

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

Kaigama, Ramadevi

Name of the College

Govt. Mysore College (Men) Sakakum

Registration Number

2022-001356022

Period of Internship

From 12-12-22 To 18-03-2023

Name & Address of the Intern Organization

Cricket Sachivalayan

Dr. B. R. Ambedkar 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, Karagana Ramadevi a student of BA (T.E.P)
Program, Reg. No. 202200135602 of the Department of BA (TEP) Special Telugu Philosophy
College do hereby declare that I have completed the mandatory internship
from 12-12-22 to 18-03-23 in Sachinobharam (Gubbi) (Name of
the intern organization) under the Faculty Guideship of
Venugopal Rao (Name of the Faculty Guide), Department of
Special Telugu philosophy GATI DEGREE COLLEGE (MEN) SRIKAKULAM
(Name of the College)

K. Ramadevi
(Signature and Date)

Official Certification

This is to certify that Karagana. Ramadevi (Name of the student) Reg. No. 202200135602 has completed his/her Internship in Sachinblayam (Gudam) (Name of the Intern Organization) on secretariat (Gudam) (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of TEP (Specialtelugu) in the Department of GOVT. DEGREE E. COLLEGE (MEN) Srikakulam (Name of the College).

This is accepted for evaluation.


(Signatory with Date and Seal)
Panchayat Secretary
Grama Panchayat
GUDAM
Srikakulam Mdl & Dist

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Karogana. Ramadevi (Name of the intern)
Reg. No 9022001356022 of Govt. Degree College (men) (Name of the
College) underwent internship in secretariat (Gudam) (Name of the
Intern Organization) from 12-12-22 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
Grama Panchayat
GUDAM
Srikakulam Mdl & 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 orderful of this internship project required a lot of guidance and endowment from many people in the eduskills organization.

I also would like 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 princi. for the facilities provided to accomplish this internship.

The internship opportunity I had with sachivalayam was a great chance for learning communicational skills.

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.

I express my sincere thanks to all sachivalayam staff members and volunteers.

Their classes are very good impact of me. They should very responsible and very duty minded on all the internship students.

For sachivalayam staff members (or) workers giving valuable guidance to complete the project successfully.

I am extremely grateful to my sachivalayam (or) staff members and friends who helped me in successful completion of this internship.

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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 observed and relevant to the subject area of training.
6. Student self evaluation of the short-term Internship
7. Evaluation by the supervisor of the Intern organization.
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.

- ⇒ Panchayati Raj Act - 1994 says that local governance in every village for growth and development in a sustainable manner.
- ⇒ Implementation of Grama Sachivalayam to render door to door services to the household and also developing the village in a sustainable manner.
- ⇒ Functioning of Grama Sachivalayam It has mainly 10 types of function which does with all the activities required in a village.
- ⇒ objectives of Grama Sachivalayam
 - * sustainable Development.
 - * door to door service
 - * Roles and responsibilities of all departments
 - * The on going Government schemes.

- * The on going government schemes through RBK
- * To protecting Human Rights.
- * To prevention of child marriages.

⇒ outcomes are achieved by me in the Grama Sachivalayam

- * I learned the Government schemes.
- * I know the types of land used for growing crops.
- * I got to know the health treatment of animals.
- * I learned about child rights and human rights.
- * I got to know what nutrition food is given to Anganwadi children and pregnant ladies.
- * I learned how to manage the people and also maintainence of Government office.
- * I learned how to interact to the people.
- * I improve the also Gov communication skills.

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 Grama Sachivalayam.

1. providing various citizen services of a short possible type.
2. Single window service system.
3. To secure Transparency to the people with Government
4. providing ambulant environment by all living organizations.
5. planning GPDP (Gram panchayat development program)
6. Each Functionary has a specific value of fulfill the required of the villagers.
7. Door to Door service & welfare to the people
8. Citizen Satisfaction the ultimate aim to an organization

⇒ vision, mission and values of the organization:

* Grama Sachivalayam are secretariats setup in

Indian state of A.P to decentralize the administration by making services and welfare of all government departments available at one place.

* Government of Andhra Pradesh appointed village volunteers to deliver services.

⇒ policy of the organization :-

The scheme was inspired by Mahatma Gandhi's concept of "grama swarajya" that promotes villages becoming self-sufficient, autonomous entities.

⇒ organizational structure :

- | | |
|------------------------------------|--------------------------|
| 1. panchayathi secretary. | 6. veterinary Assistant. |
| 2. Digital Assistant | 7. village surveyor |
| 3. welfare and Education Assistant | 8. Mahila police |
| 4. village and Revenue officer. | 9. ANM |
| 5. Engineering Assistant | 10. line man |

⇒ Roles and responsibilities :

* The Employees work on their duties by higher authority's orders

⇒ performance : Each functionary's has been worked by the rules and ~~also~~ ultimate aim of the sechnaloyam.

⇒ Future plan : To Enrich the government schemes and people's believe the Transparency of the government.

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.

⇒ we participated in many activities during the Internship which are...

- ⇒ *
- * field visit by welfare and education Assistant
 - * House hold survey
 - * we have observed the voter list of village
 - * participate the child and Human Rights meeting
 - * we have observed the health checkup of the animals.
 - * Re survey of agriculture land.
 - * urea distribution.
 - * The 104 vehicle arrived in the sachivalayam
 - we observed to the guidelines of the ANM Madam
 - * we went to schools and Anganwadis around the sachivalayam area with Mahila police madam etc. . .

⇒ During the activity process healthy and hygienic environment creating by the secretaries.

⇒ we are evaluated every week by sachivalayam staff.

⇒ All the equipment provided by the an organization.

⇒ Like these:

- * computer. Application forms.

- * Soil Testing Machine

- * B.P Machine, Thermometer, Medicines; etc.

- * Animal husbandary Items.

- * power tester, cutting blade, Tool kit.

- * Revenue Records.

⇒ Skills acquired:

- * To know the how to apply different types of certificate in sachivalayam.

- * To learned how to estimate quality of soil rice,
various crops.

- * To acquire the knowledge of normal Health checkup of Animals and Human beings.

- * These are the skills acquired in the internship programme.

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	Introduction	 W&EA
Day - 2	Introduction of parishya secretary & welfare, Education Assistant.	To know the secretary and Education Assistant	 W&EA
Day - 3	Introduction of ANM and veterinary Assistant	To know the ANM & veterinary Assistant	 ANM
Day - 4	Introduction of VRO and women police	To know the VRO & women police	 VRO
Day - 5	Introduction of the village surveyor and Digita Assistant	To know the village surveyor and Digita Assistant	 A.A
Day - 6	Introduction of the Agriculture Assistant & line man	To know the Agriculture Assistant & line man.	 W&EA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Gudam

Functionaries & volunteers

Main functions are in follows

1. panchayati secretary
2. Digital Assistant
3. welfare and education Assistant
4. village and Revenue officer
5. Engineering Assistant
6. veterinary Assistant
7. village surveyor
8. Mahila police
9. ANM
10. line man

overall in charge is panchayat: secretary who is maintaining all the activities in and around field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Importance of RBK and Agriculture Schemes.	we know the RBK schemes & Agriculture schemes	MAHAR VAA
Day -2	Discusses about the land Registration Rules.	we learned the land Registration Rules.	KAND VRO
Day -3	we are participated field work with veterinary Assistant	we observed the normal Health checkup for Animals.	VA
Day -4	Discuss about the D.D.Y.S.R. Arogya Sathi card Scheme	minimum qualifications of the Y.S.R. Arogya -sathi scheme	PA
Day -5	Reducing child marriages class by Mahila police Madam	we know about the child marriages	MP(MPS)
Day -6	Discusses about the various types of Medicines	we learned the various medicines	PA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics

⇒ Introduction to Agriculture and schemes on going in state related to Agriculture.

⇒ Major changes after introduction of RBK's at village level

⇒ We discussing about the how to apply land Registration with VRO sir

⇒ How to check the Animals Health status.

⇒ We learn about the conditions of the Dr. Y.S.R Arogya Sri scheme

⇒ we participated child marriages classes

⇒ We know the importance of medicine.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the different types of diseases	we learned about the diseases	PA - ANM
Day - 2	Prohibition of the child abuses	we know the activities of child abuses	L Parvathi MP(WPS)
Day - 3	who deserve to apply Y.S.R pension class by welfare & Education Assistant	we are memorizing that qualifications of Y.S.R pension	W&EA
Day - 4	Different types of Animal diseases class by Veterinary Sir	we gained about the animal diseases	VA & VA
Day - 5	we participated on village assembly	we observed this activity	VA & VRO
Day - 6	Horticulture class by Agriculture Assistant.	we know the Horticulture crops	N/A & A/A

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Third week we shall discuss about these topics:

⇒ Types of Diseases: 1. Dengue

2. Malaria

3. Typhoid

4. Cholera

⇒ Prohibition of child abuse with different types of methods.

⇒ We gain about the knowledge of persuasion category's

⇒ Types of Animal Diseases: 1. Fowl Cholera

2. Foot & Mouth Diseases

3. Anthrax

⇒

⇒ Gudam village having an agricultural & horticultural area of 436 ac

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Different types of crops visited in Gudam village	we observed crops status in village.	Niu A.A
Day - 2	we participated in Health survey Activity	we are acquire knowledge about the Health survey	P.J ANM
Day - 3	we know about the sexa portals with practically.	I had to apply on my own experience	 W&EA
Day - 4	Awareness programme on child Rights	To know about the child Rights	L. Parvathi WPS
Day - 5	Survey of the crop lands with VRO & madam/sir	we gain knowledge of crop lands	 VRO
Day - 6	we discussed that sensor tags are given that animals	we learned souls of the sensor tags.	 AHA

WEEKLY REPORT

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

Objective of the Activity Done:

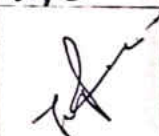
Detailed Report: During the fourth week we shall discuss about the topics:

- ⇒ Different types of crops:
1. Paddy
 2. Banana
 3. Maize
 4. Black grams
 5. Green grams
 6. Coconut

we have identified various crops and their sowing times throughout the year

⇒ I had applied on my own experience for sevapostals in computer system.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to measure the shore class by VRO Sir	Shore measuring	 VRO
Day - 2	we saw the pregnant lady during her Health checkup by ANM	we observed Health precautions	
Day - 3	we attending cluster level Training programme	we know about the child society Education	L. Permalthe WPS
Day - 4	To participated on Vaccination of Animals in Gudam village.	we observed the Vaccination	 AHA
Day - 5	we discussed y.s.R Am ma vodi & Vidya' deulena schemes	we acquire the Knowledge of the schemes.	 WEPFA
Day - 6	we discussed about Paddy harvesting	majorly grown variety of paddy harvesting.	m. Nile VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the fifth week we shall discuss about these topics:

⇒ Paddy harvesting - majorly grown variety of paddy MTU 1061 & MTU 7029.

⇒ learned the process of harvesting of paddy, Manually and saw harvesting with paddy reaper.

⇒ we participated in cluster level training on child Rights & child safety Education for parents

⇒ Y.S.R Ammavodi - yearly 15,000/-

Y.S.R vidyadevema - yearly of their college terms

Y.S.R vasathidevema - yearly 20,000/-

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	we discussing about syber crimes	we knowing the information	LParanth WPS
Day -2	learned orally about paddy combine harvester	we know the paddy combine system	Nikh AA
Day -3	To survey the Arogya 'soi' cards in Budam village.	How to survey Arogya 'soi' cards	PA.
Day -4	Y.S.R vahana mitra scheme class by welfare & Education Assistant	To know about the scheme	W&EA
Day -5	we are participated in treated first aid classes with AHA sir	we gain the knowledge important points	Trish AHA
Day -6	They said how to apply for hand passbooks	we acquired the knowledge about the pass books	Leftover VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the sixth week we shall discuss about these topics:

⇒ Learned orally about paddy combine harvester which is feasible mostly for large farmers.

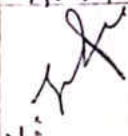
⇒ who was apply the scheme of vahana mithra they follows of rules and qualifications class by W & EA sir

⇒ we get the more important content about scheme of vahana mithra

⇒ we acquiring the some knowledge for survey of Aargaya Sri card scheme.

⇒ we know the main rules and regulations about apply the hand ~~man~~ pass books and importance of these type of service.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we learned y.SR BHIMA class by W&EA Sir	we gain the knowledge about this scheme	 W&EA
Day - 2	we are participated in conduct tests of using of pregnant women	we acquire the some knowledge PA	ANM PA
Day - 3	we participated in Page Vignana bedi programme	we gain good knowledge about this programme	 AHA
Day - 4	learned about Threshing activities of paddy	we know the more knowledge of Threshing	 VAA
Day - 5	Explaining the Mitations & position certifications of hand	we gain good information about This certificates	 VRO
Day - 6	we learned about the reducing activities for cyber crimes	we learned that activities.	(Parvathi) WPS

WEEKLY REPORT

WEEK - 7 (From Dt..... to Dt.....) ③

Objective of the Activity Done:

Detailed Report: During the seventh week we shall discuss about these topics:

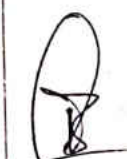
⇒ we get the knowledge of Y.S.R BHIMA to shall submit data through website in our own.

⇒ conduct test of urine pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and blood pressure

⇒ Learned about threshing activities of paddy, functioning Thresher and bags in field. farmers use 80kg bags.

⇒ we learned about give mitigation and position Certificates of land of the farmers.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To participated preventive diwarming	we gain the some knowledge	 AHA
Day - 2	How to collecting the water tax, cesses & Taxes class by VRO from	Know the taxes	 URO
Day - 3	she explaining the how to maintaing the records in sachivalayam	we observing the records	 ANM
Day - 4	explaining the mahila sakti kendra scheme	we know the this scheme	 WPS
Day - 5	we participated in awareness programme in schools for children	knowing the important information	 WCEA
Day - 6	Transporting of paddy at RBK levels	very us ful information again this class	 VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the eight week we shall discuss about these topics:

⇒ To coordinate with the heads of the educational institutions in the area and motivate the students who are irregular in attendance or poor in studies to improve their performance.

⇒ How to create awareness on government programs for the welfare of women and girl children through mahila sakti kendra scheme was learned by me.

⇒ what records have ANM madam and main important of these records.

⇒ Transporting of paddy to milles through paddy procurement centres set up at RBK levels. Hsp of 100kg grade "A" paddy - 2040/-
80kg grade "A" paddy - 1632/-

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in law & order issues in village class by WPS	very usefull information to US	N. K. K. UAA
Day - 2	How to conducting the population of family welfare screening	we know about population screening	Signature AHA
Day - 3	Explain the social harmony and civil rights in village level.	we gain the information about civil rights.	Signature VRO
Day - 4	How to allowed the certificates about Healthy & valuation for animals	we acquire knowledg of this certificates	L. Parvathi WPS
Day - 5	conducted awareness among farmers on paddy prousemat	we learned how to conduct this meeting	Signature WEPBA
Day - 6	How protect Gov. lands & tank, trees and properties class by VRO	we learned how to protect the Gov. properties.	Signature ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the ninth week we shall discussing about these topics:

⇒ we learned conduct population screening for Hypertension / Diabetes / 3 common cancers i.e. breast, cervix and oral (women) and man (oral & lung & prostate cancer)

⇒ we know the how to allowed health & valuation certificates to animals.

⇒ we knowing how to manage law & order issue in K Gudam village area.

⇒ we learned how to maintaining and protecting the government lands, government tanks and government properties.

⇒ we know conducted awareness among farmers on Paddy procurement process which is way different from previous year.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we gained knowledge about Rice & pulses	we know the Rice & pulses	L. Praveen WPS
Day - 2	explaining about fodder development	we know the important points	V. Anitha VRO
Day - 3	How to maintenance to village Revenue Records class by VRO	we know the knowledge about village Revenue Records	K. Anitha AHA
Day - 4	women safety class by WPS madam	we know the knowledge about points women safety	N. Anitha VAT
Day - 5	How to applied for Kalyana Kanuka in official website	we know the way of apply for scheme	P. Anitha ANM
Day - 6	How to motivate pregnant women for deliveries class by ANM	we know the valuable information	W. Anitha WCEA

WEEKLY REPORT

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

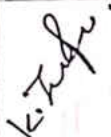
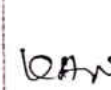
Objective of the Activity Done:

Detailed Report:

During the tenth week we shall discussing about these topics:

- ⇒ we learned the concept of about Rice Pallow pulses
- ⇒ Motivate pregant women for institutional deliveries or trained attendant at birth
- ⇒ we know about how to maintence of village Revenue Records and all village Revenue Accounts promptly and accurately
- ⇒ we learned how to protecting women in difficult Situations & draw to improve women saftey actions in village areas.
- ⇒ we know the good knowledge about Kalyana Kamuka scheme and we learned the apply for this scheme in official website in our own with practically

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting the counselling sessions to form a class by ups	we know the this type of meeting	 AHA
Day - 2	Brief explanation about room recovery class by VRO mam	we know brief information in this class	 ANM
Day - 3	we participated in implementation of Ration Balancing	we acquiring the more information	 WAA
Day - 4	we learned about sowing methods of maize	we know about this topic	 L Parvathi
Day - 5	we participated in distributed things programme	we acquiring some information in this distribution	 WPS
Day - 6	How to send proposals for pensions and monthly Report to MPDO	we know the knowledge about sent to MPDO	 VRO

WEEKLY REPORT

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

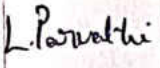
Objective of the Activity Done:

Detailed Report:

During the Eleventh week we shall discussing about these topics:

- ⇒ we acquiring the knowledge about how to send proposals for new persuasions to MPDO & also how to send monthly report to the MPDO
- ⇒ we know the which are distributed in conventional contraceptive and op cycles to the contraceptive and couples on demand
- ⇒ we know about the Implementation of Ration Balancing programme and also which Ration give to animals for their growth and development
- ⇒ counselling sessions to farmers against suicides stress management with help of stake holders
- ⇒ we know some methods of maize

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother's education in her role	we acquiring the knowledge about mother's	 ANM
Day - 2	How to sanctioned cast and income certificates	we learned the process	 VRO
Day - 3	Different welfare departments class by welfare Assistant	we listened the class and gain the department	 WQA
Day - 4	How to crowd funding of animals under X.S.R cheryutha	we know the this scheme benefits	 AHA
Day - 5	How to arrangement of PSE material	we learned about PSE material	 MAA
Day - 6	we participated fertilizer distribution from RBK	we know the process distribution	 WPS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Twelfth week we shall discussing about these topics :

⇒ we learned about proces of fertilizer distribution from KBKS and invalued in all atment of Urea to formers through DBT process
sowing methods of maize and irrigation methods wed in maize.

Maize in zero village method

⇒ cost of production in maize from formers

⇒ we know how to educate the mather on the importance of breast feeding, family health, family planning nutrition, immunization and personal and environmental hygiene.

⇒ All welfare departments - social welfare, Tribal welfare, Bc welfare, minority welfare differently - abled welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting infertility camp in village areas	we improve our management skills	K. S. S. S. AH A
Day - 2	we assumed how to conducting mahila Mandal meeting	we learned about this meetings	pt ANM
Day - 3	we participated in awareness on importance of e-crop programme	we know about e-crop	N. S. S. VAA
Day - 4	How to organize the pre-school class by wps madam	we learned the some beautiful activities	L. P. S. S. WPS
Day - 5	How to provide feedback to higher authorities	we know the process	W. S. S. WEEA
Day - 6	How to intimate the higher authorities	we acquiring this process and remembered	LOAwe URO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the Thirteenth week we shall discussing about these topics:

⇒ we participated conducting awareness on importance of e-coop booking of various coops in Rabi 2022-23

⇒ Farmers under e-coop booking will be benefited with procurement of crop at MSP crop insurance, etc - - -

⇒ we learned death of unknown persons to inform higher Authorities.

⇒ we assumed participate in the local mahila mandal meetings and spread message on female ageat marriage, spacing method etc - - -

⇒ To provide feedback to higher authorities on the status of implementation of the said schemes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to identify the persons for various welfare schemes	we know the process and schemes	 WPEEA
Day - 2	we learned what are the Azmoish crops	we know about Azmoish crops	 VRO
Day - 3	How to maintaining the eligible couple register class by ANM	we learned this register information	 ANM
Day - 4	How to develop Nutri garden in village level	we know the development process	 WPS
Day - 5	How to update data on e-crop class by Agricultural si mam	we know the about e-crop website	 VAA
Day - 6	which items have the TMR kit class by AHA sir	we acquiring the important things in this kit	 AHA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fourteenth week we shall discussing about these topics:

⇒ we learned how to update data on e-coop portal of farmers who registered there crops in e-coop portal.

⇒ Identification of full army worm pest in maize crop and suggested methods to prevent.

⇒ Azmoish of crops (100%) inclusive of inspection of sowley stones.

⇒ maintain eligible couple register properly and utilize the information for motivation of couples for acceptance of family welfare methods.

⇒ facilitate to develop village level Nutri Garden / Anganwadi level Kitchen Garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what are main activities for disaster situations class by VRO Mam	we acquire some knowledge	WAF VRO
Day - 2	what are the enrollment of beneficiaries	we know the benefits of enrollment	LP wps
Day - 3	we participated in soil testing process	we knowing the process	N/A WAF
Day - 4	How to conducting the INAPH programme in village areas	we learned about this programme	K. S. AHA
Day - 5	Importance of sachivalayam and it's working process	we learned the Importance of sachivalayam	WCEA
Day - 6	How to Identify women for medical termination	we gain the knowledge for medical termination	PA ANM

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifteenth week we shall discussing about these topics:

⇒ we learned about importance of soil testing process of soil collection in field in non crop growing time. to know the nutrients in soil and recommendation of require fertilizers quality for various crops

⇒ we know provide intimation regarding fire accidents, floods, cyclones and other accidents and calamities to the higher officials ~~are~~ whenever and wherever they occur and provide assistance to the Revenue.

⇒ Identify women in need of medical. Termination of pregnancy (MTP) and refer them to the nearest hospital.

⇒ INAPH: Information of Animal productivity and Health purification

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 environment with professional knowledge & kind of people in this organization all the staff are very punctual in attending the office. All the secretarial staff behaved very well with us.

- They had shown an interest in technology and how the system working and administration activities are handled in a procedural manner. The facilities are good and there is a healthy atmosphere.

The time they spend for us in beginning in working schedule are appreciable. The staff cooperation & extended their operation in the internship programme.

The digital assistant are used for helping

- a in learning advanced and needs as this moment for accountability which keeps the system trust and worthy.

I am satisfied myself of this organization (Gudam word sachivalayam) protocols, and working culture

Everyone gives value to time and everyone behaved well with us. They said were very well guidance and lessons are very well understood.

Gudam sachivalayam place is a bit far from the village and ventilation is also good at Gudam sachivalayam



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

PDE Applied - VRO

Final Applied - MPDO/MRO

Everyone is using the technology based work to avoid ~~stop~~ publicity and ignore transparency in the eligibility of any scheme.

1. Bio metric Division
2. Android smart phones
3. IRIS sc anners.
4. face Authentication.

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 produce.
Pre define which is very realistic and given tone management
competence & analog skills

Every work in time is bounded and could
be neglected whole world is observing the activity
& decision making is very important

for doing anything firstly practical knowledge
and secondly planning and thirdly and 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, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

My communication skills are modified and improved myself in communication of different people in different places

My written communication as per improved if by writing say evaluation cripition/thought

My Anxiety Level are low..... i am very much patient and listen to music when. feel anything & I learn more anxiety management technologies

My speech ability is moderate and it will be improved by communication skills

I always greet every one when I see them & these whenever they do good things.

oral and written communication skills have improved more than before confidence levels are also very well developed.

The way of grasping the key points is greatly improved. In this internship, I learned how to greet others and Thank you.

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

In gram division, I always space with point and don't large to Improve I will be clear of what I am saying.

I also encourage often to participate in the discussions to share their views

I always conclude the group discussions in a friendly & formal manner

oral skills are developed and different ideas come out in group discussions leadership skills and communication.

skills are developed in these discussions

I lead well in these activities.

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

First thing :

1. Handling of smart phones
2. Bio metric Digion
3. IRTS scanner
4. Face Authentication programme.

which given the realistic procedure.

Secondly :

using E-pos Machine in PDS

Thirdly :

- Using 'cops' & 'Reven' in land Renamuly program.
- using drones in detification of marks in land alligament programme.

Student Self Evaluation of the Short-Term Internship

Student Name: Karagana Ramadevi

Registration No: _____

Term of Internship:

From: 12-12-22

To: 18-03-23

Date of Evaluation:

Organization Name & Address:

Udama word Sachivalayam
Gudam, Srikakulam

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:

K. Ramadevi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Karagana Ramadevi

Registration No:

Term of Internship:

From: 12-12-22

To: 18-03-23

Date of Evaluation:

Organization Name & Address: Grama wood Sachivalayam, Gudam,
Srikakulam.

Name & Address of the Supervisor Venugopal Rao
with Mobile Number 9701267835 (Makivalaga)

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

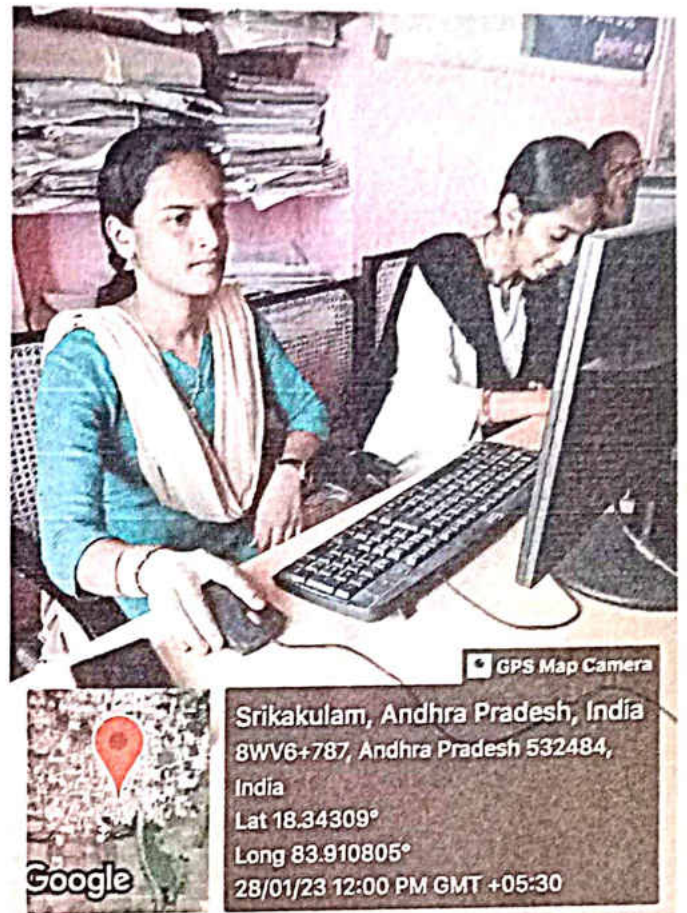
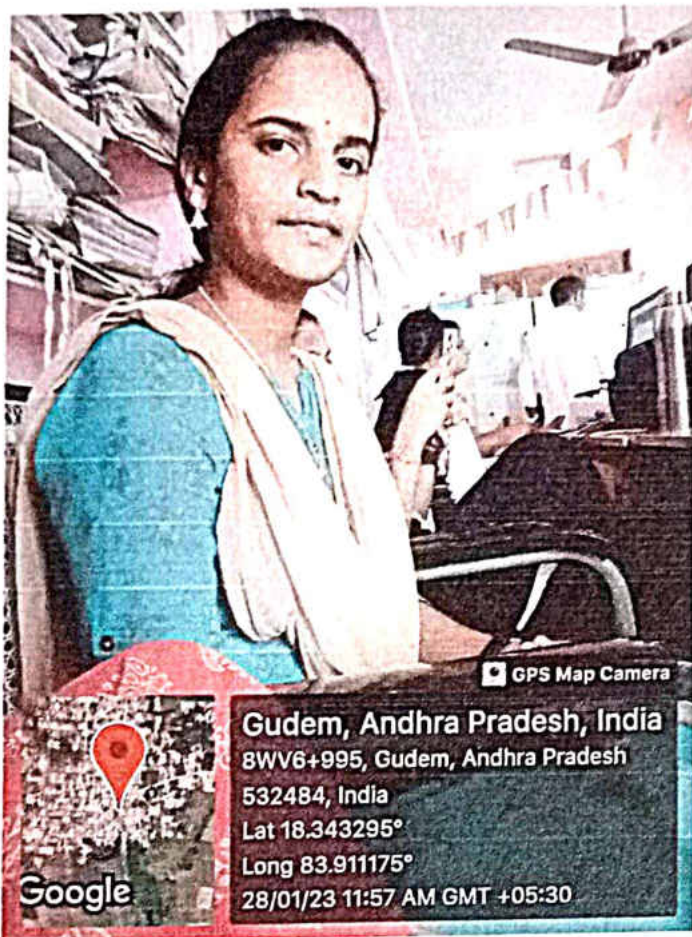
1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	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
Grama Panchayat
GUDAM
Srikakulam Mdl & Dist

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:

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:

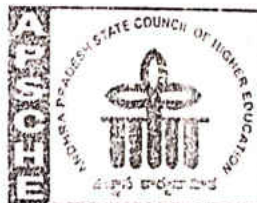
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert 
Panchayat Secretary
Grama Panchayat
GUDAM
Srikakulam Mdl & Dist

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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