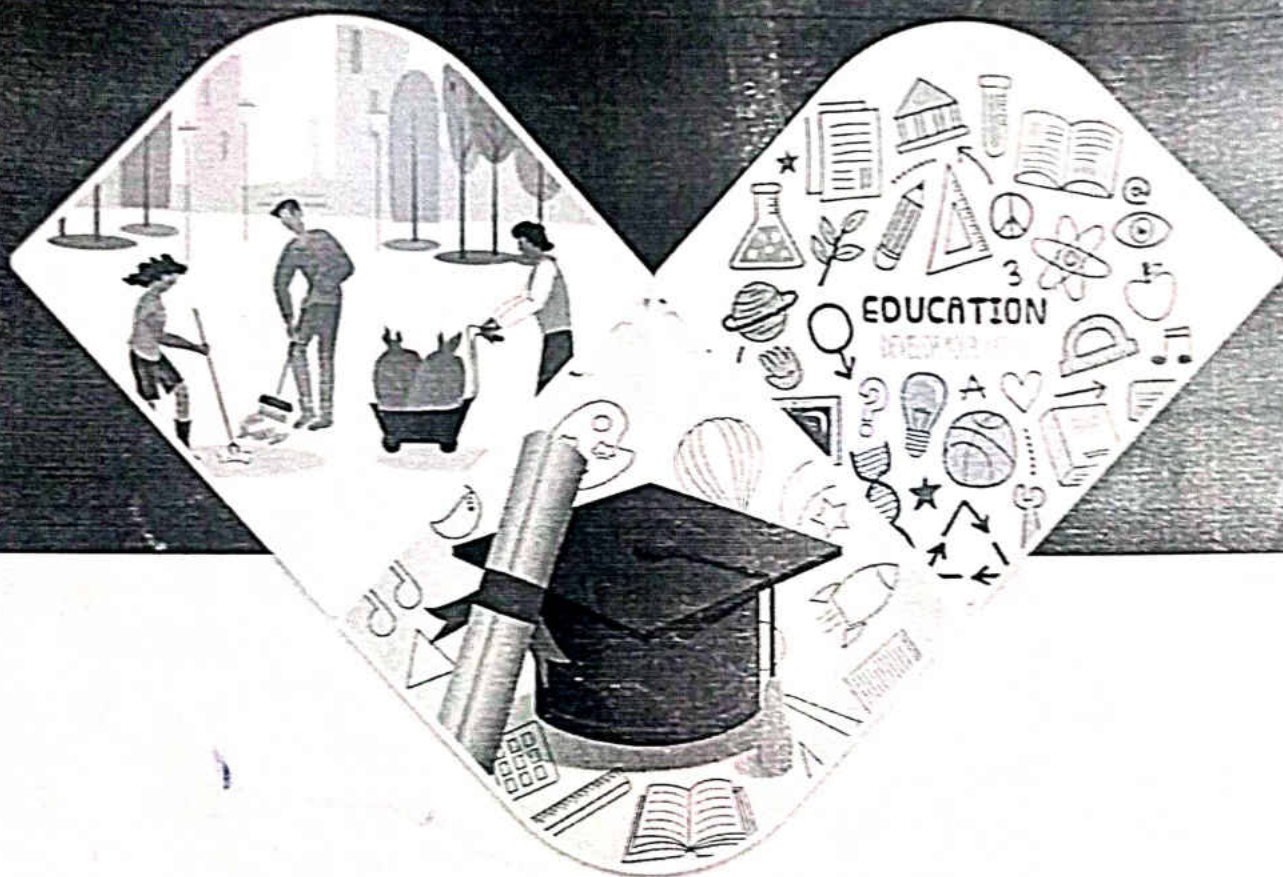


Model Program Book



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:

DONNA YODI

Name of the College:

ST. PETER'S (MEN) SRISKAKULAM

Registration Number:

2018SC01110053

Period of Internship:

From:

21/05/18

To:

21/08/18

Name & Address of the Intern Organization:

SHANMAYAROU

CHIDALAYAT

University
YEAR

An Internship Report on
GIRAMA WARD SACHIVALAYAM

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
Bachelor of Arts D.A.T.G.E

Under the Faculty Guideship of
B.N.Chalamayya (Sir) B.N.V. Chalamayya (Sir)

(Name of the Faculty Guide)

Department of
Govt. DEGREE COLLEGE (MEN) SKLM

(Name of the College)

Submitted by:

DUNNA. YOGI

(Name of the Student)

Reg.No: 2022001440013

Department of BA (T.G.E)

Govt degree college for (men)

(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.

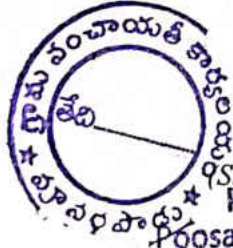
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, 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.

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

Official Certification

This is to certify that DONNA . YOUNI (Name of the student) Reg. No. 202200140013 has completed his/her Internship in Poosarlapadu Grama Panchayam (Name of the Intern Organization) on Grama Seekivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of LL B.A.C.P.C.E in the Department of Govt. Degree College (M.F.A) (Name of the College).

This is accepted for evaluation.



(Signatory with Date and Seal)
Panchayat Secretary
Poosarlapadu Grama Panchayat
Gara Mandal, Srikakulam Dist

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that DUNNA. YOGI (Name of the intern)
Reg. No 2022001440013 of GIDC(MEN)SKLM (Name of the
College) underwent internship in _____ (Name of the
Intern Organization) from 07-12-2022 to 07-03-2023

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

Authorized Signatory with Date and Seal

Student's Declaration

I, DANNA - YOGI a student of B.A (T.G.E)
Program, Reg. No. 2022001440013 of the Department of GDC (MEN) SKLM
College do hereby declare that I have completed the mandatory internship
from -12-22 to -03-23 in _____ (Name of
the intern organization) under the Faculty Guideship of
_____ (Name of the Faculty Guide), Department of
B.A (T.G.E), GDC (MEN) SRIKAKULAM
(Name of the College)

D. Yogi
(Signature and Date)

Acknowledgements

→ firstly I would like to express my indebtedness
appreciation to my departmental Superior, Pooja
Vijaya danani for their constant guidance,

Her constant guidance and advice played
a vital role in making the execution of the
Report. She always give us a lot of suggestion
that were helpful in making the report as
possible

With sincere thanks

Finally, thanks to our group members for
their co-operation.

Contents

- + chapter : 1 → executive Summary
- + chapter : 2 → overview of the organization
- + chapter : 3 → Internship part
- + Activity for the (first week to fifth week)
- + Weekly Report (week -1 to week -15)
- + chapter -5 → outcomes description.
- + describe the Real time technical skills you have acquired
- + describe the managerial skill you have acquired
- + students Self Evaluation of the Short - term internship
- + Photos Videos 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.

Learning objective:-

- ⇒ To gain an understanding of the functioning and structure of the Grama Sachivalayam Organisation
- ⇒ To develop Skills in administrative and clerical tasks related to the day-to-day operations of The Organisation
- ⇒ To Learn about The various -Government Schemes and Programmes implemented by The Grama Sachivalayam for the benefit of The rural Population.
- ⇒ To Improve Communication and Inter Personal Skills through interaction with villagers and other Stakeholders.
- ⇒ To acquire knowledge of The Legal and regulatory framework governing the activities of the Grama Sachivalayam.

Out Comes achieved :-

- * Improved knowledge of the organisational structure functions and responsibilities of the Grama Sachivalayam
- * Enhanced administrative and technical skills such and programmes such as housing, sanitation, and education.
- * Improved communication and regulatory framework governing the activities of the Grama Sachivalayam

Brief description of The Grama Sachivalayam Organisation

The Grama Sachivalayam is a government organisation that functions at the village level in India. Its primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population. It is responsible for a wide range of activities such as healthcare, sanitation, education, housing and social welfare. The organisation has administrative and technical staff, and it also collaborates with various departments and agencies to achieve its objectives.

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.

A. Introduction of The organization :-

Grama Sachivalayam is a government initiative in the Indian State of Andhra Pradesh aimed at decentralizing governance and bringing administration closer to rural communities. The word 'Grama Sachivalayam' translates to 'village Secretariat' in English.

The Grama Sachivalayam system was launched in 2019 by the Andhra Pradesh government under the leadership of chief minister Y.S Jagan Mohan Reddy. The primary objective and transport governance to rural communities by establishing a system of village Secretariats in every village of the state.

B. Vision, mission and values of the Grama Sachivalayam.

Vision: To create vibrant and self-sustaining rural communities in Andhra Pradesh, where every citizen has access to basic amenities, opportunities and a high quality of life.

Mission: To provide efficient, effective and transparent governance services to the people of Andhra Pradesh, particularly those living in rural areas, through the establishment of Grama Sachivalayam in every village.

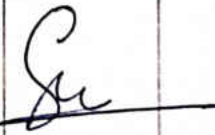
Values: The values of Grama Sachivalayam are aligned with the principles of good governance, transparency and inclusivity, accessibility, accountability, efficiency, empathy, integrity.

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.

- ① Panchayati Raj Act = 1994 says that local govt in every village of the growth & development in a netivable manner
- ② chief minister of Andhra Pradesh State YSP - Jagan Mohan Reddy started these Sektarant at Vijaywada, the statement was made on Oct-2-2019 the 180th anniversary of Mahatma Gandhi's birth day
- ③ function of Grama Ward Sachivalayam it has mainly 11 types of the officer in Secretariat, the village volunteer's system aims to bring govt service to people's doorsteps.
- 4) out comes of ward Sachivalayam to
 - ① early solution to all problem
 - ② all services of to no stop.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Holi Day	—	—
Day -2	Holi Day	—	—
Day -3	The welfare Ass was Interd uce to our total staff members	I knowing about which of member stand in. Secretariat.	
Day -4	the well was explain ng about what is Secre-tariat	Under stand what is Secretariat.	
Day -5	The, use to The People about class is explained of Secretariat	I learned about used of Secretariat.	
Day -6	Second Saturday So holi day	—	—

WEEKLY REPORT

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

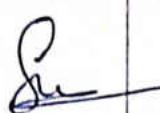
Objective of the Activity Done:

Detailed Report: The maximum Staffed Secretariats:-

- ① Village Secretariat
- ② Village Revenue Officer
- ③ Mahila Police
- ④ Digital Asst
- ⑤ Welfare Asst
- ⑥ Engineering Assistant
- ⑦ ANM
- ⑧ Surveyor of Village
- ⑨ Agriculture Assistant
- ⑩ Volunteers ..

* Grama Sachivalayam also known as Village Secretariats are Secretariats set up in The India State of Andhra Pradesh to decentralize the administration by making Services, and welfare Services of government departments available at one place.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	The wea officer explained the organizational structure of the Secretariat.	learned about the organisational structure of the Secretariat.	
Day - 2	Explained the future plans of the Grama Secretariat.	we know the future plans of the Secretariat.	
Day - 3	About old Age Pension, Widow Pension has been fully explained.	we learned the required documents and eligibility for this type.	
Day - 4	fully explained about disable Pension and Single women Pension.	we learned the required documents and eligibility for this type.	
Day - 5	Explained about Trafficked Girl Pension, weaver Pension.	we learned the required documents and eligibility for this type.	
Day - 6	Explained about Tappers Pension and fisherman Pension.	we learned the required documents and eligibility for this type.	

WEEKLY REPORT

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

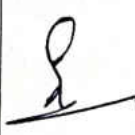
Objective of the Activity Done:

Detailed Report: The organizational structure and future plans of the village Secretariat were discussed in detail this village week. Also told about YSR Pension karkha, how many types, required documents and eligibility criteria.

Eligibility and required documents for old Age Pension, widow Pension, Disable Pension, Single women pension, Traditional-Cobbler pension, weaver Pension, Traditional-cobb pension, and fisher men Pension are given at the end.

The YSR Pension Scheme is designed to provide a safety net for vulnerable sections of society and enable them to meet their basic needs and improve their quality of life.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The Mahila Police in Sachivalayam she is inculcate her duties	I am feel focus and Learned out come information.	
Day -2	The Mahila Police officer taught Sexual harassments in Society.	how to handle and how to deal these types.	
Day -3	The Mahila Police officer inculcate Services.	What are the corruption in Anganwadi services.	
Day -4	The Mahila Police officer talk about some important Section and helpment.	Secretariat of the Local Govt that Particular case and govt.	
Day -5	The V R Sir explained Local govt and main aim.	Secretariat and the issue how to inform.	
Day -6	our V R Sir today we are going to field work your houses.	Which number are eligible and not eligible for Govt Schemes.	

WEEKLY REPORT

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

Objective of the Activity Done:
Detailed Report: The village Secreterial was
frigt Lanchued on 2 oct 2014 on the even of
Gandhi Jayanthi in AP of our Y.S.R Jagan
Mohan Reddy Sir.
<u>The duties of woman Police officer:-</u>
1. Immediate reporting officer's Station house
officer.
2. Working in co-ordination with Dept. Homes
child welfare, caujse department's
against w municipal.
3. functions : Law & Order, Atrocities
against women and weaker rections.
and Awareness, Programms.
* Ditor, ensure Anganadi center be
opened, in time on all working
days.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The Welfare Asst is explaining about his responsibilities and duties of in secret.	Can learn his great and responsibilities of same.	<u>Ran</u>
Day -2	The WEA is said by the Govt conducting to important schemes.	have written many class notes.	<u>Ran</u>
Day -3	We are help to our secretarial come important duties like.	We have learned how to conduct and set life.	<u>Ran</u>
Day -4	The Secretarial staff as like WEA, VRO, WPO, telling about future.	We have learned how to maintain to infirmal with VRO.	<u>Ran</u>
Day -5	The Village Revenue Officer explained about the beneficiary case.	The Society in the people had to infirmal with VRO.	<u>Ran</u>
Day -6	The VRO Sir was explain take charge of anast properties and send to the police.	can learned save and protect non joint properties.	<u>Ran</u>

WEEKLY REPORT

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

Objective of the Activity Done: General Instructions:-

Detailed Report:

① generating awareness among the public in the village Secretariat Jurisdiction about the Schemes meant for the weaker section of the society.

② Ensuring that all eligible students of weaker section of the village get the Sachivabuyam Scholarship and colleges till they complete atleast Intermediate equivalent course.

③ Providing feed back to work of all village volunteers working under the Village Secretariat as far as their before duties concerned.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The ANM madam was explain about general Instructions.	I can Learned the general duties of ANM	Ch
Day -2	the madam was telling about maternal and child health	Can Learned the ANM madam has given Practical training.	Ch
Day -3	ANM madam explain about Social Services with awareness Program.	Can Learned Some Social Services doctors, physical therapy.	Ch
Day -4	She is teaching health education in secretariat	how to protect our body health fully.	Ch
Day -5	today is class about Nutrition	how many types of food habits can take.	Ch
Day -6	the today of the class about communicable disease	Can learned some type of diseases, like for untreatable.	Ch

WEEKLY REPORT

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

Objective of the Activity Done: <u>General Instructions :-</u>
Detailed Report:
1) She should work under the administrative control of medical officer and guidance of the female Health Supervisor.
2) She would stay at her official health centers and available for all maternal care services.
3) All the ANMs were to discharge all the duties as assigned by the PHC medical officer.
<u>Communicable disease :-</u>
Chicken pox, Measles, diphtheria, Sars, Pertussis, Whooping Cough.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Pongal - Holiday	-	
Day -2	Explained about Jagananna Vidheya Kanuka	Learned, due to this Scheme Students are going to govt school.	<u>Ch</u>
Day -3	He said about the YSR cheyutha a Scheme	Learned that women are constructing their own bungalows.	<u>Ch</u>
Day -4	He said about the YSR vahana mitra Scheme	Learned, this Scheme is known to service.	<u>Ch</u>
Day -5	We went to the School and checked the food	Come to know that nutritious food is being served.	<u>Ch</u>
Day -6	We went to the school and checked the cleaning measures	It is known that the School is kept clean every day.	<u>Ch</u>

WEEKLY REPORT

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

Objective of the Activity Done: Jagananna vidya kanya.

Detailed Report:

Scheme School kids to students by the Govt of A.P to provide free school kit includes items such as: School bags, note books, text books, shoes, uniforms.

The school was visited to inspect the quality of food served, cleanliness of class-room and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explained about the Reimbursement Scheme	the Purpose of this Scheme is known	Ch
Day -2	Explained about YSP Vidya Deevana Scheme	its is known who is benefited from this Scheme	Ch
Day -3	explained about YSP Vasavi Deevana Scheme	It is known who is benefited from this Scheme	Ch
Day -4	Republic day	-	Ch
Day -5	Explained about mana badi, Nodur-nodur Scheme.	The Purpose of this Scheme is known.	Ch
Day -6	He said that the works of Nodur-nodur Scheme should be	We observed the Nodur-nodur works.	Ch

WEEKLY REPORT

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

Objective of the Activity Done: Fee reimbursement

Detailed Report:

Aimed at Providing financial assistance, to students from economically weaker sections to pursue their higher education under this scheme the government reimburses the library fee, etc, for eligible students studying in various courses.

Including engineering medicine MBA, B MCA, etc.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The WEA officer is explained about YSR Nara red natu	we know uses of this kind of Schemes	<u>DL</u>
Day -2	Explained about Amma redi Scheme	The Purpose of this Scheme is known.	<u>DL</u>
Day -3	Ex Planined about Rythu Bharosa Scheme	I know how much this Scheme has benefited	<u>DL</u>
Day -4	Ex Plain ned about Arogya Sri Scheme	I came to know that this Scheme provides free meht	<u>DL</u>
Day -5	Explained about Talasa for all of Rythu Bharosa Scheme	The Purv Pose of this Scheme is known.	<u>DL</u>
Day -6	Ex Plain ned about Talayaganu Scheme	I learn that there will be no Shortage of water due to this Scheme.	<u>DL</u>

WEEKLY REPORT

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

Objective of the Activity Done: YSR Navaaradhna's a welfare

Detailed Report:

Scheme the Scheme comprises none different welfare programs or Schemes each aimed at improving the living condition of the AP.

1

Amma Vadi:- under this Scheme financial assistance is provided to the mother or guardians of school-going children to support their education. The amount of asse is Rs 15,000/-

ACTIVITY LOG FOR THE NINTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Fully explained about Dappur artist Pension at Anto-reti Vathala	we learned the required documents and eligible persons	<u>Dh</u>
Day -2	Explained about Travel Pension Sanctioning Disease certificate	learned the required documents and eligible types of pension	<u>Dh</u>
Day -3	today explained about YSR Kalyanamasthu YSR Shodhi Thota	The Purpose of this scheme is known.	<u>Dh</u>
Day -4	explain about mandatory Validation documents for registration of	The Learned the required documents for this type of scheme	<u>Dh</u>
Day -5	explain about eligibility. Criteria of YSR Kalyanamasthu YSR Shodhi Thota	we know who is eligible for this scheme.	<u>Dh</u>
Day -6	Have to tell People about the YSR Kalyanamasthu Scheme.	we learned good presentation skills.	<u>Dh</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: eligibility and required documents for Dappu artist Pension, Anti-rserral therapy (ART) (CHOW) Pension Transgender Pension and chronic kidney disease of unknown etiology pension are given at the end.

YSR Kalyana masthu / YSR Shaadi Jotha

The objective of the Scheme is to provide financial assistance to poor family belonging to SC/ST/SC/minorities Differently abled / BOCWB in conducting their daughters marriage in a dignified manner.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	Explaining about the Responsibilities of Digital Asst and	I can know knowledge of Digital Asst duties	<u>Dh</u>
Day -2	the general Appia Formes of caste Certificate	learned in important and required.	<u>Dh</u>
Day -3	The Digital Asst plan need about Jagama bheekam Scheme	I can know about Jagama bheekam Scheme after becoming	<u>Dh</u>
Day -4	We are going to field work for the field work Section.	After went to the field work we learned	<u>Dh</u>
Day -5	How to Respect of Beneficiary come to Secretariat	I can learn how to Respect the beneficiary	<u>Dh</u>
Day -6	→ Shivaratri ←	—	

WEEKLY REPORT

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

Objective of the Activity Done: Digital Assistant duties:-

Detailed Report:

① Delivery of Service / Documents benefits to the beneficiaries ② Awareness and providing to the Govt Schemes like ③ the information as well as application. Processes to Citizens.

④ digital services to the public effectively that are mandatory value added. Tax Demand etc.

⇒ digital Assistant said. Has System should be for ensuring delivery of service on the principle of first come first served without any third-party agency ship.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The VRO Sir explaining about his duties	Jan knowing his duties in Secretariat	G.R.
Day -2	The VRO Sir explained about Secretariat Administratives.	Jan knowing his Administrative work.	G.R.
Day -3	The VRO Sir explains about Paralegal Secretary with community work	Jan knowing his co-ordination duties.	G.R.
Day -4	How to save and protect our govt properties	Jan learned with some govt properties	G.R.
Day -5	How to save and protect our govt properties.	Jan learned with some govt properties.	G.R.
Day -6	Any Land Issue to harassment for others	Jan learned how solved of people property	G.R.

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Village officers (V.Ro)

Village Revenue Record Sheet all Village
Panch Abhats San Poling to Balur
to Panameth.

2) mesh of home care have freedom
of Stray Stones pride all motion really
the Acubants. chd's cycle and
act new comes to the Higher officer
to community welfare develop:- Assist person
Payments, prepare, list of BPL, conduct
Literacy, classes, Implement Schemes,
Assist's Education Dept. entrance.

3) Co-ordinator:- Probable participation,
Community forest Discussions, follow ward
Sabhas and gram Sabhas Submission of
DRP Plan to MDO.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	VRO told about the Certificate the issue	Certificates issued by VRO are known	G. R.
Day -2	VRO is said that Government asserts with provide protection,	SOC Affates issued and who to protect govt Proper to laws	G. R.
Day -3	Holiday of Secretary Because of govt order	—	—
Day -4	VRO said about water tax collection	It is known who collects the taxes.	G. R.
Day -5	VRO is explain how to maintaining for village record book	J. knowed govt of certain things to village records.	G. R.
Day -6	Second Saturday holiday.	—	—

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Secretariat duties and Responsibilities

- ① Answering and directing Phone calls ② organizing and distributing messages ③ maintaining Company Schedules ④ organizing documents and files ⑤ Supervising Staff and return phones.

duties and Responsibilities of volunteers

- ① on Independence Day 2019, Andhra Pradesh Lancher, the village volunteer system
- ② The village volunteers system aim to bring Govt service to people's doorstep on Oct 2, 2019 the 150th anniversary of Mahatma Gandhi's Birthday, ③ It would be first to identify the beneficiaries learn about their difficulties, and then outline the Govt Scheme available to them.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	The ANM madam was explaining about health education	I Learned health education	<u>Lam</u>
Day -2	explained about medical termination of pregnancy.	I know which hospital to visit for treatment.	<u>Lam</u>
Day -3	explaining about General instruction	I Learned the General Instructions	<u>Lam</u>
Day -4	The madam explained some Social Services	I know how many type of Social Services	<u>Lam</u>
Day -5	The madam was talked about the child marriage and Dowry Prohibition act.	learned about child marriage and Dowry Prohibition act	<u>Lam</u>
Day -6	Mahila Police explain about the Domestic violence act	learned about Domestic violence act.	<u>Lam</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

i) maintenance of village revenue records and all village revenue Accounts properly and accurately

ii) Collection of Land revenue, cesses, taxes & protection of public lands public taxes, free effective measure will be taken for the protection of government assets.

The village Revenue officers shall be issue nativity certificate and Solvency certificate, In their respective Jurisdiction duly following the Procedure for the other certificate which have to be issued by the revenue department he/she circulate and submit his report to the competent authority.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	What is the duties and responsibilities of ward volunteers	I am knowing the kind of information.	d
Day -2	The volunteer was informed as to Scheme with awareness	He explained to the Navarun Schemes.	d
Day -3	Require skills and eligibility of ward volunteers.	I learned the volunteer for kind of	d
Day -4	The volunteer is mainly one time supply to people with Pension.	I learned about which type of pensions are available	d
Day -5	What are the duties and responsibilities of a line man in Secretariat.	I gain about information of line man	d
Day -6	Requirements and skills of a line man in Secretariat	I gain about information of Line man	d

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: General Instruction of ANM's

* Should work under the administration
control of the medical officer PHC
and guidance of the female health supervisor.

* Should be in uniform with identity card.

Social awareness programmes, AIDS, HIV,
healthy foods, Diabetes, heart attack,
In CIP, medical kits, first aid,

Medical termination of pregnancy.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1	MLC elections (Holiday)	—	—
Day -2	WEA explained about 'PROHIBITION Alcohol	I am Learned the class of Prohibition Alcohol Council.	<u>Kan</u>
Day -3	WEA explained about Govt Scheme of houses will be given to on all the poor people	I am learned about YSR Low Nestham Scheme.	<u>Kan</u>
Day -4	Welfare Asst explained about YSR bhema Scheme	I am Learned about YSR bhema scheme	<u>Kan</u>
Day -5	Welfare Asst YSR bewu Scheme	I am Learned about YSR bhema Scheme	<u>Kan</u>
Day -6	WEA explained about YSR zero interest Scheme.	I am Learned about YSR 0 interest	<u>Kan</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Prohibition of Alcohol:- Taking another major step towards to deal Alcohol prohibition in AP, the Telangana Prohibition Reduct, ruled govt decided to reduce 110% beer in the State.

YSR Law nestham:- The govt has Launched the YSR Law nestham during Dec 2019 to provide financial Assistance of RS - 1500/- for month.

YSR Bhooma:- Between the ages of 51-70 Rupees 3 lakhs in insurance cover for an accident death and complete and permanent disability.

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.)

* People Interaction - A Secretary is often responsible for interacting with people both inside and outside of their organization. They may be responsible for answering phone calls, responding to emails, and greeting visitors. So good communication skills give a great success.

+ Facilities available and maintenance

A Secretary may be responsible for managing office facilities such as office equipment, supplies, and meeting rooms.

+ The Secretariat in high officer take clarity of job roles and explain under the officer their may responsibilities. You can see they duties, and teamwork, relationship mutual support and socialization.

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

Technical Skills are Specific abilities and knowledge related to a Particular field or Profession.

They often involve the use of specialized tools, software, or equipment and are essential, performing tasks and achieving goals within a given area of expertise.

* Here are some examples of technical skills in various fields:-

- ① Application Programme → Digital Assistant
- ② Field verification → welfare Assistant
- ③ Third Party verification → Administrative Staff work
- ④ Prefinal Applied → VRO
- ⑤ Final Applied → MRDO/MRO

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.

learned above some managerial / skills are useful and future.

- ② Leader Ship Skills:- Manager need to inspire and motivate their teams to achieve and their goal, they learn to achieve successfully complete anything.
- ③ Decision Making Skills:- managers must make informed decisions quickly and efficiently, they should be able to analyse data, evaluate options, and choose the best course of action.
- ④ Problem - Solving Skills:- The staff members should be able to identify and solve problems quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
- ⑤ Goal Setting:- We are learning about, any target or goal much as to do first observe for thing and set the plan to confidently do that particular action.

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.,)

We could improve our communication skills with prompt of the higher officer doing and working, explained for so many topics, that time we are learned such a beautiful, communication, this is core.

- ① Listen actively:- effective communication is not just about speaking but also about listening, listening should to paying attention, asking questions, and providing feedback.
- ② The listener able to speak clearly and confidently use appropriate body language choose your words carefully, Be aware of your audience These are communication could learn is Secretariat.

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

To enhance your abilities in group discussions, contribution as a team, member, leading a team or activities here are some suggestions.

- ① Respect for others is key to Successful team members with respect, its important to come Prepared
- ② Be Prepared: Before joining group discussions or team activities, its important to come Prepared
- ③ Communications Skills: good communication skills are crucial for effective team participation clearly speaks but any mis-words are taking, the listener can't observe Speaker view of talking.
- ④ Any Team member (or) team Leader should be able to time punctuality and time management these essential for any where.
- ⑤ Leadership Skills: If you are Leading a Team (or) activity strong Leadership skills are essential this includes being able to.

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

I can see by future planning of Job role with technological instrument in Secretariat following on below.

- ① Computer System
- ② Internet connectivity
- ③ Telephone ; Multi Phone , Phone system , Single Line Phone System ,
- ④ Photo Copies , copying , binding , multiple pocket copying
- ⑤ Internet Phone System ,
- ⑥ Scanner's (IRIS Scanner's)
- ⑦ Printer's
- ⑧ Bio - metric Division
- ⑨ Face Authority Programme

I will see in my future job role above Instruments , I am full focus on digital technologies and relevant Instruments.

Student Name: **DUNNA. YOUNG**

Registration No: **2022001440013**

Term of Internship:

From: **07/12/22**

To: **07/03/23**

Date of Evaluation:

Organization Name & Address:

grama ward Sachivalayam

Name & Address of the Supervisor
with Mobile Number

Poosarlapadu
8978484495

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

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

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:



Signature of the Supervisor

Panchayat Secretary

Poosarlapadu Grama Panchayat
Gara Mandal, Srikakulam Dist

Student Self Evaluation of the Short-Term Internship

Student Name: **DUNNA-YOGI**

Registration No: **202200140013**

Term of Internship:

From: **12-22**

To: **03-23**

Date of Evaluation:

Grama Vard Saekivasayam.

Organization Name & Address:

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:

D. yogi
Signature of the Student

Evaluation by the Supervisor of the Intern Organization



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.

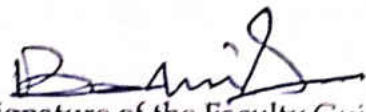
MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: DUNNIA YOGIT
Programme of Study: Gyama ward Sachivalayam
Year of Study: 2020-10 2023
Group: B.A (T.G.E)
Register No/H.T. No: 2022001440013
Name of the College: Govt. Degree college (MEN) Skikoukudam
University: D. Br Ambedkar University (SKLM)

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	10
2.	Internship Evaluation	30	20
3.	Oral Presentation	10	10
	GRAND TOTAL	50	40

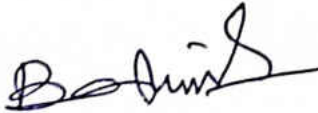
Date:


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: DUNNA. YOGI
 Programme of Study: Grama Ward Sachivalayam
 Year of Study: 2020 to 2023
 Group: B.A (T.G.E)
 Register No/H.T. No: 5022001440013
 Name of the College: Govt. degree. college (men) Srika Keelam
 University: D.Br Ambedkar University (SKM)

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	20
3.	Viva-Voce	50	40
	TOTAL	150	120
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	160

Signature of the Faculty Guide 

Signature of the Internal Expert 

Signature of the External Expert K. Remyamma
18/7/23

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, Negladri Towers, Sri Ram Nagar, 6th Battalion Road
Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503
www.apsche.ap.gov.in