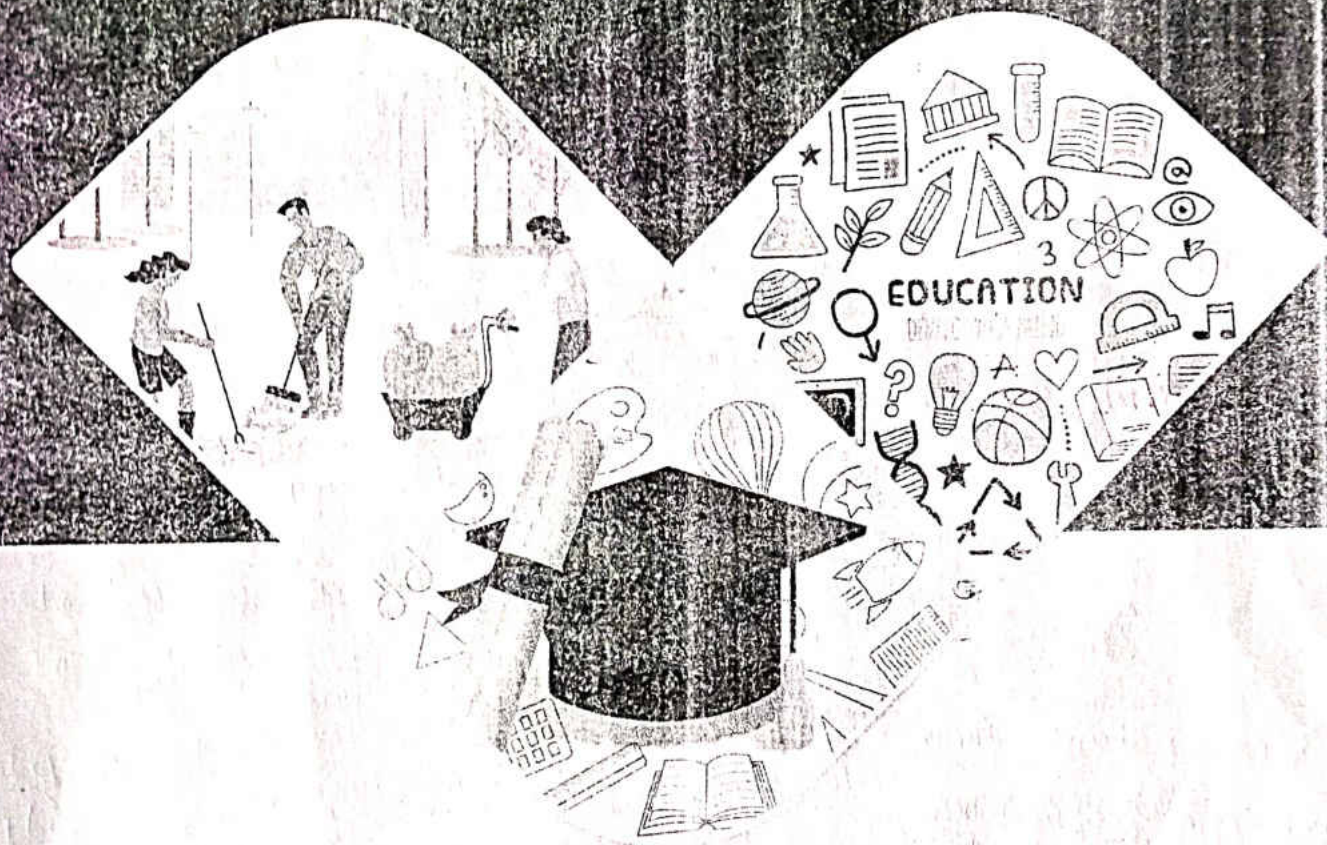


Model Program Book



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: Vempata pu Neelam

Name of the College: Govt Degree College (men)
Sriharipuram.

Registration Number: 202200133 6043

Period of Internship: From 12-12-21 to 18-03-23.

Name & Address of the Intern Organization: Sanchiv alayam.

Dr. B.R. Ambedkar University

YEAR

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Vempatapu Neelam
Programme of Study:
Year of Study: 2021 - 2023
Group: B.A.T.P.
Register No/H.T. No: 202200135 6043
Name of the College: Govt Degree College Srikakulam.
University: Dr. B.R Ambedkar

SLNo	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

INTERNAL 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.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

Student's Declaration

I, Vempatapu Neelam a student of BA CT, c.p]
Program, Reg. No. 2022(0135643) of the Department of Government Degree College
College do hereby declare that I have completed the mandatory internship [men]
from 12-12-22 to 18-03-23 in Sachivalyam (Name of
the intern organization) under the Faculty Guideship of
Venugopal Rao (Name of the Faculty Guide), Department of
specialtelugu Philosphy crout Degree College (men) Sr.
(Name of the College)

V. Neelam
(Signature and Date)

Official Certification

This is to certify that Kan V. Nee lam (Name of the student) Reg. No. 2022001356043 has completed his/her Internship in Sachivalayam (Name of the Intern Organization) on Secretarial (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of Tep in the Department of Govt Devare College (men) Sri (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Acknowledgements

First I would like to thank Sachivalayam Team for giving me the opportunity to do an internship for giving +ntership within the organisation.

The success and orderful of this internship project requires a lot of guidance and endorsement from many people in the eduskills organization.

I also would like all the people that worked along with me and Sachivalayam with their patience and openness they created an enjoyable environment.

I am highly indebted to Director and principal for the facilities provided to complete this Internship.

The internship opportunity I had with Sachivalayam was a great for learning computational skills.

I perceive as this opportunity as a big
in my career development all secretarial staff
are friendly with me and also their teaching.
everything like Schemes, Agriculture class are
very good and simple way of teaching skills

express my sincere thanks to
all Sachivalayam staff members and volunteers

Their class are very good impact

They should very responsible and very duty
mind on all the inter ship students

for permitting me to do the

Project work to successfully

my Sachivalayam staff members (or)
workers giving valuable guidance to complete the
project successfully

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

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- Describe the real time technical skills you have acquired
- Describe the managerial skills you have acquired
- Describe how you could improve your communication
- Describe how could you would enhance your abilities
- 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

8. photos & video links.

* The on going government schemes through PBR

* To protect human rights

* To prevention of child marriage.

* Outcomes are achieved by me in the Orana savhivalayam.

* 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 right

* I got to know what nutrition box is

give to Anganwadi children and pregnant ladies

* I Learned how to manage to people and

also meetings at government office

* I learned how to interact to the people

* I improve the also communication skills

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 nutritive manner.

⇒ Implementation of Grama Sachivalayam to render door to door service to the village to the household and also developing the

⇒ functioning of Grama Sachivalayam to do many types of function which does with all the activities required in a village

⇒ objectives of Grama Sachivalayam.

- * Subsidy disbursement

- * Door to door service.

- * Health and Hygienic Condition

- * Roles and responsibilities of all department

- * The on going movement schemes.

⇒ During the activity process Healthy and Hygienic environment creating by the secretaries.

⇒ we are evaluated every week by Sachivalyam

⇒ All the equipment provided by the an organization like these:-

- * Computer, Application forms

- * Soil Testing machine

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

- * Animal husbandary items

- * Power Taper, cutting blower Pool kit

- * Revenue - recorty.

⇒ Skills acquired:-

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

- * To learned how to estimate of normal Health Checkup of Animals and Human beings

- * These are the skills acquired in the Inter ship programmes

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 organization
- * providing vision citizen service of a short
- * possible type
- * single window service system.
- * To secure transparency to all living organization
- * planning of pddp coram panchayat development program
- * Each Functionary has a specific value to fulfill the required to the villagers
- * poor to poor service & welfare to the people
- * Citizen satisfaction the inherent aim of an organization
- ⇒ vision, mission and values of the organization

* Grama sachivalayam, are secretariats setup in Indian state or to decentralise the administration by having services and welfare of all government departments available at one place.

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

⇒ Policy of the organization:

The scheme was inspired by Mahatma Gandhi's concept of Grama Swarajya that promotes villages becoming self-sufficient, autonomous.

⇒ organizational structure:

- 1) Panchayat secretary
- 2) District secretary
- 3) welfare and education officers
- 4) village and revenue officer
- 5) Engineering Assistant.
- 6) Veterinary Assistant
- 7) village surveyor
- 8) Mahila panchayat
- 9) ANM.
- 10) Zilla men.

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 Asst.
 - * House hold survey
 - * we have observed the veter visit of village
 - * participate the Child and Human rights meeting
 - * we have observed the Health Checkup of the animals
 - * Re Survey of Agriculture Cans
 - * Urea distribution
 - * The 100 vehicle received in the Sachivalyam we observed to the gardening of the ANM madan.
 - * we went to schools and organized around the Sachivalyam area oth. madan pochi madan etc

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Introduction of staff and volunteers	Introduction	GBL
Day -2	Introduction of Panchayati & welfare Education Assistant	To know the secretary and Education Assistant.	GBL
Day -3	Introduction of ANM and Veterinary Assistant.	To know the ANM & Veterinary Assistant.	GBL
Day -4	Introduction of VRO and women police	To know the VRO women police.	GBL
Day -5	Introduction of live men & Agriculture Assistant	To know the live men & Agriculture Assistant.	GBL
Day -6	Introduction of the village surveyor and digital assistant.	To know the village surveyor and digital assistant.	GBL

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Gram Sachivalaya Kilipattam Snetivaries
& volunteers.

Main Functions are in follows.

- * Panchayati Secretary
- 2. Digital Assistant
- * welfare and education Assistant
- * Village and Revenue officer
- * Vector map Assistant.
- * Engineering Assistant
- * Village surveyor
- + Mahila Panch
- * ANM
- * Civil man.

Overall in Charge is Panchayati-
Secretary who is maintaining all the
activities in ward.

Field visit by ANM give an opport-
unity well the organization staff is behaving
with the village.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In Charge Signature
Day - 1	Importance of RBK and Agriculture Schemes	We know the RBK scheme Agriculture scheme	GBL
Day - 2	Discuss about the Land registration Rules	We learned the land registration rules	GBL
Day - 3	We are practiced field work with veterinary assistant	We observed the normal health checkup for animals.	GBL
Day - 4	Discuss about the dry. & Progya Sri card scheme.	minimum qualifications of the dry. & Progya scheme	GBL
Day - 5	Redysing Child marriage class by महिला पोलिस मंडळ	We know about the child marriages.	GBL
Day - 6	Discuss about the various types of medicines	We learned the various medicines.	GBL

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the second week we shall discuss about these topics

⇒ Introduction to agriculture and schemes on going in state related to agriculture

⇒ major changes after introduction of R.B.I.s at village level

⇒ we discussing about the how to apply land registration with VRO Sir.

⇒ How to check the animals Health.

⇒ we learned about the Conditions of the Dr. Y.S.R. Arogya Srischeme.

⇒ we participated child marriages.

⇒ we know the Importance of medicine

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	discuss about the different types of disease	we learned about the disease.	PSU
Day -2	prohibition of the child abuse case	we know the activities of child abuser	ABL
Day -3	who deserve to apply VSR penals class by welfare dist.	we remembering that qualifications of VSR self inv.	AD
Day -4	different types of animal disease class by veterinary sir.	we gained about the animal disease	ABL
Day -5	we participated in village meeting	we observed the activity	ABL
Day -6	horticulture class by agriculture dept.	we know the horticulture class.	ABL

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:-

* Dengue

* Malaria

* Typhoid

* Cholera.

⇒ prohibition of child abuse with different types of methods.

⇒ we gain about the know ledge of Penetration categories

Types of Animal Disease:

* Foul Calore

* Food & mouth diseases

* Anthrax.

⇒ Kilipalam village having an agriculture

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 Ellipalem village	we observed crops state in village.	GB
Day - 2	we participated in Health survey activity	we agvric know about the health survey.	GB
Day - 3	we know about the save portass with practicaly	I had to apply in my own experine	GB
Day - 4	Awarness program on Child Right	to know about the child right	GB
Day - 5	survey of the crop lands with Vbo. sir	we gain knowly of crop lands.	GB
Day - 6	we discussed that sensor tags are given that animals	we learned rules of the sensor tags.	GB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the forth week we shall discuss about these topics

⇒ different types crops :-

1) banana

2) maize

3) Black gram.

4) green gram

5) Coconut.

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

⇒ I had apply on my own apriche for save parlat 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	Wife HAD to measure the glove class by VRO	glove measuring	GBL
Day -2	We saw the pregnant lady during her Health check.	We observed health precaution.	GBL
Day -3	We attended cluster level training programme	We know about child safety esuctaly	GBL
Day -4	We participated in vaccination of animals in Kallipete Village	We observed the vaccination.	GBL
Day -5	We discussed Y.S.R Anna Padi & Vidya devesana sh chy.	We agree the knowledge of the shag	GBL
Day -6	We discussed about paddy harvesting	majority grain variety of paddy harvesting.	GBL

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒ paddy harvesting - majority grown variety paddy mu 1061 & H10 7019.

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

⇒ we participated in cluster level Training on Child & Child safety Education

⇒ Y.S.P. Ammaavadi

Yearly 15,00

Y.S.P. Vidyalokera yearly of their wage them 20,00.

5

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Importance of R.B.K and Agriculture schemes	We know the R.B.K scheme & Agriculture	GB
Day -2	Discuss about the Land Registration Rules	We obtained the Land Registration Rules	GB
Day -3	We participated field work with Veterinary assistant	We observed the normal Health check for animals	GB
Day -4	Discuss about the Dr. Y.S.R. Pragna Sri Card Scheme	minimum qualifications of the Y.S.R. Pragna Sri Scheme	GB
Day -5	Reading child marriage class by mahila panchayat	We know about the child marriage	GB
Day -6	Discuss about the various types of medicines	We learned the various medicines	GB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the second week we shall discuss about these topics

* Introduction to agriculture and changes on going in state related to agriculture.

* major changes after introduction of RBK at village level

* we discussing about the how to apply land registration VRoSri

* How to check the animals health status.

* we learned about the conditions of the pr. x.s.r. Arogya Scheme

* we know the importance of well-s

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	We learned y.g.r Bttn class by w & en gr	We gain the know ledge this screw	GBL
Day - 2	We are participated in conduct tests on bridge of pray	We acquire the some knowledge	GBL
Day - 3	We participated in page vigatardi Programme	We gain good knowledge about this Programme.	GBL
Day - 4	They had about Thrushi activities of Paddy	We know the more ledge of Thrush.	GBL
Day - 5	Explaining the mitations & position certifications of land	We gain good information about this certifications.	GBL
Day - 6	We learned about the reducing activity for eyes coins	We learned that activity is	GBL

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 know ledge of V.S.R BHMA to shall submit date through website in our omw

* Conduct test of Urine Pregament women for albenen and sugar and estimate heme Globlin level at clinic in addition to recording Hb and Blood pressure.

* Learned about thrashing activities of paddy functioning of paddy Thresher and bag in farmers use so as bags

* We learned about give ration & 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 diwarming	we gain the some know ledge	<i>[Signature]</i>
Day -2	How to collecting the water tax, cases & Taxes Class by VR.081	know the tax	<i>[Signature]</i>
Day -3	she explaining the need to maintaining records in Sachivalan	we observing the records	<i>[Signature]</i>
Day -4	explaing the mahila sakti kendra sche	we know the this scheme	<i>[Signature]</i>
Day -5	we participated in awareness programme in school for children	knows the important information	<i>[Signature]</i>
Day -6	Therawotting of Pakky at R.B.T levels	very use full information going this class.	<i>[Signature]</i>

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

* How to create awareness on government programs for the welfare of women and girl children through Mahila Sakti Kendra Scheme was learned by me

* What records have ANM maintain and main importance of these records.

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 low & order issues in village class by WPS	Very useful information to us	P. Ex
Day - 2	How to conducting the population of family welfare series	We know about populat screening	P. Ex
Day - 3	Explain the social harmony and civil right in village	We gain the information about civil right	P. Ex
Day - 4	How to allowed the certificates about Healthy & valting.	We acquir know ledge this certificates	P. Ex
Day - 5	Conducted awareness among farmers on Padd prouvement	We learned how to Conduct this meeting	P. Ex
Day - 6	How produces OTV laws & plant trees and properties class	We learned how to protate the govt proper	P. Ex

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

1. we learned conduct population screening for Hypertension/diabetes
3. common cancers i.e breast cervix
and oral (women) and melanoma
2. Prostate cancer

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

* we knowing how to manage low real Killipale village

* we learned how to maintaining and valuing the government lands
Government taxes and government

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 fallow pulses	we know the Rice & pulses	GBL
Day-2	explaining about faster development	we know the important points.	GBL
Day-3	how to maintained village revenue records class by rdo	we know the knowledge about village records.	GBL
Day-4	women safety class by wps mand.	we know the points about women safety	GBL
Day-5	how to applied for kalyana banuka in official website	we know the way to apply the service	GBL
Day-6	how to motivate pregnant women & deliver class by anita	we know the value in for	GBL

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fifth week week
we shall assist about these topics

* we participated conducting awareness
on impact of e-crop banking in
2022 - 2023.

* farmers under e-crop banking
will be benefited with procurement
of crop at MSP crop insurance.

* we assumed particular fu. lact-
maria mandal meetings and
spread the messages on 1 social
media

* to provide feedback to highest
authorities on the status
of Implantation to the
said

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	To participated prevent we gain the some knowledge - ge		AB
Day - 2	How to collecting the water tax cost a Taxes class by V.R.O Sir	know the tax	AB
Day - 3	the explaining the how to maintaining the records in Sachivalga	We observing the records	AB
Day - 4	Explaining the mahila sakti kendras	We know the this school	AB
Day - 5	We participated in awareness programme in school for children	knowing the importance of information.	AB
Day - 6	Grains pitting at Paddy at D.B K lavess	Very good full information given their class.	AB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the eighth week we shall discuss about these topics

⇒ To coordinate with heads of the counselling in sessions in the overall motivates the students who are irregular in attend or poor in studies to improve their performances.

⇒ How to create awareness on government programs for the welfare of women and girl children through Mahila Sakshik Kendra

⇒ What records have ANM madam and main importance of these records

⇒ Transports of paddy to millets centers set up at RBK levels
ms 100kg grade A up 2040 80k
Grade Reddy 1632L

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in case of order issues in village	very useful information to us	AB
Day - 2	How to conducting the populations of family well screening	we know about population screening.	AB
Day - 3	explain that social harmony and civil right in villages level	we gain the information about civil right	AB
Day - 4	How to allowed the center about health & about fast	we acquire know ledge that certificates	AB
Day - 5	conducted awareness among farmers on paddy prouvement	we acquire know ledge their certifi cates.	AB
Day - 6	we protect our lands & house trees and properties	we learned how to protect the properties.	AB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the twelfth week we shall discuss about these topics.

* we learned about process of fertilizer distribution from R.B.K and its value in all aspect of urea to farms etc.

Soaring methods of maize and irrigation methods used in maize

maize in zero tillage method

* cost of production in maize for

* who know how to educate the mother on the importance of breast feeding family health family planning nutrition immunization and

* all welfare department should welfare - rural welfare be welfare - non-rural welfare different kind of 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 in fertility comp in village areas	We improve our management skills	GB
Day -2	We assumed how to conducting meetings mandated meetings	We learned about this meetings.	GBL
Day -3	How to organize the TO - school class. by wps made	We learned the some seat full.	GB
Day -4	We participated in awareness on importance of crop program	We know about crop.	GB
Day -5	How to provide food back to night	We know the process	GB
Day -6	How to intimate to night activities	We acquiring this process and remember.	GB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

During the fortnightly week we shall discuss about these topics

* we participated conducting awareness on importance of e-crop booking at various crops in Rabi 2022-23.

* farmers under e-crop booking will be benefited with procurement of crop at msp, crop insurances etc.

* we learned death of unknown persons inform higher authorities

* we assured participate in local Mahila Mandal meetings and spread the messages on female aged

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 scheme	we know procs and scheme.	ASB
Day -2	We learned what are the drought crops	we know about drought crops.	ASB
Day -3	How to maintaining the eligible couple registers class by ant	we learned register information	ASB
Day -4	How to develop nutrition garden in villagers level	we know the development process	ASB
Day -5	How to update data on e-crop class by agricultural sir	we know the about e-crop website	ASB
Day -6	Which items have the TMR kit class by ANAGY	we are giving the important the it mes.	ASB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

during the fourteenth week we shall discussing about these topics

* We learned how to update data on e-crop portal of farmers who registered their crops in e-crop portal

* Identification of full army worm pest in maize crop and suggested method to prevent

* AZ mesh of crops 100% in class of inspection at survey station

* maintain eligible couple register prop the information for motivation of couples for acceptan.

* facilitate to develop village level nutri garden organised kitchal garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What are main activities for disaster situations	we acquire some knowledge	AB
Day - 2	What are the enrollment activities	we know the benefits enrollment	AB
Day - 3	we participated in soil testing process	we know the process.	AB
Day - 4	How to conduct the INPH Programme in village and	we know about this process.	AB
Day - 5	Importance of seed and its use	we know the importance of seed.	AB
Day - 6	How to benefit women for micro-finance	we gain know how micro-finance	AB

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

* we learned about Impalau. of
sail process of sail collection
in field on iron core. growing from
to know the newest in - sail

* we know provide animation regarding
accidents floods cyclones and other
accidents and where

* Identify women in need medical
Termination of Pregnancy MTP
Refer them to the
nearest centre

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 good environment with project knowledge & kind of people in the organisation all the staff are very punctual in attending the office all the secretarial staff behave & very.

The head shows an interest in technology and how the system work and ad administration activities are handled in procedural manner the facilities are good and the is a the

the time they spend for us in beginning in working schedule are appreci

The staff co-operation & extended the operation in the enter programme.

The digital assistant are used for helping in learning advanced and need as this moment for accountability which

keep system the and way

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 filed
Verification work Assistant Third party work

pre Applied - VRO

Final applied - HPD / MRU

Everyone is using the technologies

bound work to avoid duplicity and

more transparency the clarity of any case

* Bio metric Division.

* Android smart phones

* IRIS scanners

* 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 thing governance procedural pre define this very realistic and given to management, competences & along with every work in time is bounded and can be neglected whole work is observing the activity & decision making is very important for doing any thing firstly practical knowledge and secondly planning & thirdly the procedure for implementation.

I always correct every one when see
them & there always going to good
things.

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

The way of the grasping the key
points is greatly improved in this

interview & recognized how the great
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 divison I always space with point to point and don't lingers to improve I will be clear of what I am saying.

I also encourage often to participate in the dissaussions to share there views

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

oral skills are developed and different ideas comeout in group discussions
lead less skills and
communication skills are developed

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 my self in communication of different people in different places.

My written communication is improved by writing say evaluation / description / thesis.

My anxiety level / are low ; I am very much patient and listen when feel anything & less more anxiety

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

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

- * Holding of smart phones
- * Bio-metric session
- * P.R.T.s scanner.
- * Face Authentication programme

which given the real time procedure secondary

using e-pos machine in P.D.s Thirdly

using COPS & Revlon in and
Rehanceley program.

- using stores in diff

it mark in hand
programme

Student Self Evaluation of the Short-Term Internship

Student Name: V. Neelam	Registration No: 2022-001356043
Term of Internship: From: 12-01-22 To: 18-03-23	
Date of Evaluation:	
Organization Name & Address: Sachivalayam	

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:

V. Neelam Reddy.
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: V. Neelam

Registration No:

Term of Internship: From: 12-12-22 To: 18-03-23

Date of Evaluation:

Organization Name & Address: Sachivalayan

Name & Address of the Supervisor Suresh
with Mobile Number 9603757334

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

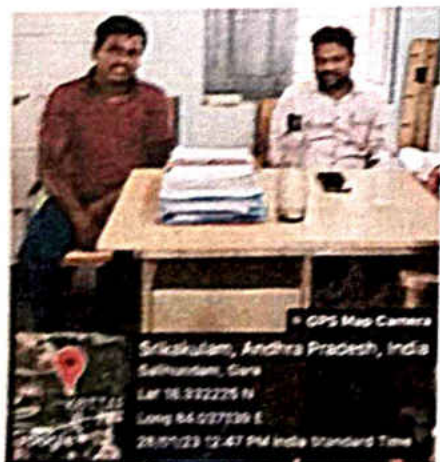
Please note that your evaluation shall be done independent of the Student's self-evaluation

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:

A. Bhale
Signature of the Supervisor



100

100

100

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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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.

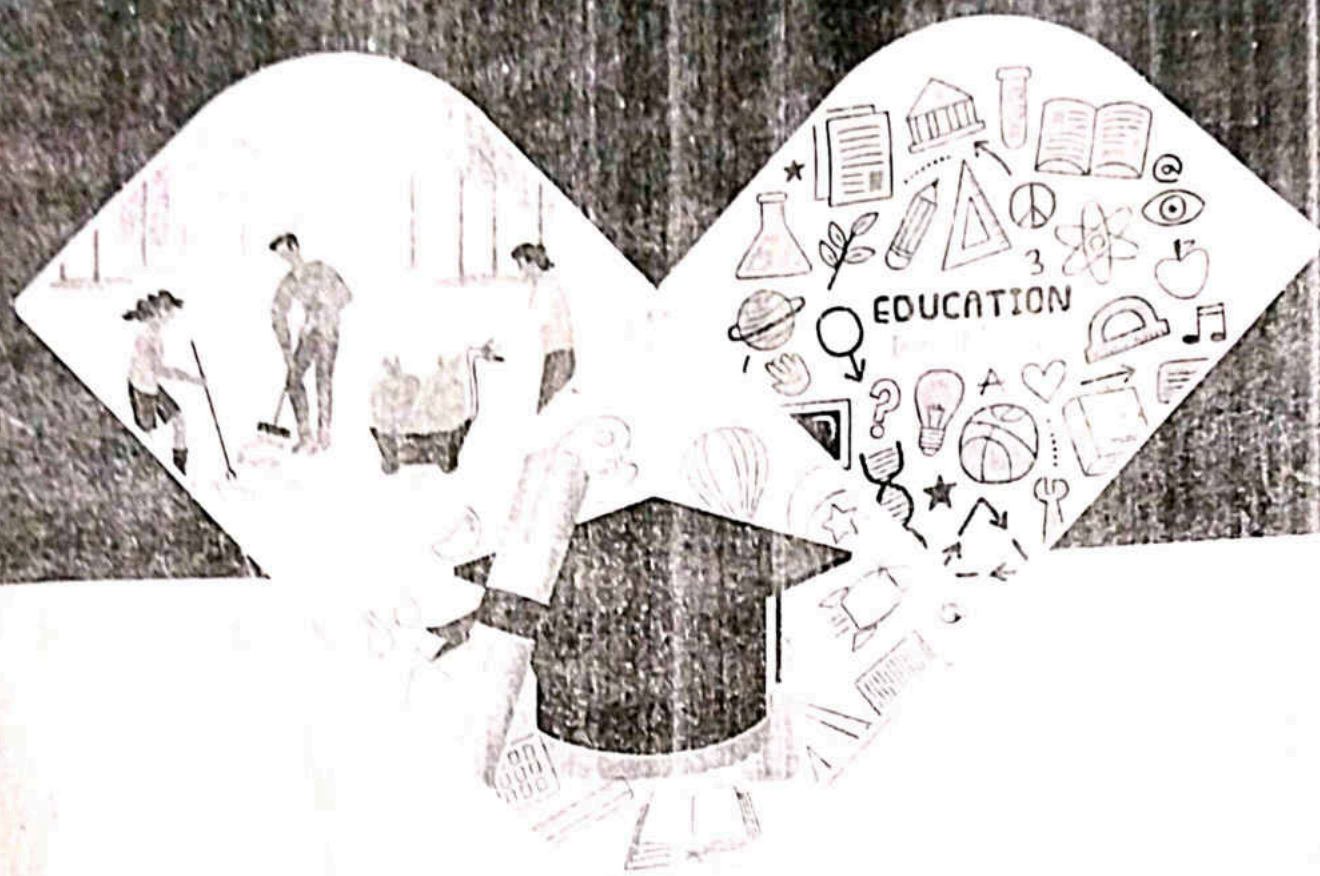
Assessment Model:

- 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.

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: Vempala pu Neelam

Name of the College: M.O.V. Degree College (men)

Sri Kalahasti

Registration Number: 202200135 6043

Period of Internship: From 12-12-21 to 18-03-23.

Name & Address of the Intern Organization: Sachinivallam

Dr. B.R. Ambedkar University

YEAR

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Vemparatapu Jeehanu
 Programme of Study:
 Year of Study: 2021 - 2023
 Group: B.A.T.P.P
 Register No/H.T. No: 202200135 6043
 Name of the College: Govt Degree College Srikakulam.
 University: D.Y. B.R. Ambedkar

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

INTERNAL 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.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
	GRAND TOTAL	50	

Date:

Signature of the Faculty Guide

Student's Declaration

I, ~~V. N. Neelem~~ a student of BA C.T. C.P.
Program Reg. No. ~~2022013564~~ of the Department of Government Degree College
College do hereby declare that I have completed the mandatory internship (men)
from 12-12-22 to 18-03-23 in Eachivalyam (Name of
the intern organization) under the Faculty Guideship of
Venugopal Rao (Name of the Faculty Guide), Department of
Special Telugu Philosophy Govt Degree College (men) Sr.
(Name of the College)

V. Neelem
(Signature and Date)

Official Certification

This is to certify that Arjun Neebom (Name of the student) Reg. No. 2022001256013 has completed his/her Internship in So. Chivulayana (Name of the Intern Organization) on Secretarial (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BED in the Department of NOVEL Devare College (men) (Name of the College)

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal