

GOVERNMENT DEGREE COLLEGE (MEN)

SRIKAKULAM.



2023

Semester Internship (Long Term)

Area of Internship: SOMARATAPURAM. (LACHIVALLAH)

Village : SOMARATAPURAM.

Mandal: (KOTTURU)

District: SRIKAKULAM. (DIST)

Faculty Guide

Dr.D.PYDITALLI

Lecturer in Economics

Submitted by

Name: U. SIMHACHALAN.

Group: 3rd BA (HEP)

Hall Ticket No.: 2022-001036054

Model Program Book



SEMESTER INTERNSHIP

SSR DEGREE & PG COLLEGE(SRIKAKULAM)

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: *Volaka Simhaiah*

Name of the College: *Government degree college (man) Srikalahasti*

Registration Number: *20220010360#54*

Period of Internship: From *07-12-22* To *18-03-23*

Name & Address of the Intern Organization

University

YEAR

Student's Declaration

1. V. K. S. Srinivasachalam a student of B.A (H.E.P) IIIrd year
Program, Reg. No. 202200103605 of the Department of _____
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 15-03-2023 in Sachivalayam (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
_____, Gout Degree college (men) Srikakulam
(Name of the College)


(Signature and Date)
Panchayat Secretary
AKULATHAMPARA
Kotturu (M), Srikakulam (Dist.)

Official Certification

This is to certify that Voolake Simbachalam (Name of the student) Reg. No. 2022001036074 has completed his/her Internship in 4 months completed (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 _____ in the Department of Govt Degree college (men) SKLM (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
AKULATHAMPARA
Kotturu (M), Sriakulam (Dist.)

Endorsements

Faculty Guide



Head of the Department



J/c Principal


PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

Certificate from Intern Organization

This is to certify that Voolaks Simhachalam (Name of the intern)
Reg. No 202201036054 of Govt Degree College (Name of the College) underwent internship in _____ (Name of the Intern Organization) from 12-12-22 to 15-03-23

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


Panchayat Secretary
AKULATHAMPARA
Authorized Signatory with Date and Seal
(Kottur)

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 the Grama Sachivalayam organisation
- * To develop skills in administrative and clerical tasks related to the day-to-day operations of the organisation.
- * 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 skills through interaction with villagers and other stakeholders.

Brief description of the Common Subordinate Organization

The Common Subordinate Organization is a government organization for functioning at the village level in India. Its primary objective is to ensure the effective implementation of government schemes and programs for the welfare of the rural population. It is responsible for a wide range of activities such as health care, sanitation, education, housing, and social welfare. The organization has administrative and clerical staff, 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 decentralizing 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 Y.S. Jagan Mohan Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural

areas, through the establishment of Gramma Sachivalayam are in every village.

Values:- The values of Gramma Sachivalayam are aligned with the principles of good governance transparency and inclusivity, Accessibility, Accountability, efficiency, empathy, integrity.

C. policy of the Gramma Sachivalayam:-

- * providing basic services like water, sanitation, health education, and social security to the rural population
- * Promoting transparency and accountability in the functioning of the organization through various measures like social audits grievance redressal mechanisms and feedback mechanisms.
- * Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- * Overall, the Gramma Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic services and resources.

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.

- * Panchayathi Raj Act - 1994 says that local govt in every village of the growth & development in a matable manner.
- * Chief minister of Andharpradesh stat, YSR, Jagan Mohan Reddy started their secretariat at vijawada the statement was made. on october 2, 2019, the 150th anniversary of Mahatma Gandhi's birth day
- * function of gram ward Sachivalayam - it has mainly 11 types of the officer in secretariat the village volunteers system aims to bring govt services to people's doorstep.
- * generally using of technological skills and instrument mainly use just like bio-metrol, computer system
- * the internship part their kind of skills are very important, listening and speaking confidence leadership realities & actual time communication

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.	Good Communication Skills	Staidy
Day - 2 13/12/2022	The introduction of the Secretariat was given by the welfare Assistant.	Learned about the village Secretariat	Staidy
Day - 3 14/12/2022	The welfare assistant told about Grama darshini	To Know the condition of Valapa village	Staidy
Day - 4 15/12/2022	Explain about employees roles and responsibilities	To know the duties of the Employers	Staidy
Day - 5 16/12/2022	was been telling about voluntary	To know the duties to the voluntary	Staidy
Day - 6 17/12/2022	WEA said about the vision and mission of Gram. Secretariat	I learned why Gram Secretariat was established	Staidy

WEEKLY REPORT
WEEK - 1 (From Dec. 12/22 to Dec. 17/22)

Objective of the Activity Done:

Detailed Report:

This week we learned about village Secretariat i.e. why the secretariat 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 condition of the residential areas in the Gram Secretariat and the duties of the employees in the Gram secretariat 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 Gram Secretariat

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
11/12/22			WEA
Day - 1 11/12/22	The WEA officer explained the organizational structure of the Secretariat.	learned about the organizational structure of the Secretariat	<u>Balu</u>
Day - 2 20/12/22	Explained the future plans of the Gram Secretariat	We know the future plans of the Secretariat	<u>Balu</u>
Day - 3 21/12/22	about old age pension widow pension has been fully explained	We learned the required documents and eligibility for this type of pension	<u>Balu</u>
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	<u>Balu</u>
Day - 5 23/12/22	Explained about Tattirai - cobbler pension and weaver pension	We learned the required documents and eligibility for this type of pension	<u>Balu</u>
Day - 6 24/12/22	Explained about Taddy Toppers pension and fishermen pension	We learned the required documents and eligibility for this type of pension	<u>Balu</u>

WEEKLY REPORT
WEEK - 2 (From 11/12/24 to 17/12/24)

Objective of the Activity Done:

Detailed Report: The organizational structure and future plans of the village Secretariat were discussed in detail this week. Also told about YSR Pension Kanuka, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow, pension, Disable pension, Single women pension, Traditional Cabbler pension, weaver pension, Toddy tappers pension and Fishermen pension are given at the end.

The YSR 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	the unahila police in Sachivalayam she is inculcate her duties	I am full focus and learned outcome with information	Sandy WPO
Day - 2 27/12/22	the unahila police officer caught several harassment in society	how to handle and how to handle these types of harassment	Sandy WPO
Day - 3 28/12/22	the unahila police officer inculcate enganuladi services	what are the corruption in enganuladi services	Sandy WPO
Day - 4 29/12/22	the unahila police officer told about helpline section and number	Any Accident and criminal case issues now to inform higher officer	Sandy WPO
Day - 5 30/12/22	the VRO sen explained local govt and unan alm	Secretariat one of local govt that particularly all and goal	Sandy VRO
Day - 6 31/12/22	our VRO told today we are going to field work your chapur house	which number are eligible and not eligible for gas schemes	Sandy VRO

WEEKLY REPORT

WEEK - 3 (From Dt 26/07/22 to Dt 31/12/22)

Objective of the Activity Done:

Detailed Report: The village secretariat was first launched on 2 October 2019 on the eve of Gandhi Jayanti in April our year began with Reddy's. The duties of woman police officer

1. immediate reporting officer: station house officer
2. working in co-ordination with dept: Home, women's child welfare, crime departments municipal
3. functional: law & order and Awareness against women and weaker sections and Awareness, programmes
4. respect and respected some Angan wadi teachers were without care and protection eat program
5. monitor, ensure Anganwadi Center be opened in time on all working days
6. woman police officer explain some help line number other dishes 100/112/181 and police number 100
7. our chaparam - 2 secretariat soundary
8. young age student not register with valedict

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The general duties of welfare Assistant

- ① generating awareness among the police in the village. Secretariat jurisdiction about the scheme meant for the weaker section of the society
 - ② ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate.
 - ③ providing feed back to higher authority on the student cat implementation of said scheme
 - ④ Supervising over the work of all village children working under the village secretariat as far as their welfare duties are concerned
- * VRO sir providing intimation regarding fire accidents floods, cyclone and other accidents calamity, to the higher officers
- * conduct promptly to the higher officer in respect of treasure found and keep Gramamrret attached property in safe custody,

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
02-01-23 Day - 1	The welfare Airt is explaining about his responsibilities and duties at IN secretariat	I can learned his great and Respons- bilities at Secretariat	<u>Bala</u>	WEA
02-01-23 Day - 2	The WEA is said by the about conducting to important schemes	I have written in my class notes	<u>Bala</u>	WEA
03-01-23 Day - 3	We are help to our Secretariat home important chuter like election work	We can do conteduntly there working	<u>Bala</u>	WEA
04-01-23 Day - 4	The Secretariat staff at like WEA, VRO, WPU telling about future plans to studenty	We have learned how to maintain and set of future. like	<u>Naidu</u>	Staff
05-01-23 Day - 5	The village Revenue officer explained about the beneficiary work such as issues like cyclone	The Society in the people how to intimate with VRO		VRO
06-01-23 Day - 6	The VRO sir was explaining take charge of unclaimed property and send to the police station	I can learned save and protect from govt property		VRO

WEEKLY REPORT

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

Objective of the Activity Done: general instructions:-

Detailed Report: ① she should work under the administrative control of medical officer pte and guided by the female health supervisor,

② she would stay at her official head quarters, and available for all maternity care services.

③ should be prepare counselling at her allocated area and population of parupur data was collected

④ All the Anns was to discharge all the clutter as assigned by the pte medical officer.

* maternal and child health:- Register pregnant women with 12 weeks after baby health check but health care starting and ending position to health full precaution the Anns given the pregnancy

* Social awareness programmes:- Cancer, diabetes, HIV, AIDS, heart attack with crps, healthy food

* health education:- participate in the local mahila meeting, Spread the message on female agent manager co-ordinate programmes carefully the local Anganwadi workers gram sevaks in promoting services to people.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 09-1-23	The ANM madam was explain about general instructions	I can learned the general duties of ANM	G. Hymavathi s/o ANM
Day - 2 10-1-23	The madam was Telling about maternal and child health	I can learned the ANM madam has given procell from for program	G. Hymavathi s/o ANM
Day - 3 11-11/23	ANM madam explain about social services with awareness program	I can learned some social services. don't physiotherapy	G. Hymavathi s/o ANM
Day - 4 12-01/23	She is Teaching about health education in secretariat	How to protect our body health	G. Hymavathi s/o ANM
Day - 5 13-01/23	Today is class about Nutrition	How many types of food habits can takes	G. Hymavathi s/o ANM
Day - 6 14-15/23	The Today of the class about communicable Diseases	I can learned some type of diseases like chicken pox	G. Hymavathi s/o ANM

Objective of the Activity Done: Jagananna vidya karnika :- This scheme

Detailed Report: is launched by the Govt of AP 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 uniforms.

YSR cheyutha :- under the YSR cheyutha 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 Rs, 750

YSR vahanamitra :- provide financial assistance to self-employed driver of auto rickshaws, taxis and maxi cabs 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 cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day - 1 16-01-23	Pongal Holiday (Kanuma)	-	-	
Day - 2 17/01/23	explained about Joganamas vidya Kanuma	I learned about to this scheme students are going to govt school	Bala	WFA
Day - 3 18/01/23	He said about the YSR cheyatha scheme	I learned that women are contin- uing their own business, business	Bala	WEA
Day - 4 19/01/23	He said about the YSR vahana in the scheme	I learned that scheme is known to provide financial assistance to girls	Bala	WEA
Day - 5 20/01/23	we went to the school and checked the food	I came to know that nutritious food is being in the school	Deenabhai	WFO
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	Githyanathi J/c	ANM

WEEKLY REPORT

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

Objective of the Activity Done: Fee reimbursement: Aims at providing

Detailed Report: Financial assistance to students from economically weaker sections to pursue their education. Under this scheme the government reimburses the tuition fee of eligible students studying various courses including engineering, MBA, MCA, etc. YSR Vidya Deevenam: It provides financial assistance to eligible students from economically weaker sections to pursue higher education in govt and private college. YSR Vasathi Deevenam: It provides financial aid to eligible students from economically weaker sections to cover hostel and mess expenses during their high education. Nadu Nedu: The scheme focuses on providing the basic amenities including classrooms, drinking water and electricity in govt schools.

Objective of the Activity Done:

YSP nalanvartmalu is a welfare

Detailed Report:

scheme the scheme comprises non-different welfare programs or schemes each aimed at improving the living condition of the A.P.

Amma vadi:- under this scheme financial aid is provided to the mother or guardians of school-going children to support their education. threshold of aid is Rs. 15,000 per annum.

Rythubharosa:- this scheme provides financial aid to farmers in the state the amount of assistance is Rs. 13,500 per annum.

Aegya:- this scheme provides financial aid for healthcare services to the people of A.P. the scheme covers the cost of medical treatments and surgeries for a wide range of illnesses and diseases.

Housing for all:- this scheme aims to provide affordable housing to the people of A.P.

Salayagaram:- under this scheme, the A.P. govt will go to improve the irrigation 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
Mon Day - 1 06-02-23	fully explained about du ppu artist pensions & Aaj-e-karamat therapy (Aji) pension (Aji) (HIV) pension	we learned the required documents and eligible for this type of pension	Balasubramanyam WEA
Tue Day - 2 07-2-23	explained about Transgender pension scheme kidney disease of unknown etiology pension.	learned the required documents and eligibility for this type of pension	Balasubramanyam WEA
Wed Day - 3 8-2-23	Today explain about ysr kalyanamathi ysr shadi tohta	the purpose of this scheme is known.	Balasubramanyam WEA
Thu Day - 4 9-2-23	explain about nandatay validation documents for registration of ysr kalyanamathi	learned the required document for this type of scheme.	Balasubramanyam WEA
Fri Day - 5 10-2-23	explain about eligibility criteria of ysr kalyanamathi ysr shadi tohta scheme.	we know who is eligible for this scheme.	Balasubramanyam WEA
Sat Day - 6 11-2-23	Have to tell people about the ysr kalyanamathi scheme	we learned good presentation skills.	Balasubramanyam WEA

WEEKLY REPORT

WEEK - 9 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: Eligibility and required documents for Nyaaya artist Pension Anti-retroviral therapy (ART) (HIV) Pension, Transgender Pension and chronic kidney disease of unknown etiology Pension are given at the end

YR Kalyanamasthu / YSR Shadi Tolud

The objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/SC/minorities and physically able / Bereaved in conducting their daughters' marriage in a dignified manner.

- ① The bride must be above 18 years and groom must be above 21 years as on the date of marriage
- ② The application registration for the scheme should be done within 60 days from date of marriage
- ③ Both bride and groom should have 10th class pass certificate.
- ④ The caste and income certificates must be tagged 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 a bout the Responsibilities of Digital Assistant.	can gain Knowledge of Digital Asst duties.	Naidu DA
Day - 2 14-02-23	the general Application forms of caste Certificate	learned abt important and required documents.	Naidu DA
Day - 3 15-02-23	The Digital Asst explained some polling station at chaparam - 2 Secretariat	there are three polling Stations. like. 369, 364, 363.	Naidu DA
Day - 4 16-02-23	we were going to field about eligibility - conduct as barbers ID.	Susma members are not Apply for voter id.	Naidu DA
Day - 5 17-02-23	He is now to Respect of Beneficiary came to Secretariat.	can learn how to Respect talking with candidates.	Naidu DA
Day - 6 18-02-23	-> ydha Shivaratri <-	-	-

WEEKLY REPORT

WEEK - 10 (From Dt..... to Dt.....)

Objective of the Activity Done: Digital Assistant duties :-

Detailed Report: ① Delivering of Service Documents benefits to the beneficiaries ② Awareness and providing to the Govt Schemes like neevanethala ③ He intimateed as well as application processes to Citizens.

④ digital services to the public effectively that are provided mandatorily by the local Govt like Birth & Death Registration, Valuation, tax Demand etc.

⇒ digital Assistant said this system shall be for ensuring delivery of Service on the principle of "first come first served" without any third-party agency ship.

⇒ Required Documents to apply from Caste Certificate

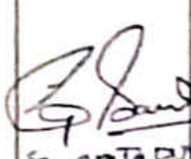
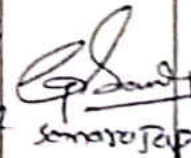
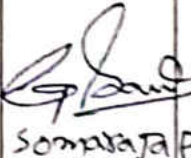
① Application form ② Caste Certificate issued to the family members. ③ SSC marks memo / DOB extract / Haryana Certificate ④ 1 to 10 study Certificate (or) DOB issued by the Gplmt ⑤ Ration Card / EPIC Card / Aalhar Card

⇒ chaparam - 2 Secretariat in polling stations.

369, 364, 363,

⇒ So many citizens not applicable for voter id in chaparam - 2 Secretariat.

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 vros explaining about his duties.	I am knowing his duties in secretariat	 Somnathapuram VRO
Day - 2 21-2-23	the vros explained about panchayat secretary's Administrative Administrative.	I am knowing the Administrative work.	 Somnathapuram VRO.
Day - 3 22-2-23	the vro explained about panchayat secretary with community welfare work.	I am knowing his community welfare work.	 Somnathapuram VRO
Day - 4 23-2-23	the vro sir said about panchayat secretary's co-ordinator duties.	I am knowing his co-ordinator duties.	 Somnathapuram VRO
Day - 5 24/2/23	-how to save and protect our govt properties.	I am learned with some govt properties.	 Somnathapuram VRO
Day - 6 25-2-23	-Any land issue to harassment for ahrs	I am learned how solved of people problems.	 Somnathapuram VRO

WEEKLY REPORT

WEEK - 11 (From Dt..... to Dt.....)

Objective of the Activity Done: Village Revenue Officer (V.P)

Detailed Report: Duties of ① maintenance of village revenue

record and all village revenue account

② collection of land revenue, cesses, taxes and other sum pertaining to revenue department.

③ Assessment of crops (100%) inclusive of inspection of survey stones

④ provide intimation regarding fire accident, floods, cyclone and other accidents and calamities to the higher officers

⑤ community welfare development - Assist in pension payments, prepares aid - rpt, conducts literary classes, implements scheme, assists education dept - entrance.

⑥ co-ordinator - mobilize participation, community level discussions facilitate ward sakshat gram sakshat submission of DDP plan - improve.

2) - the VRO and panchayat secretary are ready to any harassment in land properties in land properties intimate a bare the officers

Administrative of panchayat - Assist in pension payments.

Requester collect taxes, organize Sampradhi meetings protect Panchayat funds, maintain birth & death record.

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 are the duties and responsibilities of work volunteers.	I'm knowing the kind of information	volunteer
Day - 2 27-02-23	the volunteer was informed about Scheme with awareness.	he explained to the volunteer about the scheme and its information.	volunteer
Day - 3 28-2-23	Require skills and abilities of work volunteers.	I learned the volunteer for kind information	volunteer
Day - 4 1-3-23	the volunteer is monthly one time supply to people with pension	I gain about information of pension.	"
Day - 5 2-3-23	what are the duties and responsibilities of secretarial.	I learned about which type of pensions are available	lineman.
Day - 6 3-3-23	Requirement and Skills of lineman in secretarial at	I gain about information of lineman	lineman
4-3-23	how to maintain in saving 50 houses.	I gain how satisfied of people	volunteer
5-3-23	the is explain what is secretarial	I am knowing about secretarial	volunteer
6-3-23	which type of secretarial duties.	I learned duties of secretarial.	volunteer

WEEKLY REPORT

WEEK - 12 (From Dt..... to Dt.....)

Objective of the Activity Done: Secretariat duties and responsibilities

Detailed Report: ① Answering and directing phone calls:
② Organising and distributing messages ③ maintaining company schedules ④ organising documents and files ⑤ Supervising staff and new employees

duties and Responsibilities of volunteers

① on independence day 2019, Andhra Pradesh launched the village volunteer system ② the village volunteer system aim to bring govt services to people's doorstep on october 2, 2019, the 150th anniversary of mahatma gandhi's birth day.
③ this would be first to identify the beneficiaries learn about their difficulties, and then available to them.

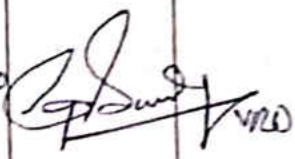
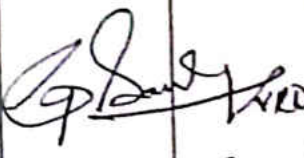
duties and Responsibilities of linemen.

A Lineman has many responsibilities, such as working with heavy equipment to reach power lines, and using various tools to repair (or) replace power lines.

⇒ the Secretariat role is to facilitate the govt conducts, arrangements and centres at the university by co-ordinating the exchange of information to people.

⇒ Required skills of volunteers: ① multi-tasking experience ② objectivity ③ good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 6-3-23	VRO talad Vaboult the certificate the issue	certificates issued by who are known	 VRO
Day - 2 7-03-23	VRO is said that government asserts with provide protection	certificates less and who to protects govt proper tile arend	 VRO
Day - 3 8-03-23	VRO said about water tax collection	it is known who collect the taxes.	 VRO
Day - 4 09-03-23	holiday of Secretariat because of govt order	-	-
Day - 5 10-03-23	VRO is explain how to maintaining for village revenue records	I know the of certain thing to village records	 VRO
Day - 6 11-03-23	Second saturday holiday	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

- (i) main tenure of village revenue records and all village revenue accounts properly and correctly.
- (ii) collection of land Revenue, cesses and taxes.
- * Protection of public lands public works, etc. effective measures will be taken for the protection of government assets.

The village revenue officers should be issued a validity certificate and solvency certificate in their respective jurisdiction duly taking the necessary for the same certificate which have to be issued by the Revenue or Patwari, village 'exgratia' and submit my report to the competent authority.

He was a goat job in secretariat because his response to his responsibilities village lands and taxes.

Student Self Evaluation of the Short-Term Internship

Student Name: ~~VLAKS~~ V. Simhaachalam Registration No:
Term of Internship: From: 12/12/22 To: 10.04.23
Date of Evaluation:
Organization Name & Address: Somarajpuram (Sahivalayam.)
Kottur (Hondalam) (Sri Kachalam (dist))

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:

V. Simhaachalam
Signature of the Student

Evaluation by the Supervisor of the Intern Organization



GPS Map Camera



Google

Anguru, Andhra Pradesh, India

QX76+HGH, MDR114, Somarajapuram, Anguru,
Andhra Pradesh 532457, India

Lat 18.763252°

Long 83.961532°

30/01/23 11:18 AM GMT +05:30

Student Name: V. Simhaachalam Registration No: 20220010260 54
 Term of Internship: From: 12/12/22 To: 10/04/23
 Date of Evaluation:
 Organization Name & Address: Sommarigpuram (Grama ward)
 Sachi xalam.
 Name & Address of the Supervisor
 with Mobile Number

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
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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
 Kotturu (M), Sommarigpuram (Dist)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Sindhya Kalam

Programme of Study: UG, MBA (HEP)

Year of Study: III year

Group: BA (HEP)

Register No/H.T. No: 2022001036054

Name of the College: GOVT degree college (men) srirakulam

University: Dr. B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	7
2.	Internship Evaluation	30	25
3.	Oral Presentation	10	8
	GRAND TOTAL	50	40

Date: 17.7.2023


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: V. Srinathachandran
 Programme of Study: VG W BA (HEP)
 Year of Study: III BA (HEP)
 Group: BA (HEP)
 Register No/H.T. No: 2022001036014
 Name of the College: Govt degree college (men) Enkavudan
 University: Dr B.R. Ambedkar University

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	76
2.	For the grading giving by the Supervisor of the Intern Organization	20	19
3.	Viva-Voce	50	40
	TOTAL	150	135
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	179


 Signature of the Faculty Guide


 Signature of the Internal Expert

Panchayots Secretary
 ARULATHAMPARA
 Kotturu (th), Srikulam (Dist.)


 Signature of the External Expert


 Signature of the Principal with Seal

PRINCIPAL
 Govt. Degree College (men),
 SRIKULAM