	1	2	3	4	5
2	[illegible]	1	2	3	4	5
3	[illegible]	1	2	3	4	5
4	[illegible]	1	2	3	4	5
5	[illegible]	1	2	3	4	5
6	[illegible]	1	2	3	4	5
7	[illegible]	1	2	3	4	5
8	[illegible]	1	2	3	4	5
9	[illegible]	1	2	3	4	5
10	Understanding [illegible]	1	2	3	4	5
11	OVERALL PERFORMANCE	1	2	3	4	5

Signature of the [illegible]

EVALUATION

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 crucial [illegible] 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 [illegible] marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be [illegible] 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 Host Organization.
- Activity Log is the record of the day-to-day activities. The [illegible] assessed on an individual basis, thus allowing for individual [illegible] groups to be assessed this way. The assessment will take [illegible]

the individual student's involvement in the assigned work.

- While evaluating the student's Activity Log, the following must be considered:
  - The individual student's effort and commitment.
  - The originality and quality of the work produced by the student.
  - The student's cooperation and cooperation with the work mates.
  - The completeness of the Activity Log.
- The Internship Evaluation shall include the following components: Weekly Reports and Outcomes Description
  - Description of the Work Environment
  - Real Time Technical Skills acquired
  - Managerial Skills acquired
  - Improvement of Communication Skills
  - Team Dynamics
  - Technological Developments recorded.

MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Komali
Programme of Study: UG III BA [H.E.P]
Year of Study: III rd year
Group: HEP
Register No/H.T. No: 2022001036036
Name of the College: Govt degree college [men] Srikakulam
University: Dr. B.R Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	6
2.	Internship Evaluation	30	24
3.	Oral Presentation	10	6
	GRAND TOTAL	50	36

Date: 17.7.2025

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Komali
Programme of Study: UG III BA (HEP)
Year of Study: III 3rd year
Group: HEP
Register No/H.T. No: 202200103603 6
Name of the College: Govt degree college (men) Srikakulam
University:
Dr. B.R Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1	Internship Evaluation	80	80
2.	For the grading giving by the Supervisor of the Intern Organization	20	18
3.	Viva-Voce	50	40
	TOTAL	150	38
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	168

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert P Ch Venkateswarlu
18/07/23

Signature of the Principal with Seal

PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM