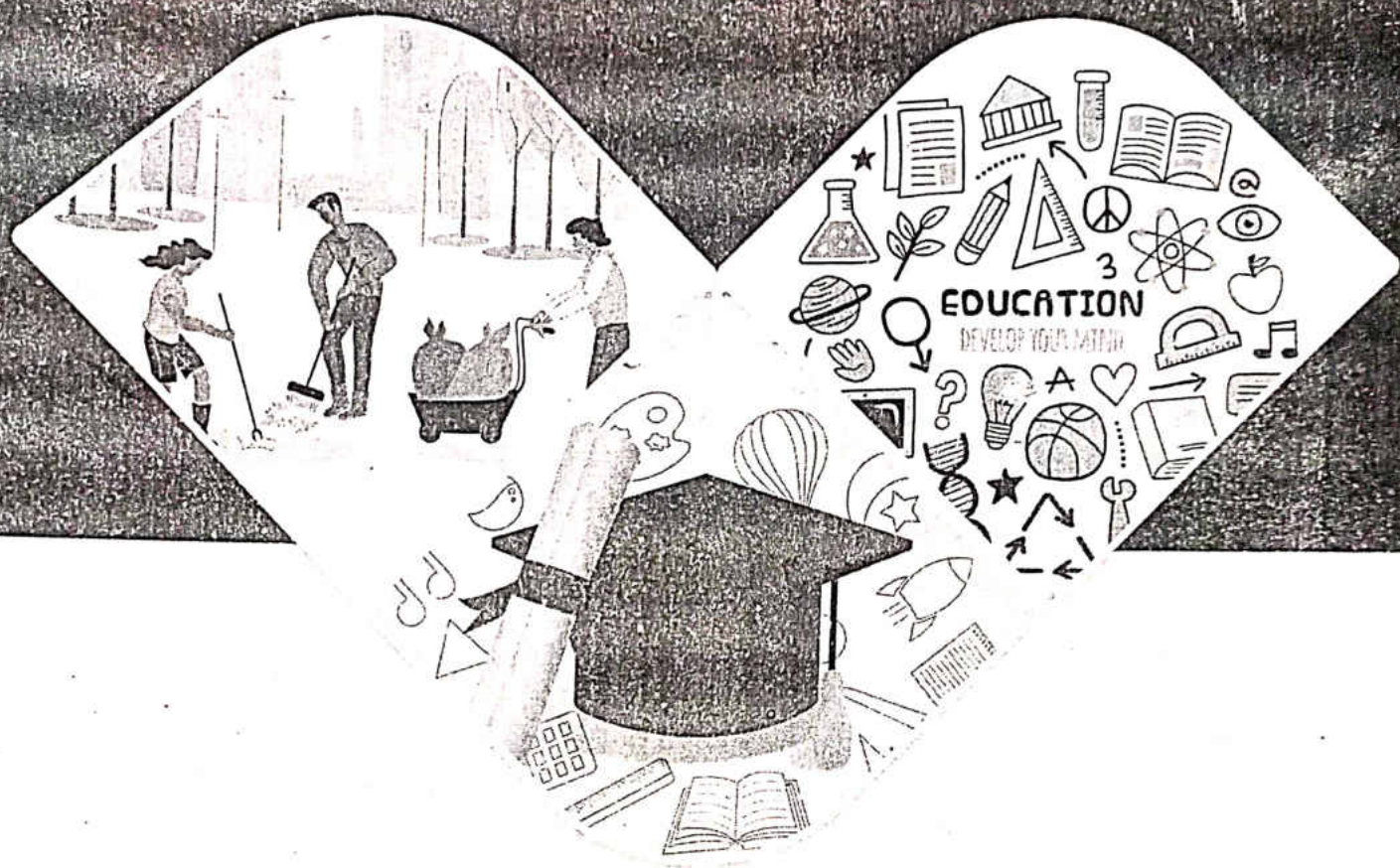


Model Program Book



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: BADALI JOGARAO

Name of the College: Grovet Degree college for men's

Registration Number: 202200440003

Period of Internship: From 07/12/22 to 18/02/23

Name & Address of the Intern Organization: Sachivalayam - Kargate,
Bhilakulam

University

YEAR

An Internship Report on

Cosumer Sachivalayam

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of

Bachelors of Arts. (T.G.E)

Under the Faculty Guideship of

12 Prof's B. N. V Chalamayya

(Name of the Faculty Guide)

Department of

Government degree college for men

(Name of the College)

Submitted by:

B. Jogarao

(Name of the Student)

Reg.No: 2022001440003

Department of B.A(T.G.E)

Government degree college for (men) SKIM

(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, Baipalli Jogarao a student of _____
Program, Reg. No. 2022001440003 of the Department of B.A. (T.G.F)
College do hereby declare that I have completed the mandatory internship
from 07/02/22 to 18/03/23 in sachinbham (sachinbham) (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
BA (T.G.F), Govt Degree college for men's SKLM
(Name of the College)

B. Jogarao
(Signature and Date)

Official Certification

This is to certify that BATPALLI JOGARAO (Name of the student) Reg. No. 2022001440003 has completed his/her Internship in Kajipeta (Sachinlayam) (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 B.A (T.G.E) in the Department of Covert Degree college for men (Name of the College).

This is accepted for evaluation.

Aamara
(Signatory with Date and Seal)
20/07/23
Panchayat
KHAJIPETA
Srikulam (R, Manda)

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that B. Jagann (Name of the intern)
Reg. No 202201440003 of Grovet Degree college for Men (Name of the
College) underwent internship in Sachinlalayam (Kajipeta) (Name of the
Intern Organization) from 07/12/22 to 18/3/23.

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

Amana 20/07/23
Authorized Panchayat Secretary and Seal
KHAJIPETA
Srikakulam (R. Manda)

Acknowledgements

First I would like to thank Sachivagyan 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 endowment from many people in the edupskills organization.

I am highly indebted to director and principal for the facilities provided to accomplish this internship

The internship opportunity I had with Sachivagyan was a great chance for learning Communication Skills

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 : OUT COMES 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 how could you could enhance your abilities
 - Describe the technological developments you have observed and relevant to the subject core a 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 Governec in every village for growth and development in a natirable manner.
- Implementation of Grama sachivalayam to -vender door to door doorer to the household and also developing the village in a scuinable manner.
- Functioning of Grama Sachivalayam. It has mainly 6 types of function which does with all the activation required in a village.
- ⇒ Objectives of Grama Sachivalayam
 - * Suskinable Development
 - * poor to poor service
 - * Health and Hygenic condition
 - * Roles and Responsibilities of all Departments
 - * The on going Government Schemes

CHAPTER 2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

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

→ Introduction of Grama Sachivalayam:

1. Providing various citizen service 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 (Grama Panchayat Development programme)
6. Each Functionary has a specific value to fulfill the required of the villagers
7. Door to Door service & welfare to the people citizen.
8. Citizen satisfaction ultimate aim of an organization

→ vision, mission and values of the organization:

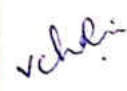
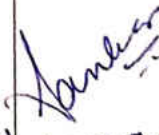
* Grama Sachivalayam are secretariats setup in Indian state of A.P

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
 - * Participate observed the voter list of village
 - * we have observed the health checkup of the animals
 - * Re survey of Agriculture land
 - * Urea Distribution
 - * The 104 vehicle arrived in the Sachivalayam we observed to the guidelines of the ANM madam.
 - * we went to schools and Anganwadis around the Sachivalayam area with mahila police madam etc.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity.	Learning Outcome	Person In-Charge Signature
Day -1	Introduction on staff and volunteers	Introduction	 W&EA
Day -2	Introduction of party at secretary & welfare-education Assistant.	To know the secretary and Education Assistant	 W&EA
Day -3	Introduction of ANM and veterinary Assistant	To know the ANM & Veterinary Assistant	 ANM
Day -4	Introduction of VRO and women police	To know the VRO & women police	VRO
Day -5	Introduction of Line man & Agriculture Assistant	To know the line man & Agriculture Assistant	 AA
Day -6	Introduction of the village surveyor and Digital Assistant	To know the village surveyor and Digital Assistant	 W&EA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Grama Sachivalayam Kagipeta
Functionaries & Volunteers

Main Functions are in Follows

1. Panchayat Secretary
2. Digital Assistant
3. welfare and Education Assistant
4. village and Revenue officer
5. Engineering Assistant
6. Veterinary Assistant
7. village surveyor
8. Mahila police
9. ANM
10. Line man

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

Field visit by ANM give an opportunity how well the organization staff is behaving with the villagers.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Importance of RBK and Agriculture Schemes	we know the RBK scheme & Agriculture scheme	 VAA
Day - 2	Discuss about the land Registration Rules	we learned the land Registration Rules	 VRO
Day - 3	we are participated field work with veterinary Assistant	we observed the normal health checkup for Animals	 VA
Day - 4	Discuss about the Dr. Y.S.R. Arogya sis card scheme	Minimum quality conditions of the Y.S.R. Arogya sis scheme	W & EA
Day - 5	Reducing child marriages class by mahila police madam.	we know about the child marriage	J. Sukanya MP (WPS)
Day - 6	Discuss about the various types of medicines	we learned the various medicines	 ANM

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

⇒ major changes after introduction of RBK's villages level

⇒ we discussing about the how to apply Land Registration with VRO Sir

⇒ How to Check the Animals Health status

⇒ we learned about the condition of the Dr. Y.S.R Abugyassi scheme

⇒ we participated child marriages class.

⇒ we know the importance of medicine

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Discuss about the Different types of Diseases	we learned about the Diseases	 ANM
Day - 2	Prohibition of the Child abuses	we know the Activities of child abuses	J. Sukanya MP (WPS)
Day - 3	Who deserve to apply Y.S.R Pension class by welfare & Eduasst.	we remembering that qualifications of Y.S.R. Pension	 Laxman W & DA
Day - 4	Different types of Animal Diseases class by veterinary sir	we gained about the Animal Diseases	veter VA
Day - 5	we participated on village recovery	we observed this activity	 VRO
Day - 6	Horticulture class by Agric Agriculture Assisnt.	we know the Horticulture crops	v. d. d. 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. Calera

⇒ Prohibition of child about with different types of methods

⇒ we gain about the knowledge of permission category's

⇒ Types of Animal Diseases:

1. Foot Calera
2. Food & Mouth Diseases
3. Anthrax

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

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Different types of crops Visited in Magipeta village	we observed crops status in village	v. chel AA
Day -2	we participated in Health survey Activity	we acquire knowledge about the health survey	 ANIM
Day -3	we know about the seva portals with practically	I had to apply on my own experience	 WE DA
Day -4	Awareness Programme on Child Rights	To know about the child rights	J. Sukanya CPS
Day -5	Survey of the crop lands with VRO Sir	we gain knowledge of crops lands	 VRO
Day -6	we discussed that sensor tags are given that animals	we learned rules of the sensor tags	B. Minakshi 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 identified various crops and there sowing times through out the year

⇒ I had apply on my own experience for serve 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 shore class by VRO Sir	shore meas - wiring	 VRO
Day - 2	we saw the pregnant land during her Health Cheekup by ANM	we observed Health precautions	 ANM
Day - 3	we attending cluster level Training Programme	we know about the child safety Education	J. Sukanya WPS
Day - 4	To participated in vaccination of Animals in Kagipeta village	we observed the vaccination	B. Minakshi AHA
Day - 5	we discussed Y.S.R Anna vadi & Vidya deena schemes	we acquire the knowledge of the schemes	 W&DA
Day - 6	we discussed about Paddy harvesting	majorly grown variety of Paddy harvesting	vehicle. 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:

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

⇒ we know provide intimation regarding fire accide-
-nts, Floods, cyclones, and other accidents and
and calamities to the higher officials where
-ver and wherever they occur and provide
assistance to the Revenue

⇒ Identify women in need of medical Termi-
nation of pregnancy (MTP) and refer them
to the nearest hospital

⇒ INAPH: Information of Animal productivity
and health purification

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	T. Sukanaya WPS
Day - 2	Learned early about Paddy combine harvester	we know the Paddy combine system	V. S. S. S. VAA
Day - 3	To survey the Aranya Sri Coops in Kogipeta village	How to survey Aranya Sri coops	ANM
Day - 4	Y.S.R. Vahana Mitra scheme class by welfare & Education Assistant	TO known about the scheme	WPSBA
Day - 5	we are participated in treated first six classes with AHA six	we going the knowledge important points	B. Minakshi AHA
Day - 6	They said how to apply for land passbooks	we acquired the knowledge about the pass books	VRO

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

⇒ who can apply the scheme of vahana mithra they follow rules and qualifications class by W & EA Sirs

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

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

⇒ we know the main rules and regulations about apply the landpass books and importance of these type of service

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we learned Y.S.R BHI MA class by W&EA Sir	we gain the knowledge about this scheme	 W&EA
Day - 2	we are participated in conduct tests of wings of pregnant women	we acquire the some knowledge	 ANM
Day - 3	we participated in Pose - Vignam - badi Programme	we gain good knowledge about this programme	B. mirakshi AHA
Day - 4	learned about thrashing activities of Paddy	we know the more knowledge of Thrashing	vcher VAA
Day - 5	Explaining the mutations & position certifications of land	we gain good information about this certificates	 VRO
Day - 6	we learned about the reading activities for cyber crimes	we learned that activities	J. Sukanya LPPS

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.R BHIMA to shall submit data through website in our own

⇒ Conduct test of urine Pregnant women for albumen and sugar and estimate hemoglobin level at clinic in addition to recording Hb and Blood Pressure

⇒ Learned about threshing activities of Paddy functioning of paddy: Thresher and bags in field. Farmers use 80 kg bags.

⇒ we learned about give titration & 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 prevent the de-worming	we gain the some knowledge	B. N. R. S. H. A.H.
Day - 2	how to collecting the water tax, cases & Taxes class by VRO Sir	know the taxes	 VRO
Day - 3	she explaining the row to maintaing the records in sachivalgam	we observing the records	 ANM
Day - 4	Explaining the Mahila Sakti Kendra scheme	we know the this scheme	J. Sukanya WPS
Day - 5	we participated in awareness programme in schools for children	knowing the Important Information	 WPS
Day - 6	Transporting of Paddy of RBK kulep	very useful information gain this class	v. chel VAA

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

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

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

⇒ Transporting of Paddy to mills through Paddy Procurement Centers set up at PRK levels
MSP of 6000g grade 'A' Paddy - 20840 /
80kg grade 'A' Paddy - 1632 /

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to react in law & order issues in village class by WPS	very usefull information to us	J. Sukanya 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 again the informations about civil rights	 W & AA
Day - 4	How to allowed the certificates about healthy & valition for animals	We acquire know ledge this certificates	B. Minakshi AHA
Day - 5	conducted awareness among farmers on Paddy Prorurement	We learned how to conduct this meeting	V. Chel VAA
Day - 6	How protect Gov lands & tank trees and Properties class by VRO	We learned how to protect the govt Properties	 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 / 3 common cancers i.e. breast cervix and oral (cancer) and man (oral 1 lung 2 Prostate cancer)

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

⇒ we knowing how to manage how & order issue in Nagapeta village area

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

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

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	we gained knowledge about rice & pulses	we know the rice & pulses	V. d. d. VAA
Day - 2	Explaining about folder development	we know the Important Points	B. mirakshi AHA
Day - 3	How to maintainence of village Revenue Records class by VRO	we know the knowledge about village Revenue record	VRO
Day - 4	women safety class by WPS madam	we know the points about women safety	J. Sukanya WPS
Day - 5	how to applied for kalyana kanuka in official website	we know the way of apply for scheme	Kalyana Kanuka W&BA
Day - 6	how to motivate pre-gnat women for deliveries class by ANM	we know the value in for - mation	ANM

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 follow pulses

⇒ motivate pregnant women for institutional deliveries or trained attendant at birth.

⇒ we know about how to maintenance of village revenue records and all village revenue Acco-unts promptly and accurately

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

⇒ we know the good knowledge about Kalyana Karik scheme and we learned the appley for this scheme in official website in our own with practically

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to conducting the Counselling sessions to primary class by cps	we know the this type of meeting	J-Sukanya WPS
Day - 2	Brief explanation about loan recovery class by VRO Sir	we know brief information in this class	 VRO
Day - 3	we participated in Implementation of Ration Balancing	we acquiring the more information	B. nirakshi ATA
Day - 4	we learned about sowing methods of maize	we know about this topic	vcha VAA
Day - 5	we participated in distributed things programme	we acquiring some information in this distrition	 ANM
Day - 6	How to send proposals for pensions and monthly Report to MPDO	we know the knowledge about sent to MPDO	 W & BA

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

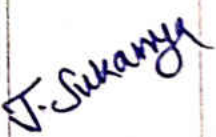
⇒ we know the which are distributed in conventional Contraceptive and opcycles to the Couples on demand

⇒ 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 suicide stress management with help to stakeholders

⇒ we know some methods of maize

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Important points of mother education in her role	we acquiring the knowledge about mother's	 Anm
Day - 2	How to sanctioned cast and income certificates	we learned the process	 VRS
Day - 3	Different welfare department class by welfare Assistant	we listened the class and again the department	 WSDA
Day - 4	How to arrangement of PSE material	we learned about ISE material	 J. Sukanya WPS
Day - 5	How to Grounding of animals under Y.S.R Chayutha	we know the this scheme benefits	 B. nirmala 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 these topics.

⇒ we learned about process of talizer distribution for RBKS and involved in all atment of area to farmer 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 educate the mother on the importance of breast feeding, family health, family planning, nutrition, immunization and personal and environmental hygiene

⇒ All welfare department - 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 in fertility camp in village areas	we improve our management skills	B. Minathi AHA
Day - 2	we assumed how to conducting mahila mandal meetings	we learned about this meetings	 ANM
Day - 3	we participated in awareness on importance of crop programme	we know about e-crop	V. Chelvi VAA
Day - 4	How to organize the pre-school class by aps madam	we learned the some beautiful activities	J. Sukanya WPS
Day - 5	How to provide Feed-back to higher authorities	we know the process	 W&DA
Day - 6	How to intimate the higher authorities	we acquiring this process and remembered	 VRO

WEEKLY REPORT

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

Objective of the Activity Done:

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

⇒

⇒ we participated conducting awareness on importance of e-Gop booking of various crops in Rabi 2022-2023

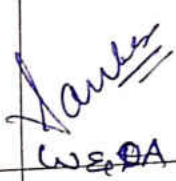
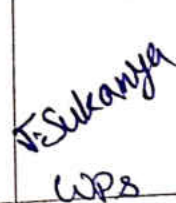
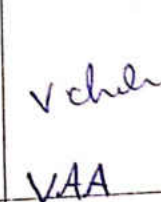
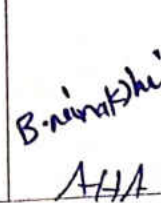
⇒ Farmers under e-Gop booking will be benefited with procurement of crop at MSP, crop insurance, etc...

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

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

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

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	How to Identify the persons for various welfare schemes	we know the Process and Schemes	 W&DA
Day - 2	we learned what are the Azmaish crops	we know about Azmaish crops	 VRO
Day - 3	How to maintaining the eligible couple register class by ANM	we learned the register Information	 ANM
Day - 4	How to develop Nutri Garden in village level	we know the development Process	 JSukanya WPS
Day - 5	How to update data on e-crop class by Agricultural sir	we know the about e-crop website	 V chel VAA
Day - 6	Which items have the TMR test class by AHA sir	we acquiring the Important things in this list	 B-nimkhi AHA

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 on fall army worm pest in maize crop and suggested methods to prevent

⇒ Aiming of crops (100%) inclusive of inspection of survey stores

⇒ 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 Anganwad; level Kitchen Garden.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	what are main activities for disaster situations Class by VRO Sir	we acquire some knowledge	 VRO
Day - 2	what are the enrollment of beneficiaries	we know the benefits of enrollment	J. Sukanya WPS
Day - 3	we participated in soil testing Process	we knowing the Process	V. Chen VAA
Day - 4	How to conducting the INAPH Programme in village areas	we learned about this programme	B. Minakshi AHA
Day - 5	Importance of Sachivalayam and its working Process	we learned the importance of sachivalayam	 W&EA
Day - 6	How to identify women for medical Termination	we gain the knowledge for medical Termination	 ANM

WEEKLY REPORT

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

Objective of the Activity Done:

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

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

⇒ we know provide intimation regarding fire accidents, floods, cyclones and others accidents and whenever they occur and provide assistance to the Revenue

⇒ Identify women in need of medical Termination of Pregnancy (NTP) and refer them to the nearest hospital

⇒ INAPH: Information of Animal Productivity and Health Prolification

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

They had shown an interest in technology and how the system working and administration activities 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.

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

⇒ Each work is systematically managed. Application
Program digital Assistant field verification - welfare
Assistant Third party verification - Administrative staff
Pre Applied - VRO
Final Applied - MPDO/MRO

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

1. Bio metric Division
2. Android smart phones
3. IRIS Scanners
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 produced pre define which is very realistic and given time management competence & Analog skills

Every work in time is bounded and can be neglected while 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 is improved
it by writing say evaluation/criticism/thought

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

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.

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

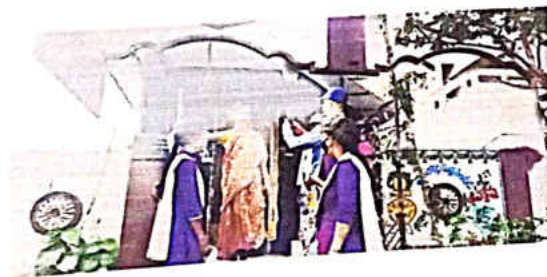
In group division I always start with point to point and don't leave to improve I will be clear of what I am saying

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 are developed in these discussions. I lead well in these activities

EVALUATION



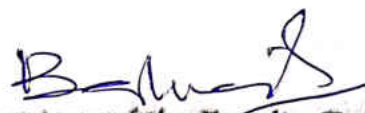
MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Jagan
Programme of Study: Gidama Sachivalayam
Year of Study: III
Group: B.A. (T.G.E.)
Register No/H.T. No: 2022001440003
Name of the College: Government degree college Perambur (SikLM)
University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	30
3.	Oral Presentation	10	20
	GRAND TOTAL	50	50

Date:


Signature of the Faculty Guide

Student Self Evaluation of the Short-Term Internship

Student Name: B. Jogeswar

Registration No: 202200144/0003

Term of Internship: From: 07/12/2022 To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Gramasachivalayam, Kogirata, Srikalahasti.

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:

B. Jogeswar
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: B. Jogarao

Registration No: 2022001440003

Term of Internship:

From: 07/02/2022

To: 18/03/2023

Date of Evaluation:

Organization Name & Address: Grama Sachivalayam, Khajipeta, Srikakulam

Name & Address of the Supervisor with Mobile Number

Himashanker, Grama Sachivalayam
Khajipeta, Srikakulam.

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✓

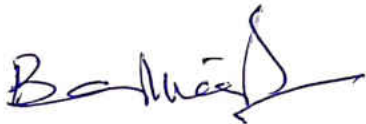
Date:

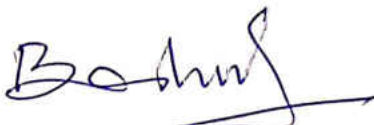
Amanu
20/07/23
Signature of the Supervisor
Panchayat Secretary
KHAJIPETA
Srikakulam (R, Manda)

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: B. Jeyarao
Programme of Study: 4 months Internship
Year of Study: III
Group: B.A. (TGE)
Register No/H.T. No: 2022001440003
Name of the College: Government degree college for (men) SICLM
University:

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	70
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	50
	TOTAL	150	140
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	190

Signature of the Faculty Guide 

Signature of the Internal Expert 

Signature of the External Expert 
18/07/23

Signature of the Principal with Seal

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.



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