

Model Program Book



SEMESTER INTERNSHIP

Designed & Developed by



**ANDHRA PRADESH
STATE COUNCIL OF HIGHER EDUCATION**

(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR
SEMESTER INTERNSHIP

Name of the Student:

Name of the College:

Registration Number:

Period of Internship:

From:

To:

Name & Address of the Intern Organization

University

YEAR

An Internship Report on

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)

Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: _____

Department of _____

(Name of the College)

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.

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Student's Declaration

I, Boddepalli Hemalatha a student of BA (T.E.P)
Program, Reg. No. 2022001356003 of the Department of BA (T.E.P) philosophy
College do hereby declare that I have completed the mandatory internship
from 12-12-22 to 18-03-23 in Sachivalayam (Tarekhe) (Name of
the intern organization) under the Faculty Guidship of
Nanesh mani (Name of the Faculty Guide), Department of
philosophy, Govt. Degree college For MEM Srikakulam
(Name of the College)

B. Hemalatha
(Signature and Date)

Official Certification

This is to certify that Boddepalli, Hemalatha (Name of the student) Reg. No. 2022001356003 has completed his/her Internship in Sachivalayam (Fareedpeta) (Name of the Intern Organization) on functioning of Grama Ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.A (T.E.P) in the Department of GDC MEN Srikakulam. (Name of the College).

This is accepted for evaluation.

Endorsements


(Signatory with Date and Seal)
Panchayat Secretary
Fareedpeta Grama Panchayat
Etcherla Mandal
Srikakulam Dist.

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Boddepalli. Hemalatha (Name of the intern)
Reg. No 2022001356003 of GDC MEN Srikakulam (Name of the
College) underwent internship in Functioning of Gram ward (Name of the
Intern Organization) from 14-12-2022 to 18-03-2023

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


Authorized Signatory with Date and Seal
Panchayat Secretary
Fareedpeta Grama Panchayat
Etcherla Mandal
Srikakulam Dist.

Acknowledgements

First I would like to thank sachivalayam team for giving me the opportunity to do an internship for giving internship within the organization.

The success and smoothness of this internship project required a lot of guidance and endowment from many people in the eduskills organization.

I also would like to all the people that worked along with me and sachivalayam with their patience and openness they created an enjoyable working environment. I am highly indebted to director and principal for the facilities provided to accomplish this internship.

I perceive as this opportunity as a big milestone
In my career development all the secretariat staff
Are friendly with me and also their teaching
everything like schemes Agriculture classes are very
Good and simple way of teaching skills.

Contents

1. chapter 1 : Executive summary
2. chapter 2 : overview of the organisation
3. chapter 3 : Internship part
4. Log book [first week to fifteenth week]
5. chapters : outcomes description
 - Describe the managerial skills you have acquired
 - Describe how you could improve your communication skills
 - Describe the technological developments you have observedAnd relevant to the subject area of training.
6. student self evaluation of the short-term internship.
7. Evaluation by the supervisor of the intern organisation
8. photos & video links.

CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

1. Panchayati Raj Act - 1994. Says that local governance in every village for the growth & development in a sustainable manner.
2. Implementation of Grama ward sachivalayam - to render door to door services to the house hold, and also developing the village in a sustainable manner.
3. Function of Grama ward sachivalayam - It has mainly 10 types of functionaries, which does with all the activities required in a village.
4. objection of Grama ward sachivalayam.
 1. Sustainable development
 2. Door to door service
 3. Health & Hygienic condition.
5. out come of Grama ward sachivalayam.
 1. providing Basic needs to the Health hold.
 2. All service of to m stop
 3. Early solution to all problem.

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

Introduction of Groom waste sachivalayam

1. providing various citizen services at a shortest possible Type.
2. single window service system.
3. door to door service & welfare no home.
4. providing ambient environment for all living organization.
5. Each functionary has a specific role to full the required.
6. planning GPDP (Groom panchayat development program)
7. citizen satisfaction is the ultimate aim of an organization.

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.

1. version service at Grama Sachivalayam.
2. various welfare schemes.
3. ongoing projects / continuation.
4. public distribution system (PDS)
5. Grama Sabha.
6. working culture of each functionalization
7. Field visits.
 - Renewal of Agriculture land.
 - Aerial survey.
 - House hold survey.
8. reproduction of natural environment.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Introduction of staff And volunteers	organization structure	P. N. K. S.
Day - 2	version functionation & their defined were & responsibility.	organization working Hands.	P. N. K. S.
Day - 3	various functionation & their defined were & responsibility.	- do -	P. N. K. S.
Day - 4	Field visit by ANM An mental survey	How ANM's are visiting regularly to pregnancy women	§
Day - 5	Field visit by ANM - PM - Jay survey	Implementent of PM-Jay scheme	§
Day - 6	De-Brief of whole The last 5 days Activation.	Some knowledge Has achieved Regular G.S.W.S	P. N. K. S.

WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam, Bhayru has
11 Functionaries & 16 volunteers.

Main functionaries are in follows

1. Panchayat Secretary
2. Digital Assistant
3. Welfare & Education Assistant
4. Engineering Assistant
5. Village Revenue Officer
6. Agricultural Assistant
7. Veterinary Assistant
8. Village Surveyor
9. Mahila Police
10. ANM
11. Line Man

Overall-in-charge in Panchayat Secretary, who is mainly taking all the activities in and around

Field visits by ANM give an opportunity to see how well the organization staff is behaving with the villages.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Devision & Responsibility of Digital Assitent & welfare Education Assitent	Imve & varrious service to citizens & type of welfare schemes.	M.G
Day - 2	Devision & Responsibility of VRO & village serivageen	Ration distroibution system & How to beled Recognition & types of cards.	C. H. Jay
Day - 3	Devision & Responsibility of veterenry Asst & Agriculture Asst.	Live stolen & types varion immanigation To earthen. Type of cropn.	C. H. Jay
Day - 4	Field vigit by VRO - PDS Distribution	Door to door delivian of public distribution To the House hold.	C. H. Jay
Day - 5	Field vigit by VS Resurvey	Re-Caption of land In village using Latest technology.	
Day - 6	De-Brief of last 5 days Activities	known what type of Devision are being delivered & on going Activities.	neyan.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Delivering of revision (Citizen) of a shortest possible time.

1. Turnover of cost & Income
2. Mutation (land)
3. Family member certificate
4. Birth & death confirm.

Applying for schemes to the eligible candidate post field verification.

1. YSR premium
2. YSR chagutha
3. Rice card
4. YSR Amma vadi
5. YSR vidya deevana

Field Activity :- Ration distribution to house hold at door step by MDS

Field Activity :- hand Re - survey using house hold AB 'Ops' the local technology & Rover For accuracy in a main point

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Division & Responsibility of ANM & Mahila police	Hygienic Measures Implementation safety of women & child.	
Day - 2	Division & Responsibility of Engineering Assistant & Panchayat Secretary.	ongoing work Requirement & Precautions of rations	P. Alsea
Day - 3	Field Activity :- SDGI Survey PM-JAY Survey.	Knowing well about Sustainable development growth process.	M.A.
Day - 4	Field Activity :- House hold survey. POS distribution	Knowing about type of hold & their Eligibility.	
Day - 5	online service... Digital literas....	Known how to apply for caste/Income certificate & more service.	Maya
Day - 6	Re-Brief on last 5 days Activation	overall I Learned Name maintenance which implement to do better for the notes.	P. Alsea

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Doing the unit by ANM. we visited several
Houses for any health issues & recommend few medicines.
Also spoke to pregnant women for any difficulties
observed the well-being & kind nature of the people with
The ANM.

Also accompanied by Mahila Police visited
House to educate the children for good touch & Bad
Touch. awareness for the girl child for not being
shy. Any harassment happened should be initiated after
consult.

No. of online surveys are going on &
participate and acquired knowledge about how a
system works on demand of the government.

Acquired knowledge on digital literacy.
How applications are filled online. what are the
demands are attached & corrected.

Knowing eligibility criteria of all
The welfare schemes of state government.

ACTIVITY LOG FOR THE FORTH 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	shortest possible Time for service.	P. K. Chandra
Day - 2	Definition of GIPP & if objection & overcome.	development processes.	P. K. Chandra
Day - 3	Funds allocated to Gram panchayat.	General test For 1st time full Manegs.	P. K. Chandra
Day - 4	House hold survey of Austen 6, 7, 8, 9, 10	categories of House holds	P. K. Chandra
Day - 5	House hold survey of cloth 1, 2, 3, 4, 5	Most likely a come survey.	P. K. Chandra
Day - 6	Home held survey of cloth 11, 12, 13, 14, 15, 16	-do-	P. K. Chandra

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

SLA - Service Life Agreement

In Gram ward Sachivalayam. There are more than 546 service, each service is having their own SLA.

For eg:-

1. Income certificate - 7 days
2. Caste certificate - 30 days
3. Motivation - 30 days
4. Rice card - 180 days

GPDP - Gram panchayat development programme

It is a planning programme for the development of the Gram panchayat.

- Sanitation planning
- Road repair planning
- Street light position/repair
- New over head towers / Driven types.

Funds for smooth runs of development activities in Gram panchayat fund are being utilized.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of state government Welfare schemes & Their eligibility.	Welfare in the primary concern for the existing Govt.	M.G.
Day - 2	Welfare calendar for The year 2022-23	Planned execution in implementation of Welfare schemes.	M.G.
Day - 3	Field visit :- What in Gram Panchayat? What is Agricultural land?	Basic knowledge of a village & its Boundaries.	
Day - 4	'E-KYC' - Mandatory for All the welfare schemes How E-KYC is done.	Digital Literacy using mobile phones.	M.G.
Day - 5	Step-by-step validation of Eligibility - for all welfare & non-welfare schemes.	Digital Literacy Training acquired.	M.G.
Day - 6	Re-brief of all the last 5 days activities.	Very informative & [enrichable skill]	M.G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

state government - welfare schemes and
Its eligibility contain, application program field
verification. E-KYC program.

eg:- YSR pension konvaka

↓
AP window singlewomen eligibility holder pigners.

All these types of person have difference eligibility.
criteria.

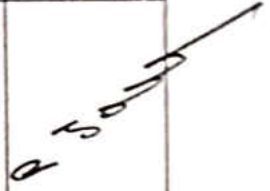
Welfare calendar shown the demand planning
& implementation of know at the right time in a
project & procedural manner.

E-KYC - electronic - know your citizen,
which given in the live station of the citizen.
It's monitor for all the house holds for any
Type of welfare schemes.

six-step validation - To make eligible for a
scheme the parameter are to be satisfied

1. No Govt employee in house hold.
2. No Income tax pay in home hold.
3. Not more 3 Acres of Agricultural lands.

ACTIVITY LOG FOR THE SIXTH 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	startest possible Time for service.	
Day - 2	Definition of GPOB And its objection overcome	development processes	
Day - 3	Funds Allocated to Gram panchayat.	General test for 15th fol Manager	
Day - 4	House hold survey of system 6, 2, 3, 4, 5	Most likely of Income survey.	
Day - 5	Home held survey of cloths 6, 7, 8, 9, 10	catagories of House hold.	
Day - 6	Home held survey of 11, 12, 13, 14, 15	- do -	

WEEKLY REPORT

WEEK - 6 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

SLA - Service LIC Agreement in Gram Ward sachivalayam there are more than 546 service each service in having their own SLA.

For eg:-

1. Income certificate - 7 days.
2. caste certificate - 30 days.
3. Motivation - 30 days.
4. Rice card - 180 days.

GPDP - Gram panchayat development programme
It is a planning programme for the development of the Gram panchayat

- Sanitation planning
- Road Repair planning
- Street light position/Repair
- New over head tanks/pension types.

Funds for smooth slums of development & cis in Grama panchayat fund are being held General Funds. House tax/property tax is 15th finance - Gramin from state Government.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Housing for all poor	Housing for all Home less poor Families.	P. N. K. S.
Day - 2	Housing for all poor	Registration to be done in the name of Female persons.	P. N. K. S.
Day - 3	Pensions Enhancement	Pension age limit to be decreased to 60 From 65 years.	M. G.
Day - 4	pensions Enhancement	Rs. 3000/- pensions For differently Abled persons.	M. G.
Day - 5	Gradapa Gradapa Mana prabhutvam	seek feed back suggestions from The public	
Day - 6	Gradapa Gradapa Mana prabhutvam	Schedule finalised By district collector.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Housing - for all poor

1. Housing - for all home less poor families irrespective of parties, caste, religion, category.
2. 25 lakhs houses to be constructed in 5 years.
3. Registration to be done in the name of female persons in the house at time of handover.
4. Tie-up with banks for loans @ 25 paise against the newly constructed house.

pensions - Enhancement

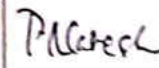
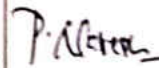
1. pension age limit to be decreased to for 60 From 65 years.
2. senior citizen pension to be gradually increased To Rs. 3000/-

GADAPA GADAPA

MANA PRABHUTVAM

1. The Gadapa mana prabhutvam is must seek feed back/suggestion from the public.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	AROGYASRI	Free medical Treatment through Arogyasri	
Day - 2	AROGYASRI	All diseases and operations to be covered under Arogyasri	
Day - 3	AROGYASRI	Financial assistance To the family of person during test.	
Day - 4	YSR Jalayagnam	Jalayagnam dream projects of late Dr. YSR to be completed.	
Day - 5	YSR Jalayagnam	Polavaram, poolabubbayya, velligonda	
Day - 6	YSR Jalayagnam	other projects to be completed in war footing basis.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Arogyasari

1. YSR Arogyasari cover for all categories with Annual income less than Rs. 5 lakh.
2. Arogyasari applicable for all medical experiences Above Rs. 1000/-
3. Free medical treatment through Arogyasari.
4. Arogyasari treatment applicable through out country.
5. All government hospitals for better Arogyasari Treatment photo of the government hospitals would be displayed.

YSR Jalayagnam

1. Jalayagnam dream projects of late Dr YSR to be completed.
2. polavaram, poolasubbayya, veligonda and other projects to be completed in war footing basis
3. Safe water for drinking and water for cultivation to be provided. ponds to be modernized to improve water tables.

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	YSR Raithu Bhavasa	Every farmer to be provided Rs. 50,000 financial assistance.	
Day - 2	YSR Raithu Bhavasa	For crop sowing farmers to get Rs 12500 during May plod.	
Day - 3	YSR Raithu Bhavasa	Farmers need not worry about crop insurance.	
Day - 4	Fee reimbursement, Youth Employment & Job Creation.	Fee reimbursement youth Employment.	M.G.
Day - 5	Fee reimbursement, youth Employment & Job Creation.	Education expenditure will be borne for poor.	M.G.
Day - 6	Fee reimbursement, youth Employment & Job Creation.	Rs. 20,000 per student per annum to be provided in addition to fee reimbursement.	M.G.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

YSR Raithu Bharosa

1. Every farmer to be provided Rs 50,000 financial Assistance.
For crop sowing farmers to get Rs 12500 during May itself.
2. Farmers need not worry about crop insurance.
Government to pay insurance premium on behalf of farmers.
3. Interest free crop loans to be provided to farmers.
4. Free bore-wells to be provided to farmers.
5. Rs 4000 crores allotted for Natural Disaster Relief fund.

Fee reimbursement, youth

Employment & Job creation.

1. Education expenditure will be borne for poor.
2. Rs. 20,000 per student. per annum to be provided
Addition to fees reimbursement, boarding and
Loading.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Welfare Assistant	Electricity supply And street lights And monitoring.	M.G. MA.
Day - 2	Electrical Assistant	visit to banks for SHG bank linkage/ Housing loans as per schedule.	-
Day - 3	Welfare Assistant	clearance of files/ services in online/ Manual.	M.G.
Day - 4	About schemes	Navaratnalu	MA
Day - 5	About schemes	The nine Navaratnalu Welfare schemes.	M.G.
Day - 6	About schemes	The nine Navaratnalu Welfare schemes.	M.G.

WEEKLY REPORT

WEEK - 10 (From Dt. to Dt.)

Objective of the Activity Done:

Detailed Report:

WELFARE ASSISTANT

1. pension distribution, Dealing with mobile house construction monitoring.
2. Interacting with the other functional Assistants To exchange the Information related to Grievances in Spandan to ensure quality disposal And development Activities of their Jurisdiction related To seek solutions.

Navaratnalu

1. Shri VS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh has come up with an elaborate Model of government comprised of welfare schemes which are based on Navaratnalu.

→ The nine Navaratnalu welfare schemes are:-

- | | |
|----------------------|----------------------------|
| 1) YSR Baitu Bhavasa | 6) Anna vadi |
| 2) Fee reimbursement | 7) YSR Aasara, YSR cheyuta |
| Youth employment & | 8) Housing for all podi |
| Job creation | 9) pensions enhancement. |
| 3) Arogya Sri | |
| 4) YSR Jalayagnam | |
| 5) Ban of Alcohol | |

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Electrical Assistant	Electricity supply And street lights And monitoring.	—
Day - 2	Electrical Assistant	Switch off street Lights in the secretariat area before sunrise.	—
Day - 3	Electrical Assistant	Switch on street Lights after the sunset.	—
Day - 4	Digital Assistant	Monitoring the village In single window system.	Maya Kumar
Day - 5	Digital Assistant	Attending office and Entering all the Details related to Tappals.	Maya Kumar
Day - 6	Digital Assistant	Attend the duties As entrusted by the Panchayat secretary.	Maya Kumar

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

1. Electrical assistant is known as energy Assistant.
2. Electrical supply and street lights and monitoring.
3. Visiting ward/Area/colony in the GP Area and Identifying the problems related meters, releasing New electrical connections and attending fuse-off calls (Consumer Grievances). Monitoring and identification of problems related to street lights and water supply schemes.

DIGITAL ASSISTANT

1. uploading/updating data of beneficiaries or eligible Beneficiaries list under Navaratna and different schemes.
2. Monitoring the village in single window system. And attending office and entering all the details Related to tappals/Grievances/communications/Applications in the inward Register and shall place it before panchayat secretary for initials and distribution.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Women police [Grama Mahila Samakshana karyakars]	Counselling security And other important Roles in villages.	Maya
Day - 2	Women police [Grama Mahila Samakshana karyakars]	pre-school attendance and quality of the food provided.	Maya
Day - 3	Women police [Grama Mahila Samakshana karyakars].	prevent child marriages by issuing Eligibility.	Maya
Day - 4	Engineering Assistant	village engineering all the engineering activities	P. N. K. S.
Day - 5	Engineering Assistant	villages Engineering works	P. N. K. S.
Day - 6	Engineering Assistant	Technical inspection of building permission application.	P. N. K. S.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

WOMEN POLICE

1. Women police is also known as the Grama Mahila Samrakshana Karyadarsi. She gives counselling, security and other important roles in village.
2. prevent child marriage by issuing eligibility certificate to the couple after thorough verification of their age proof.
3. POC related, 24x7 Help lines and self defense techniques, cyber mithra, Mahila Mithra.

Engineering Assistant

1. Attending execution of all civil works including Housing conducting quality control tests during Execution of work and maintaining standards as per IS codes.
2. protection of village assets pertaining to all Engineering sections

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Veterinary & Fishery Assistant	Livestock, dairy and fisheries.	—
Day - 2	Veterinary & Fishery Assistant	The flases of veterinary is white.	—
Day - 3	Veterinary & Fishery Assistant	The flages of Fishery Assistant Aquaculture is blue.	—
Day - 4	Agriculture MPEO'S	Monitoring agriculture works and suggestions.	Kjt
Day - 5	Agriculture MPEO'S	Monitoring agriculture production Reports.	Kjt
Day - 6	Agriculture MPEO'S	operationalization of Rythu Bharosa Kendram.	Kjt

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

1. The flags of agriculture is green, fishery & Agriculture is Blue, veterinary is white and agriculture is red.

2. Veterinary: Animal husbandary 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 8,000BC farming of the first crops.

Fishery: Fish farming or pisciculture involves commercial breeding of fish usually for food, in fish tanks or artificial such as ponds.

Agriculture:

Field visits and introduction with Farmers for onbad, seed, village programme, E-crop booking etc.)

Organization of village knowledge centre and Agri Input shop in Pythia Bharasa Kendram.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Survey Assistant	should survey of village lands.	—
Day - 2	Survey Assistant	Field Inspection to Take action against unauthorised layout	—
Day - 3	Survey Assistant	Inspection of Lands proposed for layouts.	—
Day - 4	ANM	should be responsible for villagers health Monitoring.	
Day - 5	ANM	scheduling health camps in the village.	
Day - 6	ANM	should be responsible for Maternal & child Health.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

VILLAGE SURVEYOR

1. Attending office registering day movement in Movement register, collect land Maps/Records and proceed field for attend survey petitions.

2. Attending general duties and duties of other Functional assistants as and when required and Also attending government special programmes.

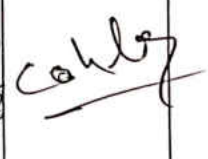
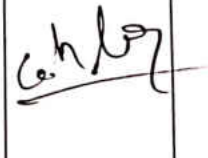
ANM

1. 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 health.

2. ANM should be responsible for villagers's health Monitoring and scheduling health camps in the village.

3. she has to provide information to the PHC ANM concerned to uploading data in nearly so central and state
4. uploading of daily reports [HMIS & THIP-CDSP, E-Aushade] in central and state portals.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Panchayat secretary.	Grama sachivalaya convenor, able to collect the taxes.	
Day - 2	Panchayat secretary	collection, Generation And spending daily Reports to higher Authorities.	
Day - 3	Panchayat secretary	shall ensure that office premises are Neat and duty panchayat Raj higher authorities	
Day - 4	VRO village Revenue officer	VRO should monitor The land and ration Food supply in villages	
Day - 5	VRO village Revenue officer	services of notices summons/orders under various Acts/Laws.	
Day - 6	VRO village Revenue officer	Identification of Beneficiaries under various Acts/schemes	

WEEKLY REPORT

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

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 two duties for villages secretariat Functional Assistants.

⇒ must follow panchayat Raj higher authorities During field visit.

⇒ He shall attend protocol duties, government special programs, election duties and other important duties, whenever ordered by the higher authorities.

⇒ VBO should monitor the land ceiling Act, OTC Act, And ration food supply in village.

⇒ Any other work entrusted by the superior officers)
- Panchayat Secretary.

CHAPTER 5: OUTCOMES DESCRIPTION

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

I Experienced a very good working environment with professional, knowledge & kind people. In this organization all staff are very punctual in attending office.

They had shown an interest in technology on how the system works and administration activities are handled in a procedure manner.

The time they spent for us in being working schedule are appreciable, and we thank them all for their extended operations & co-operation in our internship programme.

The digital skills used for helping us in learning were very advanced & needs at this moment for transparency & accountability, which keeps the system trust worthy.

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

→ Each work is systematically managed -

Application program - Digital Assistant

Field verification - Welfare Assistant

Third party verification - Administrative staff

Pre - Applied - VRO

Final - Applied - MPDO/MRO

Everyone is using the technology found work to
Avoid duplicacy and enable transparency in amc work's
The eligibility of any scheme.

1. Biometric Division
2. Android smartphones
3. IRIS scanners
4. Face Automation.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

I achieved the real-time governance procedure practice which is very realistic and given time management, compliance & analyzing skills.

Every work is time bounded and can't be neglected, whole world is observing the activity & decision making is very important.

For doing any task, professional knowledge is must & should, secondly planning and thirdly the procedure for implementation.

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

My communication skills are modify and in
Improve myself with communication different people
In different places.

My written communication inper, i improve if
By writing self evaluation scripition / thoughts.

My confidance lovely are very high and i will
continue with the name.

My Anxiety level are very low, i am very patient
And listen to music whenever i feel anything, &
I learn more anxiety managent technologies.

My speech ability in medarote and if will be
Improuved by communicatney skills.

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

In group discussion, I always space with point to point and don't lag the improve I will be clear of what I am saying.

I also encourage often to participation in the describe to share their views.

I always conduct the group discussion in a friend & formal manner.

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

Firstly thing :

1. Handling of smart phones.
2. Bio - metric Division
3. IRIS Scanner
4. Face Authentication - program

which given the realistic procedure of the given

Secondly :- using E-pos machine in PDS.

Thirdly :-
→ using 'GPS' & 'REVER' in land Re-naming
program program

→ using 'DRONES' in identification of mark
In land alignment program.

Student Self Evaluation of the Short-Term Internship

Student Name: Bodhepalli Hemalatha

Registration No: 20220122003

Term of Internship:

From: 12-12-22

To: 18-02-23

Date of Evaluation:

Organization Name & Address: Grama ward Sachivalayam
Forulapeta

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	(3)
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:

B. Hemalatha

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <u>Bottipalli Hemalatha</u>	Registration No: <u>2022001356603</u>
Term of Internship: From: <u>12-12-22</u> To: <u>18-03-23</u>	
Date of Evaluation:	
Organization Name & Address: <u>Grama ward Sachivalayam,</u>	
Name & Address of the Supervisor: <u>Sudhakhar</u>	
with Mobile Number <u>8701367824</u>	<u>Farcedpeta.</u>

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

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

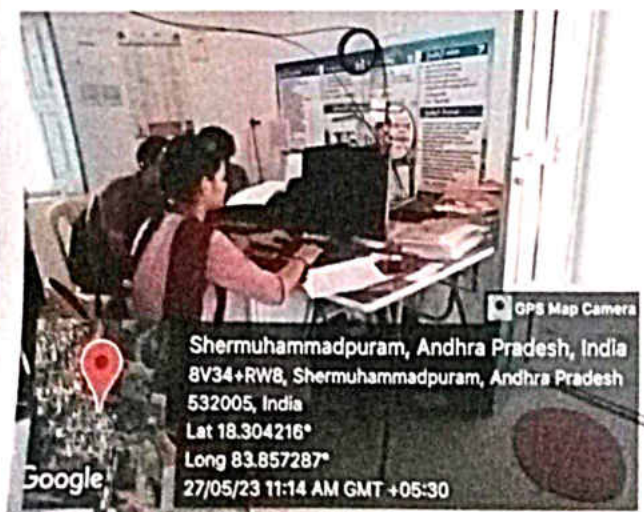
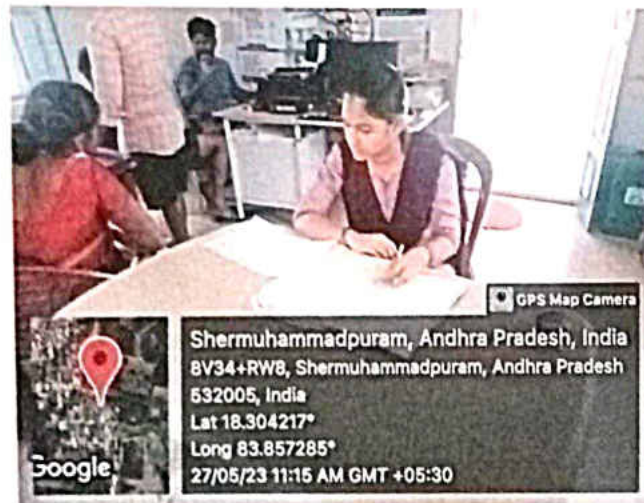
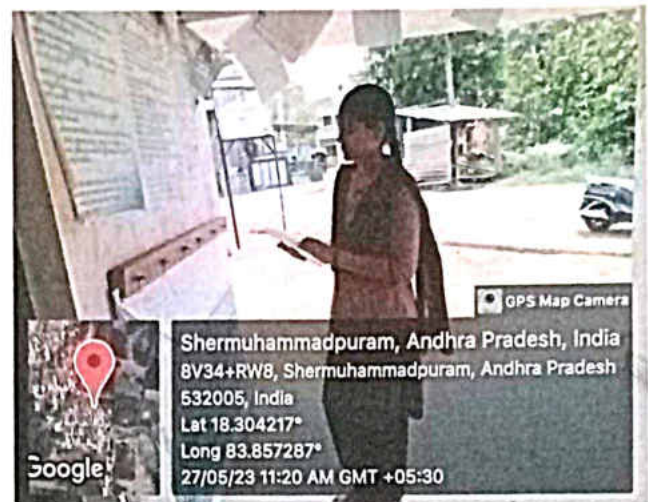
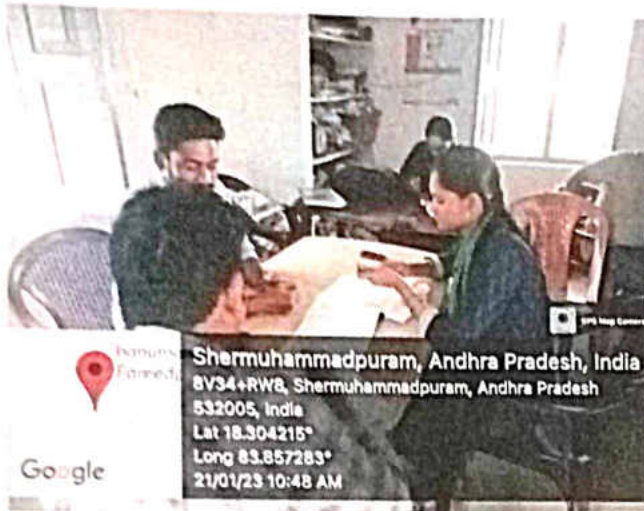
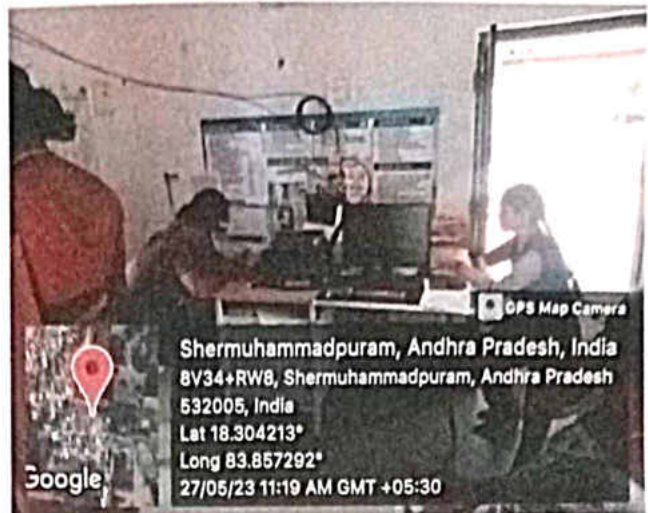
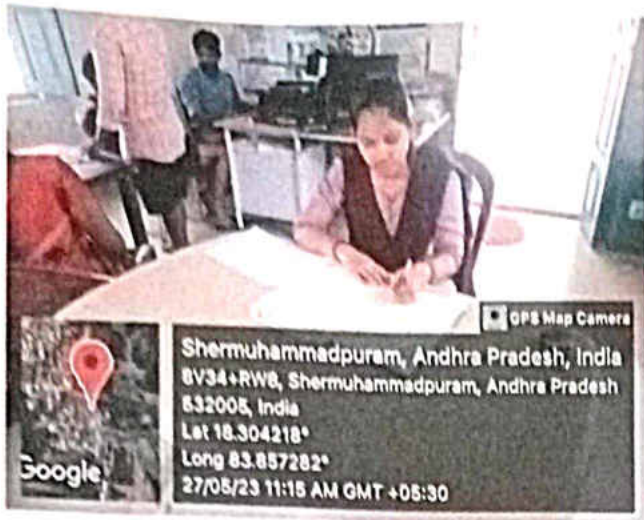
Rating Scale: 1 is lowest and 5 is highest rank

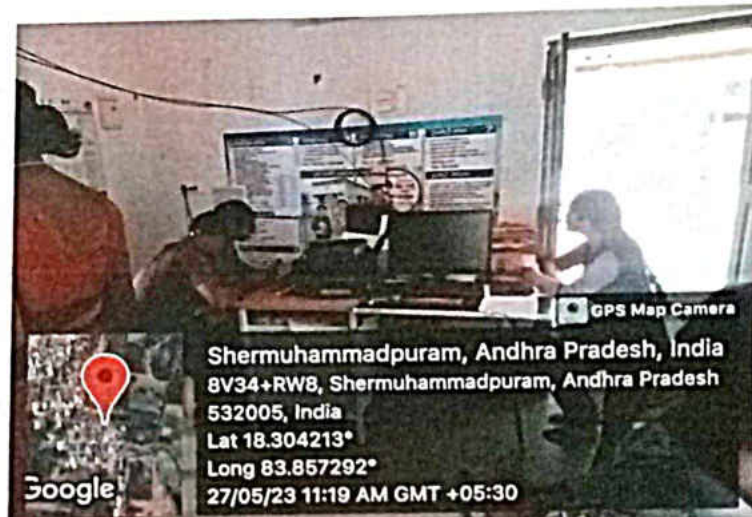
1	Oral communication	1	2	3	4	(5)
2	Written communication	1	2	(3)	4	5
3	Proactiveness	1	2	3	(4)	5
4	Interaction ability with community	1	2	3	4	(5)
5	Positive Attitude	1	2	3	4	(5)
6	Self-confidence	1	2	3	4	(5)
7	Ability to learn	1	2	3	4	(5)
8	Work Plan and organization	1	2	3	(4)	5
9	Professionalism	1	2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

Date:

Signature of the Supervisor
Panchayat Secretary
Farcedpeta Grama Panchayat
Etcherla Madani
Sum. 00.10

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)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

<i>Sl.No</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

<i>SLNo</i>	<i>Evaluation Criterion</i>	<i>Maximum Marks</i>	<i>Marks Awarded</i>
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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