

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: Laveth S. Kumar

Name of the College: Govt Degree College for Men, Sri Kalakulam

Registration Number: 2022001356026

Period of Internship: From 12-12-2022 to 13-03-2023

Name & Address of the Intern Organization: CRSWS - Pungapu Veedhi

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

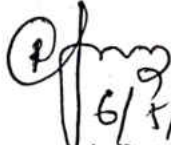
I, Laveti. Saikumar a student of BA.(T.E.P)
Program, Reg. No. 2022001356026 of the Department of GIDC MEN Srikakulam
College do hereby declare that I have completed the mandatory internship
from 12-12-2022 to 18-03-2023 in GSWS - secretariat (Name of
the intern organization) under the Faculty Guideship of
R. J. waidu - (Name of the Faculty Guide), Department of
Govt. Degree college for men, Srikakulam
(Name of the College)

L. Saikumar
(Signature and Date)

Official Certification

This is to certify that Laveti Sai Kumar (Name of the student) Reg. No. 2022001356026 has completed his/her Internship in Punyapu Veedhi Secretariat (Name of the Intern Organization) on Secretariat (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 Govt. Degree college (Men) (Name of the College).

This is accepted for evaluation.


6/5/2023.
(Signature with Date and Seal)
Ward Administrative Secretary
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Lavefi Sai Kumar (Name of the intern)
Reg. No 2022-001356026 of Gout. Degree College (Name of the
College) underwent internship in GSWS- Punyapu Veedhi (Name of the
Intern Organization) from 12-12-2022 to 18-03-2023

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


6/5/2023.
Authorized Signatory with Date and Seal
Ward Administrative Secretary
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

Acknowledgements

First I would like to thank Sachinbhai's Team for giving me the opportunity to do an internship for giving internship within the Organisation.

The success and fruitful of this internship Project requires a lot of guidance and endorsement from many people in the EdSkills Organisation.

I also would like all the people that worked along with me and Sachinbhai 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.

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

I Receive 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 Sachivalayan staff members and volunteers

Their classes are very good impact of me they should very responsible and very duty mind on all the internship students

For permitting me to do the project work to successfully.

My Sachivalayan staff members or workers giving valuable guidance to complete the project successfully.

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

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4. LOG BOOK [FIRST WEEK TO FIFTEENTH WEEK]
5. CHAPTER 5 : OUTCOMES DESCRIPTION
 - Describe the real time technical skills you have acquired
 - 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 Supervision 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.

- Panchayathi Raj Act - 1994 says that Local Governance in every village for growth and development in a nufurable manner.
- ⇒ Suplementation of ~~grama~~^{ward} sachivalyam to vender door to door devide to the household and also developing the village in a sūinable manner.
- ⇒ Functioning of ~~grama~~^{ward} sachivalyam. it has mainly 10 types of function which does with all the activation suuired in a village.
- objectives of ~~grama~~^{ward} sachivalyam
 - sustainable development
 - Door to Door service.
 - Health and Hygenic Condition.
 - Roles and responsibilities of all Departments

- The on going Government Schemes
 - The on going Government Schemes - Itang P.B.K.
 - To protecting Human Rights.
 - To Prevention of child marriages
- ⇒ Out comes are achieved by me in the ~~Government~~ Sachivalayam

- * Learned the Government Schemes.
- * 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 maintainers of governmental office.
- * I learned how to interact to the people
- * I Improve the also 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 ~~govt~~ and Sachivalyam:

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 ambient Environment by all living organization
5. Planning GPDP (Gram panchayat development program)
6. Each Functionary has a specific value to fulfill the . required of the villagers
7. Door to Door service & welfare to the people.
8. Citizen satisfaction is the ultimate aim of an organization.

=> vision, mission, and values of the organization:

* ~~Govt~~ and Sachivalyam are secretariats setup in

Indian state of AP 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 "~~Gram~~ Sachivalaya" - that promotes villages becoming self-sufficient, autonomous entities.

⇒ Organizational structure:-

- ward Administrative secretary
1. Panchayati Secretary
 2. Welfare Development secretary
 3. Digital Assistant
 4. ~~Village~~ ward Health secretary
 5. welfare and Education Assistant
 6. ward Education and Data Processing
 7. ~~Village~~ ward Revenue Officer
 8. ward Energy secretary
 9. Engineering Assistant

- ward Infrastructure secretary
6. Veterinary Assistant
 7. Planning & Control secretary
 8. Village Surveyor
 9. Mahila Police
 10. ward Revenue secretary
 11. ANM - ward sanitation secretary
 12. Fire Man. ANNA

⇒ Roles and responsibilities:-

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

⇒ Performance: Each functionary's has been worked by the. people and citizen satisfaction is the ultimate aim of the Sachivalaya.

⇒ 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 Jay veeline arrived in the Sachivalyam, we observed to the guidelines of the ANM Madam.
- * we went to schools and Anganwadis around the Sachivalyam area with Mahila police madam etc.
- During the activity Process healthy and Hygienic Environment Creating by the Secretaries.
- we are evaluated Every week by Sachivalyam Staff.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	I reported to the Administration Secretary and learnt about his role	we knowing about us roles and responsibility	Pfrz
Day - 2	He describe about implet at Navaratna and his responsibilities	we learn't about Navaratna Sceamy	Pfrz
Day - 3	He describe about us functions and give gene-ral administration and co-ordinator	we learn't the general admini-stration	Pfrz
Day - 4	superrision over ward volunteers all co-ordinaty with ward secretary	we learn't the superrior over ward	Pfrz
Day - 5	General administration al matters in the ward	we learn't was matters in the ward	Pfrz
Day - 6	He explained about record maintain like stock regints	we learn't about stock reginds	P. Sanyal WEDS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

~~Gram~~ Maad Sachivalayam ~~Kilpalay~~ Sathakulam
functionaries & volunteers

Main functions are in follows

1. Panchayati Secretary ward Administrative secretary
2. Digital Assistant welfare & Development secretary
3. welfare and Education Assistant ward Health
4. village and Revenue officer Education & Data
5. Engineering Assistant Protection of women
6. veterinary Assistant Planning control
7. village surveyor ward Infrastructure secretary
8. Habitat police ward Revenue secretary
9. ANH ward sanitation & Environment secretary
10. Line Man.

Overall in charge is panchayat secretary who is maintaining all the activities in and around.

field visit by ANH give an opportunity how well the organization staff is behaving with the villagers.

Abstract

[illegible]

~~XXXXXXXXXXXX XXXX XXXX XXXX~~

1. Volunteer Report: Shri Mahatma Sachivalaya 12/10/2022
 2. Memoranda to volunteers

Wahrnehmung aus der Gegenwart

1. Pinchayati Secretary ward Abroad India society
2. Digital Assistant Welfare & Development Secretary
3. Welfare and Education Assistant ward Health
4. Village and Revenue Officer Education & Pub
5. Engineering Assistant Protection of women
6. Veterinary Assistant Planning control
7. Village Surveyor ward Infrastructure Secretary
8. Mahila police ward Revenue Secretary
9. ANM ward Sanitation & Environment Secretary
10. Line Man.

Overall in charge is panchayat secretary who is maintaining all the activities in and around.

field visit by ANH 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	He explained the delivery of various survey as per SLA [Service level Agreement]	we learnt about various services as SLA	Pfms
Day - 2	He described about wage collection, generation and report to higher officers.	we learnt about tax collection	Pfms
Day - 3	monitoring over the ward functionaries and ward volunteers	we learnt the monitoring over the ward	Pfms
Day - 4	Regular verification of Personal registered other regions related citizens	we learnt How to Regular verification	Pfms
Day - 5	The explained about regular movement reports and office orders.	we learnt How to Regular verification officer orders.	Pfms
Day - 6	All other responsibilities and entrusted by higher authorities from time to time.	we learnt about higher authorities.	Pfms

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ Introduction to ^{SLA} ~~agriculture~~ and schemes on going in state related to Agriculture.

⇒ Major changes after introduction of ^{Tax collection} ~~RA~~ at village level.

⇒ we discussing about the how to apply Jan 2 Registration with VRO sir.

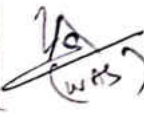
⇒ How to check the Animals Health status

⇒ we learned about the conditions of the Dr. Y.S.R Pragasri Scheme.

⇒ we participated child marriages cases

⇒ 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	Today our class will be taken WAS sir [ward Amerites secretary] introduction himself	learn't about what is the Role of WAS	
Day -2	He explains Roles and Responsibilities of WAS	learn't about Roles and Responsibilities of ward.	
Day -3	He explains Daily work activities of WAS	learn't about Daily ward Activity of WAS	
Day -4	He explains different Schemes like Nadunedu, Jaganna Padalarthi illu.	learn't about different Schemes Nadu Nedu.	
Day -5	Today going to the field visit with WAS to schools and inter with students. regarding nadunedu.	learn't about How to field visit	
Day -6	He explained about estimation ^{mat} Preparation & recording & Bill Preparation	Learn't about estimation Preparation and survey.	

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. Trifid
4. Colera

→ prohibition of child abuse with different types of method

⇒ we gain about the knowledge of Penicillin category's

→ types of Animals diseases 1. Foul Colera
2. Food & Mouth diseases
3. Anthrax

→ ~~Kilipalau~~ ^{Srikulikulam} 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	Today going to field visit with WAS regarding water sample testing its operation	learned about field visit with WAS regarding water sample test	
Day - 2	He explains about Grievance Solving Procedure regarding Ward Amenities Secretary	learned about Grievance Solving Procedure	
Day - 3	He explains about office procedure and interaction with public regarding scheme	learned about office procedure and interaction with public regarding scheme	
Day - 4	Field visit with WAS regarding Pot holes work in the ward	learned about Pot holes work in the ward	
Day - 5	Brief explanation on operation & maintenance works of WAS	learned about operation & maintenance works of WAS	
Day - 6	Brief explanation on different construction work of WAS	learned about different construction work of WAS	

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Today going to field visit with WAS regarding water sample testing its operation	learn't about field visit with WAS regarding water sample test	
Day -2	He explaining about Grievance Solving Procedure regarding Ward Amenities Secretary	learn't about Grievance Solving Procedure	
Day -3	He explaining about office procedure and interaction with public regarding scheme	learn't about office procedure and interaction with public regarding scheme	
Day -4	field visit with WAS regarding Potroled works in the ward	learn't about Potroled works in the ward	
Day -5	Brief explanation on operation & maintaining works of WAS	learn't about operation & maintaining works of WAS	
Day -6	Brief explanation on different construction work of WAS	learn't about different construction work of WAS	

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ Different types of crops:

1. paddy
2. banana
3. Maize
4. Black gram
5. Green gram
6. Coconut

we have identified various crops and their sowing times through out the year

⇒ I had apply on my own experience for seven portals 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	Today our class taken will be WSES Sirward sanitation and Environmental Secretary Introduction	we are knowing about us valley and responsibility	Lesu
Day - 2	He explains about Inspection of Hygienic conditions	we learnt about Hygienic conditions	N. S. G. J. W. S.
Day - 3	we went to our door inspection on door to door coverage	we learnt about how to inspection door to door	Lesu
Day - 4	He explains about convergence meeting with ward secretaries	we learnt the convergence with ward	Lesu
Day - 5	He explains about Friday - Dry - day mosquito control awareness	we learnt about awareness on control mosquitoes	N. S. G. J. W. S.
Day - 6	He explains about Regular sanitation activities.	we learnt about sanitation	Lesu

WEEKLY REPORT

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

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 4029.

⇒ 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 Annamavadi - yearly 15,000/-

Y.S.R vidyaseenu - yearly of their college fees

Y.S.R varathidevna - 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	At next day our class was taken by our [WEDS] was Education & Development Secretary and introduction	I know himself by his introduction about roles & responsibilities	P. Suryakala WEDS
Day -2	Briefly explain about schools which he visits the rice in annas regarding Midday meals	we learnt about the midday meals Programme	P. Suryakala WEDS
Day -3	And he explain about the midday meals. menu	we know the daily menu from the schools	P. Suryakala WEDS
Day -4	He explains about fees reimbursement and scholarships	we learnt about the scheme provided by the government	P. Suryakala WEDS
Day -5	He told the school kitchen like community kitchen process of Akshara	knowing the food where is coming from.	P. Suryakala WEDS
Day -6	Proper functioning of schools like attendance of students	monitoring the attendance of students all time	P. Suryakala WEDS

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 can apply the schemes of Varahana withra they follow of rules and qualifications class by W&EA Sr.

⇒ we get more important content about scheme of varahana withra.

⇒ we acquiring the some knowledge for survey of Aargaya ~~so: can~~ scheme.

⇒ we know the main rules and regulations about - apply the land 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	collection of data from school management	data is collected	P. Suryakala WEDS
Day - 2	create awareness about Ammaadi in schools and vidyalayana and vasathi deevana in colleges	learn't about the scheme	P. Suryakala WEDS
Day - 3	survey on midday meal and submit its report to government through mood Application.	learn't about submitting of reports mobile	P. Suryakala WEDS
Day - 4	The inputs the municipal schools and welfare hostels run by the government	we have learn't the input there sectors.	P. Suryakala WEDS
Day - 5	Data Processing office related issues.	The Problems that is solved by the sector secretary	P. Suryakala WEDS
Day - 6	Receiving queries and operations related to scheme and process and executive to high authority of staff office.	getting issue and information through the people	P. Suryakala WEDS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the seventh week we shall discuss about these topics:

⇒ We get the knowledge of X.S.R BHIMA-10 shall submit data through website in our own

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

⇒ learned about thrashing activities of paddy, functioning of paddy thrasher and bags in field. Farmers use 80kg bags

⇒ we learned about give mutation & position certificates of land to the farmers

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The next day class was conducted by WPRS. Ward planning & regular secretary and introduction	we learnt about his roles and responsibilities	<i>[Signature]</i> WPRS
Day - 2	we went outdoor inspection with him for unauthorized construction	we inspect the unauthorized constructions	<i>[Signature]</i> WPRS
Day - 3	unauthorized construction will take change or stopped.	we learnt the roles and regular of construction	<i>[Signature]</i> WPRS
Day - 4	we give motivation to the people about construction planning.	we go out for a field work and give motivation	<i>[Signature]</i> WPRS
Day - 5	Protection on government lands like place and municipal lands etc	we learnt about government place and lands	<i>[Signature]</i> WPRS
Day - 6	Encroachment removal like sand bridges and road encroachments	we gave nature to the works about the environment	<i>[Signature]</i> WPRS

WEEKLY REPORT

WEEK - 5 (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 programmes for the welfare of women and girl children through Mahila Sakti Kendra. These were learned by me.

→ what records have ANM Madam and Main Importance of these records.

→ Transporting of paddy to miller through paddy Document Centre set up at RBK
Paddy levels Mip 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	Today our [WWDG] ward welfare and development secretary introduced her	we know the about her roles and responsibilities.	Shirish
Day -2	she explains about implementation of Navaratna schemes.	we learnt about schemes	Shirish
Day -3	checking whether they are eligible or not through valentines	we know about who is eligible or not	Shirish
Day -4	she explained about [SHG] self help groups @ Dwarka.	we learnt about SHG schemes	Shirish
Day -5	she describes about SLF and TLF crew for busing purpose	we learnt about SLF and TLF	Shirish
Day -6	she explains about the programme to implement to provide all development programme	we learnt about the programme for unemployment.	Shirish

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 Hyper tension / Diabetes / 3 common Cancers i.e breast, Cervix and oral (women) and men (oral / lung & prostate cancer)

→ we know the how to allowed health & nutrition certificates to animals

→ we knowing how to manage how & order issue ^{Soil & water quality} in ~~Killipattam~~ 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	TO about this Pension the Person will haven't all ID Proofs.	we learnt about the pension scheme	<i>[Signature]</i>
Day -2	Every month at 30th in month endly they conduct Programme.	They conduct unemployment Programme at month early early	<i>[Signature]</i>
Day -3	this explain about Jagananna person at cheyoshe scheme.	we learnt about pension and cheyoshe scheme	<i>[Signature]</i>
Day -4	this explains about Y.S.R Asara and Jagananna Thodu.	we learnt about pension and cheyoshe scheme	<i>[Signature]</i>
Day -5	this described about Y.S.R. vahan and E.b.c Nestane	we learnt about Asara and thodu scheme	<i>[Signature]</i>
Day -6	this explain kapu Nestane and TVD	we learnt about scheme.	<i>P. Suresh Kumar</i> <i>WED</i>

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, pulses, oil, etc.

→ Motivate pregnant women for institutional deliveries & trained attendant at birth.

→ we know about how to maintainance 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 safety action in village areas.

→ we know the good knowledge about Kalyana Karuka Scheme and we learned the apply for this scheme on 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	the next day our [WHS] ward health secretary. started tell us the program and introduction herself	we know about the role and responsibilities.	N. Suganya WHS
Day -2	she explained about (UIP) universal Immunized Program to the children about our year	we know about the Programme.	N. Suganya WHS
Day -3	Identify the Program Pre when are regulated 12 weeks	she says and explain menob sale.	N. Suganya WHS
Day -4	she explained about vaccising all part the children	we learnt about Identification on pregnancy and arogya shi.	N. Suganya WHS
Day -5	Identify the at. pregnancy pregnancy at Arogyashri cases	we learn't about the vaccine price	N. Suganya WHS
Day -6	They conduct Friday Friday Programme	we learnt about the Programme conduct by Friday	N. Suganya WHS

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the eleventh week we shall discuss about these topics:

→ we acquiring the knowledge about how to send proposals for new permissions 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 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 rearing.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	After next day our class will be taken by our VRO madam [ward Revenue secretary and introduced	we are knowing about us roles and responsibility	
Day -2	He explains About Ration and BPO	we learnt about the ration and B.P.O Process	
Day -3	He describes the 6th steps of verification Process	we learnt about the 6th steps Procs.	
Day -4	The 6 steps are Property electricity 300 units, 4 wheens and wet and dry land	we learnt the 6th step Process out comes	
Day -5	He describe at chear the eligibility for card Vidyadevena, Ration card ID Proofs.	we learnt about eligibility of ID Proofs.	
Day -6	He explains about the driver for ration was called as MDA operators	we learnt about the MDA persons Job roles.	

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 process of fertilizer distribution from RBKs and involved in all attment of urea to farmer through DIBT process.

Sharing methods of waite and irrigation methods used in waite

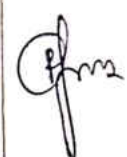
waite in zero tillage method.

=> cost of production in waite from farmers

-> we know how to educate the mother 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. aged welfare.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	He explains the PDS (Public Distribution system) on 1 person = 5 kgs 1 kg = 1 rupees.	we learnt about PDS system.	
Day - 2	He explains about sorTeX and free rice	we learnt about sorTeX and free rice	
Day - 3	He is responsible to check the daily collection under all taxes	we learnt how collect two taxes taxes	
Day - 4	He explains the main house of records and collections of taxes regular.	The information will be collected the found words	
Day - 5	Issues of certificates of the people.	we learnt that the eligible person will get certificates	
Day - 6	He explains the member addition and deletion cards to the applied ones.	we learnt about the certificates.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the Thirth week we, shall discussing about these topics:

- we participated conducting awareness on importance of e-crop booking of various crops in Rabi 2022-23
- Farmers under e-crop booking will be benfited with procurement of Cropat msp crop insurance, etc.....
- we Jeanned Death of unknow persons to inform higher Authorities.
- we assumed participate in the local mahila Mandal meetings, and spread the message on female agent-marriage spacing method etc.
- To provide feedback to higher Authorities on the status of Duplmentation 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	Today explaining An Cases Registration & Investigation.	we learnt about An cases	N. Sijthoff WBS
Day -2	she explains fever. survey and collection of Blood smears.	we learnt about How to survey and collection of Blood.	N. Sijthoff WBS
Day -3	is explaining. Immunization day. & ANC Day.	we learnt about ANC Day	N. Sijthoff WBS
Day -4	is explain. how to search TB cases	we learnt about How to scan TB cases	N. Sijthoff WBS
Day -5	is explaining. sanitation Day.	we learnt about sanitation Day	N. Sijthoff WBS
Day -6	is explaining. VHSYC Day and geriatric care Day	we learnt about geriatric care day.	N. Sijthoff WBS

WEEKLY REPORT

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

Objective of the Activity Done:

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

→ we learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal.

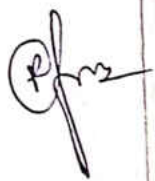
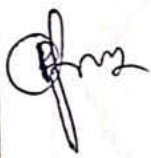
⇒ Identification of full army worm pest in Naite crop and suggested methods to prevent

→ Azimuth of crops (100%) inclusive of inspection of survey 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	Importance of RBK and Roads, electricity, Taps.	we learnt about RBK, scheme, a Taps bills.	—
Day - 2	Discus about the certificates and Rice cards, and civil supplies	we learnt about certificates, Rice cards.	
Day - 3	Discuss about the day Y.S.R Arogya scheme.	learn about the qualification of the Y.S.R Arogya scheme	N. S. J. 15/11/23
Day - 4	we participated to ward re survey.	we learn about WPS activities	12/11/23 WPS
Day - 5	He was explaining to daily works activities of WAS	learn't about daily work activities of WAS.	
Day - 6	Today was explaining to different construction work of WAS	learn't about WAS activities	

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned about Importance of soil testing process of soil collection in field in noncrop growing time. to know the nutrients in soil. and recommendation of secure fertilizers quality for various crops.

⇒ we know provide intimation regarding fire accidents, floods, cyclones and other accidents and Calonites to the higher officials 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

→ DNAPH: Disposition 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 Sachivalaya staff behaved very well with us.

They had shown an interest in technology and how the system works, 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 co-operation & extended their operation in the internship programme.

The digital assistant are used for helping in learning advanced and needs as this moment for accountability which keeps the system trust and worthy.

I am satisfied myself of this organization (gram ward sachivalyam) 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.

Jedam Sachivalyam place is a bit far from the village and ventilation is also good. I at Jedam Sachivalyam

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 - HPDO/HRO

Everyone is using the technology based

look to avoid duplicity and ensure transparency

the eligibility of any scheme.

1. Bio metric Division

2. Android Smart phones

3. IR TS 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
procedural we define which is very realistic and
given time management, competence & analog skills.

Every work in time is bounded and could
be deflected whole world is observing the
activity & Decision making is very important.

for Doing anything firstly practical
knowledge and 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, 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 my evaluation, descriptions / 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.

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 my evaluations, reports / 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 & those 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 to point and don't large to improve I will be clear of what I am saying.

I also encourage others to participate in the discussions to share their views.

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

Good 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 activity.

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 Pission.

3. QRCS Scanner

4. Face Authentication Programme

which given the realistic procedure

Secondly!

using E-POS Machine in PDS

Thirdly!

using 'Ops' & 'Even' in Land

Prenamely Program

- using drones in defrification of

Marks in Land alligment programme.

Student Self Evaluation of the Short-Term Internship

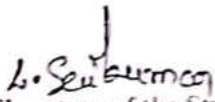
Student Name: <u>Laveeti Saikumar</u>	Registration No: <u>2022001356026</u>
Term of Internship: From: <u>12-12-2022</u> To: <u>18-03-2023</u>	
Date of Evaluation:	
Organization Name & Address: <u>GSWS - Pungapu-veedhi (21085011)</u>	

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:


 Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: <i>Laveti. Saikumar</i>	Registration No: <i>2022001356026</i>
Term of Internship: From: <i>12-12-2022</i> To: <i>18-03-2023</i>	
Date of Evaluation:	
Organization Name & Address: <i>QSWL- Punyapu Veedhi (21085011)</i>	
Name & Address of the Supervisor - <i>R. J. Naidu, Punyapu Veedhi;</i> with Mobile Number <i>Ward Secretary at . 9553385662.</i>	

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

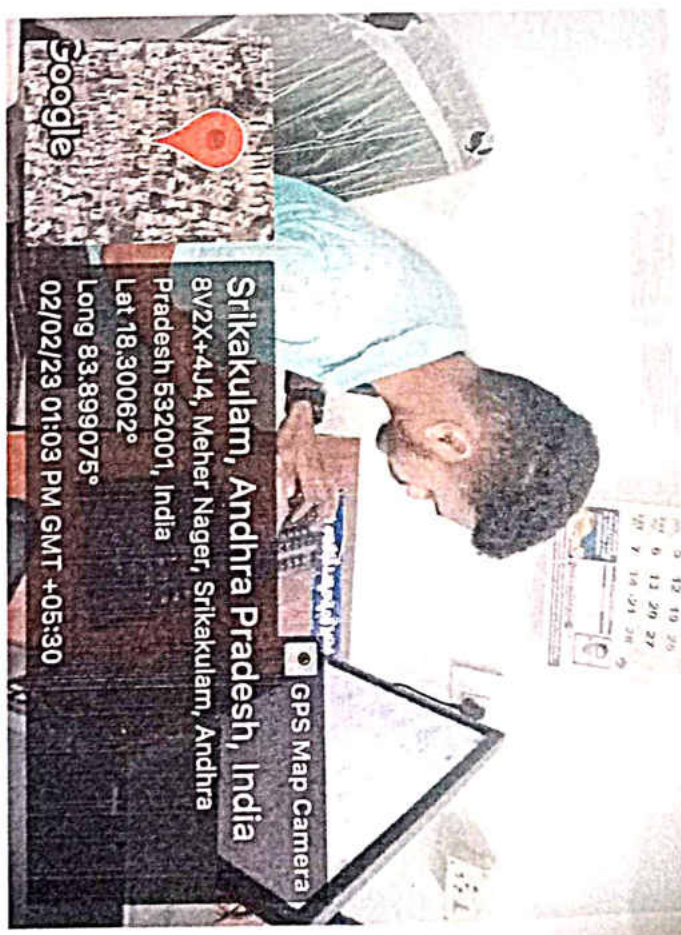
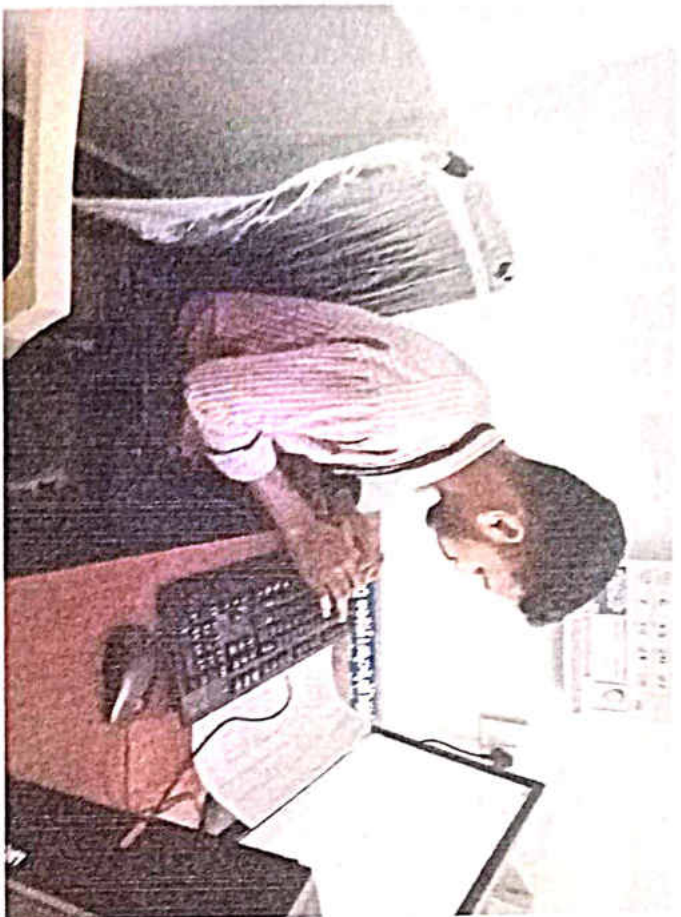
Rating Scale: 1 is lowest and 5 is highest rank

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: *6/5/2023.*

(Signature)
Signature of the Supervisor
Ward Administrative Secretary
Punyapu Veedhi-21085011
SMC, Srikakulam-532001

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:

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



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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Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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