

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student

Y Durga prasad

Name of the College

Govt Degree College

Registration Number

2022 0010 36055

Period of Internship

From

To

Name & Address of the Intern Organization

Sachivalyam
Pratnivalasa

Dr. B. V. AMBEDKAR

University

YEAR

Sachivalayam

Submitted in accordance with the requirement for the degree of

M. Ramachandya Rao

Social Service Department (Sachivalayam)

Govt Degree college-men

Page No.

Instructions to Students

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

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

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

—<<@>>—

Student's Declaration

I, Y. durga prasad a student of _____
Program, Reg. No. 20220010365 of the Department of B.A (HEP)
College do hereby declare that I have completed the mandatory internship
from _____ to _____ in _____ (Name of
the intern organization) under the Faculty Guideship of
Dr. Paiditali (Name of the Faculty Guide), Department of
_____, Govt degree College (men)
(Name of the College)

Y. durga prasad
(Signature and Date)

Official Certification

This is to certify that Y. Durga prasad (Name of the student) Reg. No. 2022001036055 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (H.C.P) in the Department of G.D.C (Men) Srikalahasti (Name of the College).

This is accepted for evaluation.

[Signature]
(Signatory with Stamp and Seal)



Endorsements

[Signature]
Faculty Guide

Head of the Department

[Signature]
Principal

Acknowledgements

He quickly acknowledges all of my e-mails when he receives them. Please acknowledge receipt of this letter. She acknowledges the gift with a card. She acknowledged his greeting with a smile.

You could certainly also acknowledge you need the past tense form. "Acknowledge" in the present tense will look like a command to the person who receives them email not as a response.

The acknowledgements section is where you recognize and thank everyone who helped you with your book. It's a way to display your appreciation to them in a public and permanent forum.

The acknowledgements that we have received something gratifies us, both by its presence and by the effort the giver put into choosing it.

Contents

Amma Sachivalayam Set up are

Panchayat Secretary

RO

Survey Assistant

ANM

Veterinary and Fishery Assistant

Women Police

Engineering Assistant

Electrical Assistant

Agriculture Assistant

Digital Assistant

Welfare Assistant

AVA RATNALU

Rythu Bhorra

Fee reimbursement Employment & Job Creation

Arogya Soi

YSR Jala Yagnam

Banned on Alcohol

Amma Vadi

YSR Asoona, YSR cheyuta Page No

Housing for all poor

Pension enhancement

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.

This report is result of 15 weeks internships doing the internship. It is required to study the organization and critically relate the theoretical aspects of the organization in the practical situation. I get an opportunity of getting practical knowledge about the Secretariates in Andhra Pradesh.

So, to quench the thirst of practical exposure and for getting practical knowledge about I joined Pathouvalasa Sachivalaya Village Secretariate during this time period. I gather all necessary information about village secretaries. Effort have been made to compile this report in such way that activities & its salient features not only for students.

Total 12 functionaries are there in Sachivalayam to serve the people in their respective disciplinary. At last I must say that this report is designed to stimulate curiosity about Grama Sachivalayam work in A.P. During this time period I learn so many things related to time management team work, leadership & quantifying those qualities so many helpful to me to service in an organization.

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

Grama Sachivalyam is also known as Village Secretariats
Set up in the India state of ~~Andhra Pradesh~~ to decentralize

the administration by making services and welfare

services of all government departments available at one place

Andhra Pradesh was the first state in India to launch Village

Secretariats Government of Andhra Pradesh appointed Village

Volunteers to delivery services. It was launched on Gandhi

Jayanthi since the schemes was inspired by Mahatma Gandhi's

concept of Grama Swarajya that promotes villages becoming

self sufficient, autonomous entities. Establishment of

Village Secretariats was one promise made by Y.S. Jagan

Mohan Reddy during his Praja San Kalpa Yatra

1. Providing various citizen services of a shortage possible type

2. Single window service system

3. Door-to-door services, welfare no home

4. Providing ambient environment for all living organisms

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.

As the Internship Program organised by the government in order to select the students to aware and interact with working of departments they selected. Grama Sachivalayam was the organised which choose the candidates below 18 to 42 years of age are eligible for AP Grama Sachivalayam exam. The require educational qualification are different according to the different posts.

There were some schemes that are introduced in the government of Andhra Pradesh like YSR Anna Nadi scheme.

1. YSR Riccard, YSR Nava ratnalu schemes, YSR Vasathi Devena etc.. which helps the citizens of A.P to services and to have on basis education for the children. These schemes are applied to the people belonging to below Poverty (BPL) families in the state.

1. Varison service of Grama Sachivalayam
2. various welfare scheme
3. Public Distribution System
4. Field Visits
5. Grama Sabha

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction class about Sachivalayam Department and Staff	Grama Sachivalayam is also known as village Secretarists	BD
Day - 2	Introduction class about brief description of Staff numbers	Having in the Sachivalayam all the Secretarists Set up	BD
Day - 3	Introduction class about Sachivalayam Department	Government of andhra pradesh appointed the village volunteers	BD
Day - 4	Grama Sachivalayam total staff details	Deep details about Staff	BD
Day - 5	Grama Sachivalayam total staff details	Staff details from top to bottom	BD
Day - 6	Grama Sachivalayam total staff	All the government department are having the place	BD

WEEKLY REPORT

WEEK - 1 (From Dt 21/12/22 to Dt 27/12/22)

Objective of the Activity Done:

Detailed Report:

VILLAGE SECRETARIAT FUNCTIONARIES

ACTIVITY CALENDER

Grama Sachivalayam is also known as village Secretariats) Setup in the Indian state of Andhra Pradesh to decentralise the administration by making services and welfare services of all government departments available at one place A.P was the first state in India to launch village Secretariats. In the Grama Sachivalayam Setup one

- ① Panchayat Secretary
- ② VRO
- ③ Survey Assistant
- ④ ANM
- ⑤ Veterinary & Fishery Assistant
- ⑥ Women police
- ⑦ Engineering Assistant
- ⑧ Electrical Assistant
- ⑨ Agriculture MPEO's
- ⑩ Digital Assistant
- ⑪ Welfare Assistant

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	panchayat Secretary	Gamma Sachivalan from conver, able to collect the taxes	B. A.
Day - 2	panchayat Secretary	Collection, Generation and spending daily reports to higher Authorities	B. A.
Day - 3	panchayat Secretary	Small Ensure that Office premises are neat and tidy panchayat	B. A.
Day - 4	VRO Village Revenue Officer	VRO should monitor the land and action and supply in villages	B. A.
Day - 5	VRO Village Revenue Officer	Services of matters summons under various acts / Laws	B. A.
Day - 6	VRO Village Revenue Officer	Identification of Beneficiaries under various acts / Schemes	B. A.

WEEKLY REPORT
WEEK - 2 (From Dt. 13/12/22 to Dt. 20/12/22)

Objective of the Activity Done:

Detailed Report: PANCHAYAT SECRETARY

- * collecting of property tax, water charges, other non-taxes
- * Attending RTI, court cases, SC/ST/HRC/Legal issues by maintaining registers
- * Allotment of tour duties for village Secretariat functional Assistants
- * must follow panchayat & higher authorities during field visits
- * He shall attend protocol duties, Government Special programs, Election duties & other Imp duties whenever ordered by the higher authorities.

VRO (Village Revenue Officer)

- * VRO should monitor the land and ration food supply in villages
- * Reporting violations under land ceiling Act, DTC Act, NAT Act, DTR in Agency areas, Assignment Rules & conditions Enures & Mineral
- * Any other work entrusted by the Supervisor Officers / Panchayat Secretary
- * Reporting on inclusion, deletion and modify of Electoral rolls

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Survey Assistant	Should Surveyor of village lands	
Day -2	Survey Assistant	Field Inspection to take action against unauthorized layouts	
Day -3	ANM Survey Assistant	Inspection of lands proposed for layouts	
Day -4	ANM	Should be responsible for villagers health monitoring	
Day -5	ANM	Should be responsible for villagers scheduling health camps	
Day -6	ANM	Should be responsible for maternal child health.	

WEEKLY REPORT

WEEK - 3 (From Dt.28.12.22. to Dt.31.12.22.)

Objective of the Activity Done:

Detailed Report:

Village Surveyor

- * Attending Office Registering day movement in movement Register, collect land maps/Records and proceed fields for attend survey petitions.
- * protection of panchayat properties
- * Attending Spandan grievances, preparation of note on necessary issues in village & Submit to the Reporting Officer / Panchayat Secretary and Redressal of grievances.
- * Attending general duties and duties of other functional Assistant as and when required and also attending Government Special Programme.

ANM

As a part of ANM's routine daily activity, she has to visit at least 30 household in her allotted area and covers the maternal & child help.

ANM should be responsible for villagers health monitoring and scheduling health camps in villages uploading of daily reports [HMIS & IHP-IDSP E-Aushadi] in central and state portals. For uploading data in nearly 20 central and state

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Veterinary and Fishery Assistant	Live stock diary and fisheries	
Day - 2	Veterinary and Fishery Assistant	The stages of Veterinary is white.	
Day - 3	Veterinary and Fishery Assistant	The stages of fishery Assistant and Aquaculture in Blue	
Day - 4	Agriculture MPEO's	Monitoring agriculture work and suggestions.	
Day - 5	Agriculture MPEO's	Monitoring agriculture production reports	
Day - 6	Agriculture MPEO's	Operationalization of Rythu Bhanasa Kendra	

WEEKLY REPORT

WEEK - 4 (From Dt.02.01.23. to Dt.07.01.23.)

Objective of the Activity Done:

Detailed Report: AGRICULTURE, VETERNARY & FISHERY ASSISTANT

* The flags of agriculture is Green, fishery aquaculture is Blue, veterenary is white & Sericulture is Red.

Veternary:- Animal husbandry is the branch of agriculture concerned with animals that are raised for meat, fibre, milk and other products includes day to day care, selective breeding and first domesticated born around 13000 Bc - farming of the first crops.

Fishery:- Fish farming (or) pisciculture involves commercial brooding of fish usually in food in fish tanks (or) artificial such as ponds.

Agriculture:- Field visit and interaction with farmers [palamodi, seed, village programme e-crop backing etc] operation of Rythu Bhanasa Kendram processing of petitions received.

* organization of village knowledges centre and Agriculture input shop in Rythu Bhanasa Kendrum.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant	pension distribution Daxrika mahila	
Day - 2	Welfare Assistant	visit to Banks, SHG Banks linkage	
Day - 3	Welfare Assistant	clearance of files / service in online manual	
Day - 4	About schemes	NAVA RATNĀLU	J. Sunkar
Day - 5	About schemes	The nine Navaratnalu welfare system	J. Sunkar
Day - 6	About schemes	The nine navaratnalu welfare system	J. Sunkar

WEEKLY REPORT

WEEK - 5 (From D:09.10.23 to D:14.10.23)

Objective of the Activity Done:

Detailed Report:

Welfare Assistant

pension distribution, Deewika mahila, house construction monitoring.

Interacting with the other functional assistant to Exchanges the information related to grievances in Spandana to Ensure quality disposal and development activities of their jurisdiction and seek the solution.

NAVARATNALU

Sri YSR Jagan Mohan Reddy Honble chief minister of Andhra Pradesh has come up with an elaborate model.

The nine NAVARATNALU welfare schemes are

- ① YSR Rythu Bhorsu ⑩ pension Enhancement
- ② Fee reimbursement Youth ⑪
- Employment & Job creation
- ③ Arogya Sri
- ④ YSR Jalayagnam
- ⑤ Ban on Alcohol
- ⑥ Amma Vodi
- ⑦ YSR Asara, YSR cheyuta
- ⑧ Housing for all poor

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR Raithu Bharosa	Every farmer provided 50,000 financial assistance	
Day - 2	YSR Raithu Bharosa	For crop sowing Farmers	
Day - 3	YSR Raithu Bharosa	Farmers need not worry about crop insurance	
Day - 4	Fee Remittance youth Employment & job creation	Fee remittance youth Employment	J. Sumala
Day - 5	Fee Remittance youth Employment & job creation	Education Expenditure will be borne for poor	J. Sumala
Day - 6	Fee Remittance youth Employment & job creation	20,000 per annum to be provided in addition to fee remittance	J. Sumala

WEEKLY REPORT

WEEK - 6 (From D115/21.2.3. to D121/21.2.3.)

Objective of the Activity Done:

Detailed Report: 1. YSR Rythu Bharasa

Every farmer to be provided RS 50,000 financial assistance. For crop sowing farmers to get RS 12500 during may itself.

* Farmers need not worry about crop insurance. Government to pay insurance premium on behalf of farmers.

* Interest free crop loans to be provided to farmers.

* Free bore-wells to be provided farmers.

* 9 hours free electricity during day time for agriculture purpose.

* RS 40000 Crores allotted for natural disaster relief fund.

2. Fee Reimbursement, Youth Employment & Job Creation

Education Expenditure will be borne for poor. RS 20,000 per student per annum to be provided in addition to fees reimbursement boarding and lodging.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROGIYA SRI	Free medical treatment through Arogya-Sri	
Day - 2	AROGIYA SRI	All diseases and operations to be covered Arogya Sri	
Day - 3	AROGIYA SRI	Financial assistance to the family of the person	
Day - 4	YSR Jalayagnam	Jalayagnam dream project of last Dr YSR to be completed	K. Sudhe (CENA)
Day - 5	YSR Jalayagnam	Pola Subbajya pola varram velligonda	K. Sudhe (CENA)
Day - 6	YSR Jalayagnam	Other projects to be completed in war-footing basis.	K. Sudhe (CENA)

WEEKLY REPORT
WEEK - 7 (From Dt. 30/01/23 to Dt. 05/02/23)

Objective of the Activity Done:

Detailed Report:

3. Arogya Sri

YSR Arogya Sri cover for all categories with annual income less than Rs 5 lakhs.

Arogya Sri applicable for all medical expenses above Rs. 10,000/-

Free medical treatment through Arogya Sri.

Arogya Sri treatment applicable throughout country.

All government hospitals for better Arogya Sri treatment photo of the government hospital would be displayed.

4. YSR Jalayagnam

Jalayagnam dream projects of late Dr. YSR to be completed.

Palavaram, Pala Subbayya, Veligonda and other projects to be completed on war footing basis.

Safe water for drinking and water for cultivation to be provided. ponds to be modernized to improve water tanks.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Ban on Alcohol	Alcohol is one of the main reason for dispute in family	J. Sumala
Day -2	Ban on Alcohol	Human relations are collapsing	J. Sumala
Day -3	Ban on Alcohol	Ban on Alcohol will be implemented	J. Sumala
Day -4	Amma vad?	Mother of poor families	
Day -5	YSR Asara YSR cheyuta	Loans of women Co-operative Societies	
Day -6	YSR Asara YSR cheyuta	YSR cheyuta provided to BC, SC, ST women.	

WEEKLY REPORT

WEEK - 8 (From Dt: 06.12.23. to Dt: 11.12.23.)

Objective of the Activity Done:

Detailed Report:

BAN ON ALCOHOL

* Liquor is on the main reason for dispute in families

* Human relations are collapsing

* Ban on Alcohol will be implemented in three stages alcohol use to be limited to 5 star hotels

AMMA VADI

Mothers of poor families need not worry about children Education. Financial assistance of Rs. 15,000/- given to mothers for children Education.

7. YSR ASARA, YSR CHEYUTA

* Loans of women co-operative Societies would be paid to them directly in four installments.

* YSR cheyuta to be provided to BC, SC, ST minority women.

* Rs 75,000 to be granted after first year to women above 45 years age of BC, SC, ST and minorities through various corporations.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Women police	conselling security and other important rules in villages	J. Sumalek
Day - 2	Women police	visit to AWC to ensure timely operating	J. Sumalek
Day - 3	Women police	prevent the child marriage	J. Sumalek
Day - 4	Engineering Assistant	village Engineering works	K. Rude (CEN)
Day - 5	Engineering Assistant	Field visiting Engineering	K. Rude (CEN)
Day - 6	Engineering Assistant	Technical Inspection in villages.	K. Rude (CEN)

WEEKLY REPORT

WEEK - 9 (From Dt. 13/12/23 to Dt. 18/12/23)

Objective of the Activity Done:

Detailed Report:

Women police

Women police is also known as Gauri mahila Samrakshankaryadarsi. she gives counselling security and other important roles in village visit to school, college girls Hostel KGBVs working camps on crime against women and children drug and sexual abuse, Eve teasing, Ragging, POCs related 24x7 helplines and self defense techniques.

Engineering Assistant

Field visit- covering all the engineering activities of quality of work execution identifying the problems related to sanitation / water supply etc and report to concerned attending departments. Attending execution of all civil works including housing.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	Electricity Supply and street lights	
Day - 2	Electrical Assistant	Switch off street light before sunrise	
Day - 3	Electrical Assistant	Switch on street light after sunset	
Day - 4	Digital Assistant	Attending office and entering all the details	
Day - 5	Digital Assistant	monitoring the village	
Day - 6	Digital Assistant	Attend the duties.	

WEEKLY REPORT

WEEK - 10 (From Dt 20/02/23 to Dt 25/02/23)

Objective of the Activity Done:

Detailed Report:

Electrical Assistant

Electrical assistant is known as Energy assistant Electrical supply and Street lights and monitoring.

visiting ward/area/Colony in GP Area and identifying the problems related meters releasing new Electrical connection and attending fuse off calls. monitoring and identification of problems Street lights and water supply schemes.

DIGITAL ASSISTANT

Monitoring the village in single window system and attending office and entering all the details Tappals Grievances, communications, Application in the inward register and shall place it before panchayat

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Housing for all Poor	Housing for all homeless poor families	
Day - 2	Housing for all Poor	Registration of Houses - female persons	
Day - 3	Housing for all Poor	Registration of Houses male persons	
Day - 4	Pensions Enhancement	RS 3000/- pensions for differently abled persons	
Day - 5	Pensions Enhancement	Pension age limit to be decreased to 65 years	
Day - 6	GADAPA GADAPA MANA PRA BHUTVAM	Scheduled finalised by district collector	

WEEKLY REPORT

WEEK - 11 (From Dt. 21-2-23 to Dt. 11-3-23)

Objective of the Activity Done:

Detailed Report:

Housing For all Poor

- 1) Housing for all homeless, poor families irrespective of parties, castes, religions and category.
 - 2) 25 lakhs houses to be construct in 5 years
 - 3) House sites to be provided to houseless poor people along with registration and construction
 - 4) Registration to be done in the name of female persons in the house at time of handover
 - 5) Tie-up with banks for loans 25 Paise against the newly construct house
- Pensions - Enhancement

Pension age limit to be decreased to 60 from 65 years. Senior citizen Pension to be gradually increased to Rs 3000/- Pension for Differently abled persons.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	GIADAPA GIADAPA MANA - PRA BHUTVAM	Must attend Government Program	J. Sumalek
Day - 2	GADAPA GIADAPA MANA - PRABHUTVAM	The program awareness of people	J. Sumalek
Day - 3	GADAPA GIADAPA MANA - PRABHUTVAM	Suggestion from the public and Improvement	J. Sumalek
Day - 4	GIADAPA GIADAPA MANA PRABHUTVAM	The MLA's would make visits to the house hold	J. Sumalek
Day - 5	GIADAPA GIADAPA MANA PRABHUTVAM	Seeks feed back/suggestion from the public	J. Sumalek
Day - 6	GIADAPA GIADAPA MANA PRABHUTVAM	Schedule finalist district Schedule	J. Sumalek

WEEKLY REPORT

WEEK - 12 (From Dt. 6-3-23 to Dt. 11-3-23.)

Objective of the Activity Done:

Detailed Report:

GIADAPA GIADAPA MANA PRA BHUTVAM

The Giadapa Giadapa mana PRABHUTVAM, itself is to Great awareness among the public about the schemes and programmes of the Government to ensure that the benefits reach the last mile beneficiary covering all the eligible beneficiaries and seek feed back/ suggestions from the public for process improvement and further improve the service delivery the MLA's would make visits to house hold in their Jurisdiction by respectively district collectors within the limits of Grama Ward Sachivalayam now that the benetical distribution process has been implemented through Direct Benefit transfer mode, especially with the introduction of the Annual Welfare calendar.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Definition of SCA Open Beyond SCA Closed Beyond SCA	Shortage possible time	
Day - 2	Definition of GDPD if objection	Development Process	
Day - 3	Find allocated to Gram Panchayat	General test for with finance full managers	
Day - 4	House hold Survey of System 1, 2, 3, 4, 5	Most likely a come Survey	
Day - 5	House hold Survey of System 6, 7, 8, 9, 10	categories of households	
Day - 6	House hold Survey of System 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service life Agreement

In Grama Wold Sachivalayam there are more than 546 Service, Each Service in having their own SLA

For Example,

Income certificate - 7 days

Caste certificate - 30 days

Motivation - 30 days

Rice card - 180 days

GPDP - Gram Panchayat Development Programme.

It is a Planning Program for the development of the Gram Panchayat

- 1) Sanitation planning
- 2) Road Repair Planning
- 3) Street light position/Repair
- 4) New over need towns
- 5) Perinclin Joins

Fields - For smooth rulers of development activity in Grama Panchayat.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Type n ob state Government welfare	welfare in the Primary concern for the existing Government	
Day - 2	welfare calendar for the year 2023-24	planned execution Implementation of welfare Schemes	
Day - 3	What is Gram Chantam	Basic knowledge ob a village	J. Sumalee
Day - 4	what is Dry land	exists boundaries	
Day - 5	E-KYC Mandatory for all the welfare Schemes	Digital literacy training acquired	
Day - 6	Recap of all the land 5 days activities	very informative	

WEEKLY REPORT

WEEK - 14 (From Dt. 20-3-23 to Dt. 26-3-23)

Objective of the Activity Done:

Detailed Report:

State Government- welfare schemes and its eligibility certain, application Program field Verification E-KYC Program YSR Pension

1) OAP

2) Window

3) Single women

4) Disability toddler

5) Fisherman

All these types of pension have difference eligibility criteria welfare calendar shown the demand planning & implementation of known at the right time in a project & procedural manner.

E-KYC Electronic known your citizen which given then live station of the citizen it's modibus for all the house holds for any type of welfare schemes.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Six step validation	To make eligible for scheme	K. Budee (CENM)
Day - 2	Division & Responsibility of ANM & Mahila Police	dynamic means implementation	K. Budee (CENM)
Day - 3	Division & Responsibility Panchayat Secretary	Knowing well about sustainable Development	K. Budee (CENM)
Day - 4	Field Activity	Having about type of house hold	K. Budee (CENM)
Day - 5	Field Activity	Known how to apply for Caste	K. Budee (CENM)
Day - 6	Brief on land 5 days	Learned name maintained	K. Budee (CENM)

WEEKLY REPORT

WEEK - 15 (From Dt. 27-3-23 to Dt. 31-3-23)

Objective of the Activity Done:

Detailed Report:

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.)

During Internship

Context:- This First day on my internship was the day that never forget in my life and this is because of experience. I acquire which enables me to learn more about the work experience. I acquire which enables me to learn more about the working environment instructed. My supervisor told me how to behave and to be confidential period. I was oriented very well because I had to start working the next day.

MY ROLE

Myself I was considered as a new concern in the organization. I had to first introduce myself to follow workmates which I did without any problems my responsibility.

PERFORMANCE

The working environment was so exciting. Total 12 functionaries are there in Sachivalayam

PANCHAYAT SECRETARY, DIGITAL ASSISTANT, Welfare Assistant, Energy assistant, Engineer Assistant, Survey Assistant, VRO, ANM, Mahila Police, Agriculture Assistant, Veterinary Assistant

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

I have tried to perform all duties efficiently and to avoid any bad repetition that could occur and lead to wastage of time but I did not practice it during the way in which intern has changed as a result of internship experience.

The punctuality is the most important and emphasized thing which help in fulfilling their goals and objectives.

Time management as a result a internship a trainee learnt how to perform difficult responsibility in short time. Confidence is a trainee has to be confident especially a work filled.

Socializing is the help and assistance and direct to intern by Supervisions and other colleges the power of friendship ethical behaviour in work area and know how handle customers with different attitude and behaviour and working spirit. Creating good relationship with people and good communicate skills. Each work in systematically managed.

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.)

- know how to handle customers with different attitude and behaviours
- Working spirit
- Creating good relationship with people
- Good communication skills
- Ethical behaviour in work area
- Socializing:- The help and assistance rendered to interns by Supervisors and other colleagues through Power of friendship.
- Confidence:- A rather got used with the External Environment of School and a trainee has to be confident especially on work field
- Punctuality:- This is the most important and emphasized thing which help in fulfilling their goals and objectives.
- Time management:- As a result of Internship a trainee learnt how to perform different responsibilities in short time.
- Every work is time bounded and can't be neglected whole world in observing the activities & decision making is very important

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

- In this organization so many different type of people are coming now this organization works are deals with them, they are very well in communication skills and I was improved also and improved in ethical behaviour in work area. And know how to handle outcomers with different attitude and behaviour work spirit.
- Learnt — to control emotions when speaking with others
- observe other people and interact with each other and develop communication and practice our communication
- Be an active listener and avoid distracting others.
- my communication skills are modify and improve my self with communication different people in different places
- my written communication in improve it by writing say evaluation description thoughts.

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

In my opinion, Sachivalayam volunteer system already prove to be efficient way of handling government schemes right from application receiving to finalizing beneficiaries towards public welfare schemes is progressing at fast hassle free manner that never done before and it would have not possible without Sachivalayam Volunteer staff.

The technological development, Computer Programming languages financial management, Book keeping we design writing communication good relationship team work, leadership and managements. I have observed and relevant to the Subject area of training.

This development of the technological technical in computer high programming process and high speed internet.

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

This development of technological technical in computer high programming process and high speed internet. The work depends on the speed of work to do technological developments of the Sachivalayam department in my internship management to process technology to developed the feature to solve as possible as soon if the qualification of the worker to keep our prove this mind set later to keep our improve to technology developed on the department.

Student Self Evaluation of the Short-Term Internship

Student Name:	Y. Durga Prasad	Registration No:	2022001036055
Term of Internship:	From: 7-	To :	
Date of Evaluation:			
Organization Name & Address:	Sachivalayam potanavalasa		

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:

Y. Durga Prasad
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Y. Durgaprasad

Registration No: 2022001036055

Term of Internship:

From:

To:

Date of Evaluation:

Organization Name & Address: Sachinulayam Patrunivalasa

Name & Address of the Supervisor M. RAMACHANDRA RAO WEA
with Mobile Number 6300293329

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

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

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

Date: 20-07-2022

Signature of the Supervisor



PHOTOS & VIDEO LINKS

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 critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

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

the individual student's involvement in the assigned work.

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

MARKS STATEMENT
(To be used by the Examiners)

Page No.



INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. Durga Prasad

Programme of Study:

Year of Study:

Group: B.A (H.E.P)

Register No/H.T. No: 2022001036055

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	8
2.	Internship Evaluation	30	25
3.	Oral Presentation	10	8
	GRAND TOTAL	50	41

Date:

17.7.2023

Signature of the Faculty Guide



EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Y. durga Prasad

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

BA (H.E.P)

2022061036055

G.D.C (men)

Dr. B.R Ambedkar

sri'hakulam.

university.

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	68
2.	For the grading giving by the Supervisor of the Intern Organization	20	15
3.	Viva-Voce	50	42
	TOTAL	150	125
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	166

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

K. Raghavane
18/7/23

Signature of the Principal with Seal