

ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

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

www.apsche.ap.gov.in

PROGRAM BOOK

SEMESTER INTERNSHIP

Name of the student

MANDA OT VENKATARAMANA

Name of the college

GOVERNMENT DEGREE COLLEGE (MEN)
SRIKAKHAM
2022 001356629

Registration Number

Date of the start

14

From 12/11/22

18/12/2023

Name of the

Host Organization

Granta World Sachivaram
[Davyudala] vizianagaram

[U. Hyderabad]

YEAR

University

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.

-----<<@>>-----

Student's Declaration

I, MANDADI, VENKATARAMANA a student of _____
Program, Reg. No. 2022001356029 of the Department of ARTS, GOVERNMENT Degree college
(Men)
College do hereby declare that I have completed the mandatory internship
from 12/12/2022 to 18/03/2023 in Sachivalayam (Devukula) (Name of
the intern organization) under the Faculty Guideship of
Varahala Naidu (Name of the Faculty Guide), Department of
ARTS, GOVERNMENT Degree college (Men) Srikakulam
(Name of the College)

M. Venkata Ramana
(Signature and Date)

Official Certification

This is to certify that MANDADI. VENKATA RAMANA (Name of the student) Reg. No. 2022001356029 has completed his/her Internship in Sachivalayam (Devudala) (Name of the Intern Organization) on _____ (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of ARTS in the Department of Government degree college (men) (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

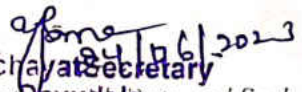
Principal

Certificate from Intern Organization

This is to certify that _____ (Name of the intern)

Reg. No 2022001356029 of Govt. Degree college (Men) (Name of the College) underwent internship in Sachivalayam (Devudala) (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/Not Satisfactory).


Panchayat Secretary
Authorized Signatory and Seal
Regidi Amadalavalasa (Md) SKL(Dt)

Acknowledgements

First I would like to Thank Sachivalayam Team for giving me the opportunity to do an internship for giving 'internship' within the organisation.

The success and orderful of this internship project requires a lot of guidance and endosment for 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 Principal for the facilities provided to accomplish this internship.

The internship opportunity I had with Sachivalayam was a great chance for learning communication 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 Sachivalyam
staff members and volunteers.

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

For permitting me to do the project work so
successfully.

My Sachivalyam staff members (or) workers giving
valuable guidance to complete the project successfully.

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

Contents

- ① CHAPTER 1: EXECUTIVE SUMMARY
- ② CHAPTER 2: OVERVIEW OF THE ORGANIZATION
3. CHAPTER 3: INTERNSHIP PART
4. Log Book [FIRST WEEK TO FIFTEENTH WEEK]
5. CHAPTER 5: OUTCOMES DESCRIPTION
 - Describe the real time technical skills you have acquired
 - Describe the non-technical skills you have acquired
 - Describe how you could improve your communication skills
 - Describe how could you work on house you have
 - 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 LINK Page No

Contents

- ① CHAPTER 1: EXECUTIVE SUMMARY
- ② CHAPTER 2: OVERVIEW OF THE ORGANIZATION
3. CHAPTER 3: INTERNSHIP PART
4. LOG BOOK [FIRST WEEK TO FIFTEENTH WEEK]
5. CHAPTER 5: OUTCOMES DESCRIPTION
 - Describe the real time technical skills you have acquired
 - Describe the non-technical skills you have acquired
 - Describe how you could improve your communication skills
 - Describe how you would enhance your learning
 - 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 Page No

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 in every village for growth and development in a sustainable manner

=> Implementation of Grama Sachivalayam to render door to door service to the household and also developing the village in a sustainable manner

=> Objectives of Grama Sachivalayam

* Sustainable Development

* Door to Door Service

* Health and Hygienic Condition

* Roles and Responsibilities of all Departments

* The on going Government Schemes

- * The on going government scheme through RBK
- x To Protecting Human Rights
- * To Prevention of child marriage

=> outcomes are achieved by Me in the Grama Sachivalayam

- * Learned the government schemes
- * Know the types of land used for growing crops
- * I got to know the health + treat ment 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 government 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.

1. Introduction of Grama Sachivalayam;

2. Providing various citizen services a short possible type

3. Single window service system

4. To ensure transparency to the people with government

5. Providing ambient environment by all living organization

6. Providing an GPDP (Gram Panchayat Development Programme)

7. Each functionary has a specific value to fulfill the
requirements of the villagers

8. Door to door service & welfare to the people

9. Citizen satisfaction the ultimate aim of an organization

10. Vision mission and values of the organization:

11. Grama Sachivalayam are secretariats setup in

Indian state of AP to decentralize town 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. Panchayat secretary | 6. Veterinary Assistant |
| 2. Digital Assistant | 7. Village sweeper |
| 3. Welfare and Education Assistant | 8. Mahila police |
| 4. Village and revenue officer | 9. ANM |
| 5. Engineering Assistant | 10. Zila Mah |

⇒ Role and responsibilities;

* These employees work on their duties by higher authority orders

⇒ performance: Each participating S has been worked by the state and each sector in the ultimate aim of self-sacrificing future plan to enrich the government's future and peoples 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 staff

* House hold survey

* we have observed the vector visit of village

* participate the child and Human Rights meeting

* we have observed the health checkup of the animals.

* Re survey of Agriculture land

* area Distribution.

* The bus vehicle arrived in the Sachivalayam, we observed to the guidelines of the room madam

* we went to school and anganwadis around the Sachivalayam area with महिला पोलीस मॅडम etc.

⇒ During the activity process Healthy and Hygienic environment created by the Secretaries

⇒ We are evaluated every week by Sachivalayam Staff

⇒ All the equipment provided by the organization

⇒ Like these :

- * Computer, Application forms

- * Soil testing machine

- * B.P machine, Thermometer, medicines, etc...

- * Animal husbandry items

- * Power tester, Cutting blower, tool bit

- * Revenue records.

⇒ Skills acquired :

- * To know the how to apply different types of certificates in Sachivalayam.

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

- * To acquire the knowledge of normal health check up 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 Habb and volunteers	Introduction	W&EA
Day - 2	Introduction of Non-Habitat security & welfare Education All India	TO know the security and Education All India	W&EA
Day - 3	Introduction of ANM and veterinary All India	TO know the ANM & veterinary All India	ANM
Day - 4	Introduction of VRO and women Police.	TO know the VRO & women Police	Kim/VRO / Dewada VRO
Day - 5	Introduction of line man & Agriculture All India	TO know the line man & agriculture All India	VAA
Day - 6	Introduction of the village surveyor and Digital All India	TO know the village surveyor and digital All India	W&EA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Kilipalem
functionaries & volunteers.

Main functions are as 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 scheme	we know the RBK scheme & agriculture scheme	VAA
Day-2	Discuss about the land Registration Rules	we learned the land Registration rule	VAA/VRD
Day-3	we are practising field work with veterinary & animal	we observed the normal health checked for animal	VA
Day-4	Discuss about the DM Y.F.P. Agricultural scheme	minimum qualification of the V.F.R. agricultural scheme	WSEA
Day-5	Reducing child mortality class by mobile notice medium.	we know about the child mortality	MP (WPS)
Day-6	Discuss about the various types of medicine	we learned the various medicine	ANM

WEEKLY REPORT

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

Objective of the Activity Done:
Detailed Report: During The second week we have discussed about these topics.
⇒ Introduction to agriculture and schemes on going on state related to agriculture
⇒ Market changes after introduction of PDK's at village level
⇒ we discussing about the how to apply land registration with vRO's
⇒ how to check the animals health status
⇒ we learned about the conditions of the Dr. Y.S.R. Arogya Sri Scheme
⇒ we participated child marriages campaign
⇒ 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 type of dilemmas	we learned about the dilemmas	ANM
Day -2	prohibition of the child abuses	we know the activity of child abuses	MP(WPS)
Day -3	who deserve to apply y.i.r permission class by welfare & individual.	we summarizing last qualification of y.i.r permission	W&EA
Day -4	different type of animal dilemmas class by veterinary staff	we gained about the animal dilemmas	VA
Day -5	we participated on village screening	we observed the activity	W&EA VRO
Day -6	Health care class by organization staff.	we know the health care score	AA

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. Calamity

=> prohibition of child abuse with different types of methods.

=> we gain about the knowledge of penitence categories

- => types of animal diseases: 1. foot and mouth disease
- 2. food & mouth disease
- 3. diarrhoea

=> killinoleem village having an agricultural & handcraft area of 116 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 immediate village	we observed crops that are in village	AA
Day -2	we participated in Health survey activity	we acquired knowledge about the health survey	ANM
Day -3	we know about the Panchayat with Panchayat.	I had to apply on my own existence	WFEA
Day -4	Awareness Programme on child Rights	to know about the child Rights	WPS
Day -5	Survey of the crop land with visiting	we gain knowledge of crop land	Kempurao VRU
Day -6	we discussed that festival days are given that animals.	we learned about the festival days	AHA

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 Kinnar village	we observed crops that in village	AA
Day - 2	we participated in Health survey activity	we acquire knowledge about the health survey	ANM
Day - 3	we know about the sexa postals with Pre-activity.	I had to apply on my own experience	WEEA
Day - 4	Awareness Programme on child Rights	to know about the child Rights	WPS
Day - 5	Survey of the crop land with VRO's	we gain knowledge of crop land	Kempurao VRO
Day - 6	we discussed that sensor tags are given that animals.	we learned about the sensor tag	AHA

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 defined various crops and their sowing time through out the year

=> I had apply on my own experience for seva 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	How to measure the shoot class by VRO sir	short measuring	VRO
Day - 2	We saw the pregnant lady during health checkup by ANM madam	We observed health promotion	ANM
Day - 3	We attending cluster level training programme	We know about the child safety education	WRS
Day - 4	We participated on vaccination of animals in 'devabla' village	We observed the vaccination	AHS
Day - 5	We discussed Y.S.R Amma Vadi Vidya devala scheme	We acquire the knowledge of the scheme	WQEA
Day - 6	We discussed about Paddy harvesting	newly grown variety of Paddy harvesting.	VAA

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 - majority grown variety of paddy MTU 1061 & HTU 7029

⇒ Learned The process harvesting of Paddy manually and saw harvesting with paddy

⇒ we participated in cluster level training on child rights & child safety education for parents.

⇒ Y.S.R AMMAVODI - Yearly 15,000/-

Y.S.R. VIDYADEVENA - Yearly of their college terms

Y. S. R VASATHI DEVENA - 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	WPS
Day - 2	learned orally about paddy combine harvester	we know the paddy combine system	VAA
Day - 3	to survey the Arogya - Sri cards in Devurkula village	how to survey Arogya Sri cards	ANM
Day - 4	Y.S.R Vanana 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	AHA
Day - 6	They said how to apply for land passbooks.	we equized the knowledge about the passbooks.	Wing 20 VRO

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the 6th week we shall discuss about these topics:

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

⇒ who may apply the scheme of Vanhana rather than follow of rules and qualifications class by W & EA Sir

⇒ we get the more important contents about scheme of Vanhana rather

⇒ we acquiring the some knowledge for survival of Aargaza Sri & Card schemes.

⇒ we know the main rules and regulations about apply the hand 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 2.8.1 PHIMA Class by W& EA 8:18.	we gain the knowledge about this scheme	W& EA
Day -2	we are participated in conduct tests of urine of pregnant women	we acquire the some knowledge	ANM
Day -3	we participated in Pote Vishnu badi programme	we gain good knowledge about this programme	AHA
Day -4	Learned about Thrushing activities of Paddy	we know the more knowledge of Thrushing	VAA
Day -5	Explaining the mutations & position certifications of land	we gain good information about this certificates	Kimpro VRO
Day -6	we learned about the reducing activities for cyber crimes	we learned these activities	WPS

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 Y.S.A BHIMA to
shall submit data through website in our
own.

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

⇒ Learned about Threshing activities & Paddy
threshing of Paddy threshing and
bags in field farmers use soggy bags.

⇒ we learned about the 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	To participated preventive Jiwanming	we gain the some knowledge	ATA
Day -2	How to collecting the water tax, cases & taxes class by VRD	know the tax.	Kiriyi20 VRD
Day -3	she explaining the how to maintain the records in Sakti Velayam	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	W&EA
Day -6	transporting of paddy at PRU levels.	very useful information gain 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:
1) To coordinate with The heads of The educational institutions in The area motivate The students we were irregular in attendance or poor in studies to improve Their performance
2) How to create awareness on government programs for the welfare of women and girl children through Mahila Sakti Kendra Scheme was learned by me.
3) what records have ANM Madam and Main importance of the records
4) Transferring of Paddy to Miller through paddy procurement centers 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 use ful information to us	WPS
Day -2	How to conducting the population of family welfare screening	we know about population screening	ANM
Day -3	explain the social harmony and civil rights in village level	we gain the information about civil rights	W&EA
Day -4	How to allowed the certificates about healthy & valuation for animals	we acquire know ledge this certificates	AHA
Day -5	conducted awareness among farmers on paddy procurement	we learned how to conduct this meeting	VAA
Day -6	How protect Gov. lands & tank areas and properties class by VRO	we learned how to protect the Govt. properties	Kam/20 VRO

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 / common cancers.

i.e. breast, cervical and oral (women) and man (oral, lung - 2 prostate cancer)

⇒ we know the how to allowed health & valuation certificate to animals

⇒ we knowing how to manage house order issue in devadala village office

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

⇒ we know conducted awareness among farmers on Paddy procurement policy 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 yellow pussey	we know the Riceal pussey	VAA
Day - 2	explaining about forest development.	we know the important points	ATHA
Day - 3	how to maintenance of village Revenue records class by VRO	we know the knowledge about points	VRO
Day - 4	women safety class by WPS madam	we know the points about women safty	WPS
Day - 5	how to applied for kalyana kamuka in official website	we know the way of apply for scheme	WQEA
Day - 6	how to motivate pregnant women by dilivatives class by ANM	we know the valuable information	ANM.

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ we learned the concept of about rice & pulses

⇒ Motivate pregnant women for institutional deliveries or trained attendant at birth

⇒ we know about how to maintenance of Village Revenue Records and an Village Revenue Accounts promptly and accurately

⇒ we learned how to protecting women in difficult situations & how to improve women safety actions in village areas

⇒ we know the good knowledge about Kalyana Kanksha scheme and we learned the apply for this scheme in official website in our own with privacy

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 session to formary class by WPS	we know the this type of meeting	WPS
Day - 2	Brief explanation about to can recovery class by VRO sir	we know-brief information in this class	VRO
Day - 3	we participated in implementation of Ration Balancing pro	we acquirind the more Information	ATA
Day - 4	we learned about Sowing methods of maize	we know about this topic	VAA
Day - 5	we participated in distributed things programme	we acquirind some information in this distriktion	ANM
Day - 6	How to send proforma for perusion and monthly report to MPDO	we know the know ledge about sent to MPDO	WE & EA

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 permission to MPDO & also how to send monthly report to the MPDO

⇒ We know the which are distributed in conventional contraceptive and of use to the couples on demand

⇒ We know about the Implementation of Ration Balan-cing Programme and also which Ration give to animal for growth and development

⇒ Counseling sessions to farmers against suicides stress management with help of stake holders.

⇒ We know some methods of maite

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 cost and income certificates	we learned the process	Kimfudo VRO
Day -3	Different welfare departments class by welfare Assistant	we listened the class and gain the department	WE EA
Day -4	How to arrangement of PSE material	we learned about PSE material	WPS
Day -5	How to Grounding of animals under Y.S.R Chexutha	we know the this scheme benefits	AHA
Day -6	we Participated fertilizer distribution from RBK.	we know the process distribution	VAA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: During the twelfth week we shall discussing about the topics:

⇒ we learned about process of fertilizer distribution from RBKs and involved in all attend of Urea to farmers through DBT process
sowing methods of maize and irrigation methods used in maize
maize in zero tillage method

⇒ cost of production in maize from farmers

⇒ we know how to education 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 - 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 infestility camp in village areas	we improve our management skills	AAA
Day - 2	We assumed how to conducting mahila mandal meetings	we learned about this meetings	ANM
Day - 3	we participate in awareness unimportance of e-crop programme	we know about e-crop	Wm/VRD VAD
Day - 4	How to organize the pre-school class by WPS madam	we learned the some beautiful activities	WPS
Day - 5	How to provide feedback to higher authorities	we know the process	WPEA
Day - 6	How to intimate the higher authorities	we acquiring this process and remembered	Wm/VRD VRD

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 participate conducting awareness on importance of e-crop booking of various crops in Rabi 2022-23.

⇒ farmers under e-crop booking will be benefited with procurement of crop at MSP crop insurance; etc...

⇒ we learned reach of unknown persons to inform higher authorities.

⇒ we assumed participate in the local mahila mandal meetings, and spread the message on family planning, 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	WE EA
Day - 2	we learned what are the azamish crops	we know about Azamish crops	VRO
Day - 3	How to maintaining the eligible couple register class by AUM	we learned this register information	ANM
Day - 4	How to develop nutri Grameen in village level.	we know the development process	WPS
Day - 5	How to update data on e-crop class by Agriculture SI	we know the about e-crop website	VAA
Day - 6	which items have the TMR kit class by AHA SI	we acquiring the information thing in this kit	AHA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the forthcoming week we shall discussing 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 fall army worm pest in maize crop and suggested methods to prevent.

⇒ Azmaish of crops (1001) includes of inspection of survey stones.

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

⇒ facilitate to develop village level nurli carden Anganwadi level kitchen corneth.

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 situation class by VRO for	we acquire some knowledge	VRO
Day - 2	What are the enrolment of benefits -ries	we know the benefits of enrollement	WPS WPS
Day - 3	we participated in soil & testing process	we knowing the processes	VAA
Day - 4	How to conducting the JNAPH programme in village areas.	we learned about this programme	AHA
Day - 5	Importance of Sachivalayam and it's working processes	we learned the importance of Sachivalayam	WCEA
Day - 6	How to Identify women for medical termination	we gain the knowledge for medical Termination	ANM

WEEKLY REPORT

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

Objective of the Activity Done:

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

1) we learned about compliance of soil testing process of soil collection in field in how crop growing time to know the nutrients in soil and recommendation of requisite fertilizer quality for various crops.

2) we know provide information regarding fire accidents, floods, cyclones and other accidents and fatalities to the highest officials whenever and whenever they occur and provide assistance to the revenue.

3) Identifying women in need of medical termination of pregnancy (MTP) and refer them to the nearest hospital.

4) INAPH: Information of animal productivity and health surveillance

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, 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 faculty 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 professional 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-ordinate & extended their operation in the interlinked programme.

The digital assistant are used for helping in learning advanced and made at the moment for accountability which keeps the system track and working

Jam. Satisfied myself of the organization (exam ward sachivdaran) provided and working culture

Everyone gives value to time and everyone behave well with us they said were very well guidance and person are very well. and useful Killipoden sachivdaran. Place is a bit far from the village and ventilation is are good of Killipode Sachivdaran.

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 All India field verification -
welfare Assistant Third Party verification -
Administrative Debt

now Applied - VRO

Fixed Applied - ~~APRO~~ MRO

Everyone is using the technology bound work
to avoid duplicity and ignore frauds
in the eligibility of any scheme

1. Bio metric Division
2. Android Smart phone
3. QR SC annex
4. Face authentication

[achieve] the real time governance Product
Pre define which is very realistic and given
time management competence & analog skills.

Every work in time is bounded and can 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 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.

⇒ Each work is systematically managed.

Application program digital Assistant
field verification - welfare Assistant
third party verification - Administrative Staff
Pre Applied - VRO
Final Applied - MPO/MRO

Everyone is using the technology bound
work to avoid duplicity and ensure transparency
in the eligibility of any scheme

1. Biometric division
2. Android Smart Phones
3. IRIS Scanners
4. Face Authentication

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.,)

I experienced a very good environment with Procedural knowledge & kind of people in this organisation all the staff are very functional in attending the office. All the faculty/program 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 Industrial Programme.

I always brief every one when I see
them & these wherever they do good
things.

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

The way or the grounds the key
points is greatly improved in this
pattern ship I learned how to greet others
and thank you.

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

⇒ Each work is independently managed application
Program digital allied field verification -
wel fare allied third party verification -
administrate health

are applied - vido
find applied - wpro/mro

Everyone is using the technology board
work to avoid duplicity and ignore redundancy
in the eligibility of any scheme

1. Bio metric Division
2. Android smart phones
3. QR & sc connect
4. Face authentication.

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 Division
3. IRIS scanner
4. face authentication programme.

which given the specific procedure

secondly :

using E-PoS machine in POS

thirdly

using 'corp' & 'given' in land

are namely Programme.

- using stores in definition of marks/ in land all against Programme.

Student Self Evaluation of the Short-Term Internship

Student Name: MANOABU VENKATA RAMANA	Registration No: 201200156019
Term of Internship: From: 12/12/2022 To: 18/03/2023	
Date of Evaluation:	
Organization Name & Address: Girawa Urold Sachivalayam Devulada, Vizianagaram	

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:

N. Venkatesan
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: MANOJ VENKATA RANNA	Registration No: 2022-001562
Term of Internship: From: 12/12/2022 To: 18/03/2023	
Date of Evaluation:	
Organization Name & Address: Gyanma world Sachivudham	
Name & Address of the Supervisor: DEVUDALA VIKRANTH	
with Mobile Number: 9989174300	

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:

Done
Pandhaya Secretary
Devudala
Regidi Amadavalasa (Md) SKL (D)

PHOTOS & VIDEO LINKS

Page No

EVALUATION

Page No

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: MANDADI VENKATA RAMANA

Programme of Study: B.A [T.E.P]

Year of Study: 2022 - 2023

Group: B.A [T.E.P]

Register No/H.T. No: 2022001356029

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SRIKAKULAM

University: DR. BRAHMBHAKTAR UNIVERSITY [ETCHEVIA] SRIKAKULAM (OIS)

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
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: **MANDADI VENKATARAMAN**
 Programme of Study: **B.A [T.E.P]**
 Year of Study: **2022 - 2023**
 Group: **B.A [T.E.P]**
 Register No/H.T.No: **2022 001356029**
 Name of the College: **GOWDARJUN DEGREE COLLEGE (MEN) Srikakulam**
 University: **DR. BRAHMANANDA UNIVERSITY.**

3

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)
2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road
Attmakur (V) Mangalagiri (M), Cuntur, Andhra Pradesh, Pin - 522 503
www.apscche.ap.gov.in