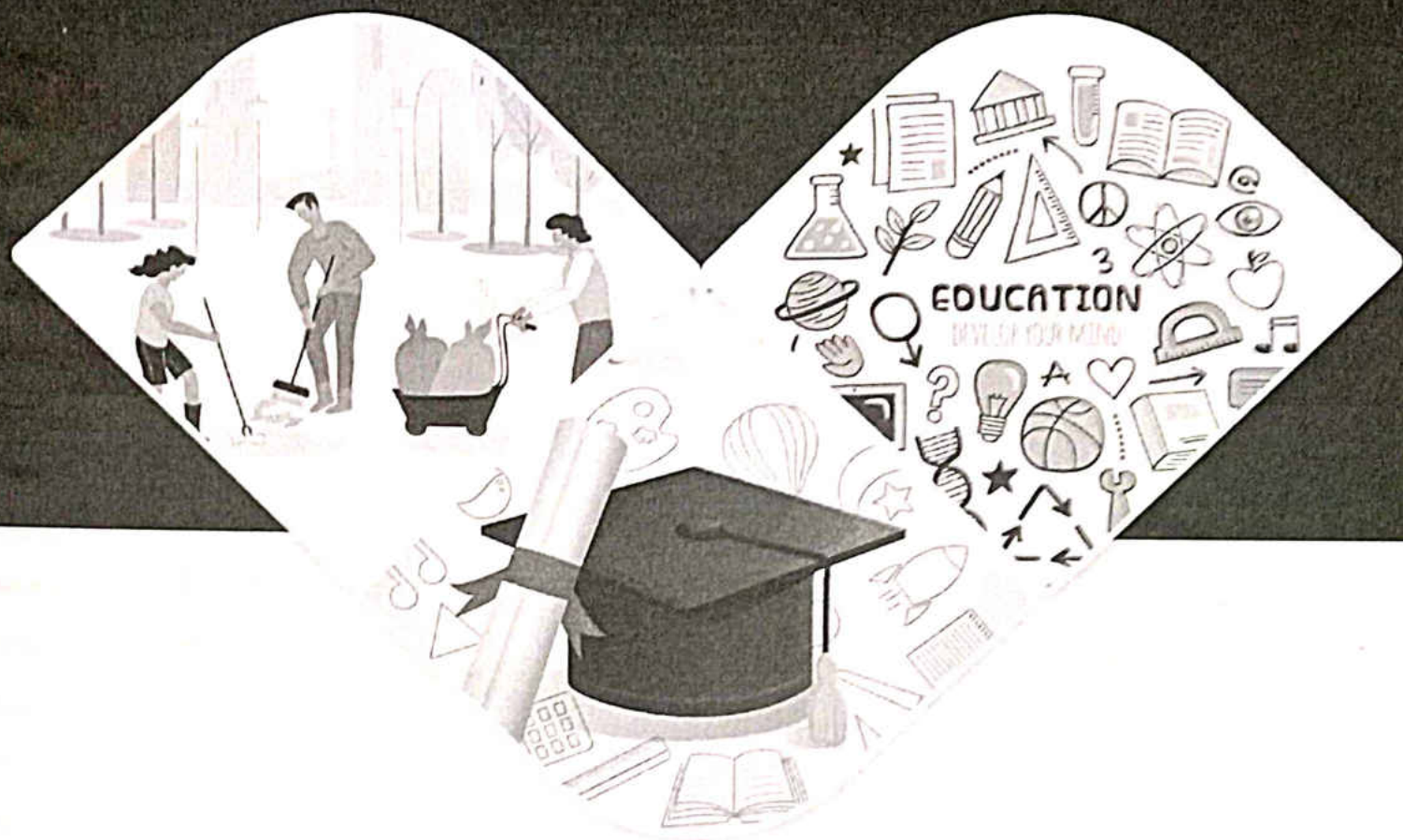


Model Program Book



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: Genele. Simbrotai

Name of the College: Government Degree college (Men)

Registration Number:

Period of Internship: From 10/10/12 To 04/13/23

Name & Address of the Intern Organization: Cachivun/cafam

Dr. B. Ambetdika University
YEAR

An Internship Report on

Govt / word Secretail -

(Title of the Semester Internship Program)

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

Under the Faculty Guideship of

V. prathista madam

(Name of the Faculty Guide)

Department of

Govt - degree college (man) Srikakulam

(Name of the College)

Submitted by:

G. simhadri

(Name of the Student)

Reg.No: 2022001440014

Department of _____

Government degree college (man) Srikakulam

(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, C. Simhadri a student of 4 month- Internship

Program, Reg. No. 2022001440014 of the Department of _____

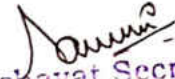
College do hereby declare that I have completed the mandatory internship

from 12/12/22 to 18/3/23 in Som Raj puram (Name of

the intern organization) under the Faculty Guideship of

_____ (Name of the Faculty Guide), Department of

(Name of the College)


Panchayat Secretary
(Signature and Date) RA
Kotturu (M), Srikakulam (Dist.)

Official Certification

This is to certify that G. Simhasri (Name of the student) Reg. No. 2022001440014 has completed his/her Internship in Samrat Puram (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.C.E.) in the Department of _____ (Name of the College).

This is accepted for evaluation.


(Signature of the Secretary)
(AKULATHAM)
Kotturu (M), Srikakulam (Dist.)

Endorsements

Faculty Guide

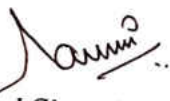
Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Gorela. Simhadri (Name of the intern)
Reg. No. 2022001440034 of _____ (Name of the
College) underwent internship in _____ (Name of the
Intern Organization) from 12/12/22 to 18/3/22

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


Authorized Signatory with Date and Seal
(Panchayat Secretary)
AKULATHAMPARA
Kotturu (M), Srikakulam (Dist.)

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 objectives:-

- * To gain an understanding of the functioning and structure of the Grama Sachivalayam organization.
- * 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 general population.
- * To improve communication and interpersonal skills through interaction with villagers and other stakeholders.

- * To acquire knowledge of the legal and regulatory framework governing the activities of the Grama Sachivalayam.

Outcomes achieved

- * Improved knowledge of the organisational structure functions and responsibilities of the Grama Sachivalayam.
- * Enhanced administrative and clerical skills such as maintaining cards data entry and handling paper work.
- * understanding of the various government schemes and programmes such as housing, Sanitation, and Education.
- * Improved communication and interpersonal skills through interaction with villagers, officials and other stakeholders.

Brief description of the Grama Sachivalayam organisation:

The Grama Sachivalayam is a government organisation the 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 clerical 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 decantoralizing 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 of the initiative is to provide efficient and transparent governance to rural

Communitives by establishing a system of village secretariats in every of the state..

under the Grama Sachivalayam system, each village secretariat is staffed with a village secretary and several other officials who are responsible for delivering a range of government services include everything from issuing certificates and licences to providing information on government schemes and programs.

the Grama Sachivalayam system has been praised for its potential to improve access to government at the grassroots levels.

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.

• Means: Through the establishment of Gramma Sachivalayam in every village.

• Values: The values of Gramma Sachivalayam are aligned with the principles of good governance. Transparency and inclusivity, Accessibility, Accountability - efficiency, empathy integrity.

• C. policy of the Gramma Sachivalayam:-

- * providing basic services like water, sanitation, health education and social security to the rural population.
- * promoting transparency and accountability in the functioning of the organization through various like social audit grievance redressal mechanisms and feedback mechanisms
- * Facilitating the delivery of government schemes and programs to the eligible beneficiaries in a timely and efficient manner.
- * overall the Gramma Sachivalayam organization is focused on improving the quality of life of the rural population by ensuring access to basic

D. Grama Sachivalayam organizational structure:-

The Grama Sachivalayam is an organizational structure that is set up to ensure that governance reaches the grassroot level. The Grama Sachivalayam comprises various administrative parts that are responsible for the smooth functioning of the Panchayat Raj institutions (PRIs).

The following are the various administrative posts that are present in the Grama Sachivalayam.

- ① Village Secretariat
- ② Village Revenue Officer (VRO)
- ③ Mofa police and women & child welfare Assistant
- ④ Digital Assistant
- ⑤ Engineering Assistant
- ⑥ Welfare and Education Assistant
- ⑦ Agriculture Assistant
- ⑧ ANM.
- ⑨ Surveyor
- ⑩ Energy Assistant.

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.

- * Panchayathi Raj Act - 1994 says that Local govt in every village of the growth & development in a noticeable manner.
- * Chief Minister of Andhra Pradesh. Shri. YSR. Jagan Mohan Reddy, started their secretariat at Vijawada. The statement was made on October 2, 2019 the 150th anniversary of Mahatma Gandhi's birth day.
- * Function of Gram Panchayat Sachivalayam it has mainly types of the officers in secretariat the village level.
- s system aims to bring govt services to people.
- * generally using use of technological skills and in statement mainly use just like bio-metric computer system.

* objective of ward sachivalayam provide services and central level schemes

* outcomes out ward sachivalayam to

(1) early solution to all problem

(2) 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 12/12/22	I reported in the secretariat Assigned To me	good communication skills	<u>Balu</u> WEA
Day - 2 13/12/22	The introduction of the secretariat was given by the welfare Assistant	Learned about the village secretariat	<u>Balu</u>
Day - 3 14/12/22	The welfare assistant Told about Grama darshini	To know the condition of Vagapa village.	<u>Balu</u>
Day - 4 15/12/22	explain about employees roles and responsibilities	To know the duties of the employers	<u>Balu</u>
Day - 5 16/12/22	was been telling about volunteers	To know the duties to the volunteers	<u>Balu</u>
Day - 6 17/12/2022	WEA said about the vision and mission of Grama secretariat	I learned why Grama secretariat was established.	<u>Balu</u>

WEEKLY REPORT

WEEK - 1 (From Dt. 13/12/22 To Dt. 17/12/22)

Objective of the Activity Done:

Detailed Report:

This week we learned about village secretariat i.e. why the secretariat system was established and their uses.

We also learned the benefits of the secretariat to the people of the village.

We got to know the physical conditions of the residential areas in the Grama Secretariat and the duties of the employees in the Grama Secretariat system as well as the performance of the volunteers and their services.

The Welfare Assistant was fully informed about the vision, mission and values of the Grama Secretariat.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature	
Day -1 19/12/22	The WEA officer explained the organizational structure of the secretariat	learned about the organizational structure of the secretariat	Balu	WEA
Day -2 20/12/22	explained the future plans of the Gram Secretariat	We know the future plans of the secretariat	Balu	
Day -3 21/12/22	about old age pension widow pension has been fully explained	we learned the required document and eligibility for this type of pension	Balu	
Day -4 22/12/22	fully explained about disable pension and single women pension	we learned the required document and eligibility for this type of pensions	Balu	
Day -5 23/12/22	explained about Tradition not-cobbler pension or weaver pension	we learned the required document and eligibility for this type of pension	Balu	
Day -6 24/12/22	explained about Toddy Toppers pension and fisherman pension	we learned the required document and eligibility for this type of pension	Balu	

WEEKLY REPORT

WEEK - 2 (From Dt. 19/12/22 to Dt. 24/12/22)

Objective of the Activity Done:

Detailed Report: The organizational structure and future plans of the village secretariat were discussed in detail this week. Also told about YSR pension Kanuka, how many types required document and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, Disable pension, single women pension, Traditional Cabbler pension, weaver pension, Toddy Tapper pension and Fishermen pension are given at the end.

The YSR pension scheme is designed to provide a safety net for vulnerable section 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 26/12/22	The unahila police in sachivalayam she is in chleare her duties	I am full focus and. learned out come in for mation	 AAAA
Day - 2 27/12/22	The Enachila police officer Eought seneuel harassments in society	how To handal and how To build these Types of hassment	
Day - 3 28/12/22	The Enachila police officer in cllate enganwadi services.	what are the Corrupton in dn genuads services	
Day - 4 29/12/22	The unahila police officer Told. about helpline section end stumbuk	Any Accident and case issues now To in berme high of obbices	
Day - 5 30/12/22	the vko. sir explained local govt and unain aim	sec retariat one of local govt that pastiallaly use and good	
Day - 6 31/12/22	our vRo Told Today we are going To field work your chapu	which number are. eligible and not eligible for grant schemes.	

WEEKLY REPORT

WEEK - 3 (From) 12/4/23 To 12/11/23

Objective of the Activity Done:

Detailed Report: The Village secretariat was first launched on 12 October 2019 on the eve of Gandhi Jayanti in April our guest program member Reddy sir

The duties of woman police officer

- * immediate reporting officer station house officer

- * working in co-ordination with Dept: Home, women child, welfare and social Department municipal

- * functional law & order and Awareness against weaker sections and Awareness programmes.

- * less respect and respected some Angan wadi Teacher were without care and protection eat

- * monitor, ensure Anganwadi center be opened in time on all working days.

- * woman police officer explain some help line Number offer disha 100 | 112 | 181 and police Number 100.

- * our chaparam - 2 secretariat some young age voter student not register voter.

ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1			<u>PSKumar</u> PS
Day - 2			<u>PSKumar</u>
Day - 3			<u>PSKumar</u>
Day - 4			<u>PSKumar</u>
Day - 5			<u>PSKumar</u>
Day - 6			<u>PSKumar</u>

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: The general duties of welfare Assistant

- ① generating awareness among the people in the village secretariat jurisdiction about the schemes meant for the weak or section of the society.
 - ② ensuring that all eligible students of weaker section of the village get the scholarships and colleges till they complete atleast intermediate.
 - ③ providing feed back to higher authority.
 - ④ ensure student lot implementation of said schemes.
 - ⑤ Supervising over the work of all village. conditions working under the village secretariat as far as their welfare duties are concerned.
- * VRO sir providing intimation regarding fire accidents floods, cyclone and other accidents calamity to the higher officers.
 - * Conduct promptly to the higher officer in respect of Treasure Trove and keep it in museum attached properly in safe custody.

Day No. Date	Brief description of the daily activity	Learning Outcome	Person in Charge Signature
Day-1 1/1/23	The welfare APT is explaining about his responsibilities and duties as an instructor.	Learn how to lead, organized personnel duties of secretariat	<u>[Signature]</u> HSEA
Day-2 2/1/23	The WFA is told by the guest conducting to important schemes.	Share information in my class notes.	<u>[Signature]</u>
Day-3 3/1/23	We are help to give secretarial work. important duties like election work.	We can do confidently these works.	<u>[Signature]</u>
Day-4 4/1/23	The secretariat staff is we are also telling about future plans to students.	We have learned how to maintain and set of future life.	<u>[Signature]</u> staff
Day-5 5/1/23	The village Panchayat officer explained about the beneficiary work like cyclone.	The society in the people now to intimate with.	<u>[Signature]</u> VPO
Day-6 6/1/23	The VPO is explained how to take charge of property and send.	Can learn and protect team of our prepare.	<u>[Signature]</u> VPO

WEEKLY REPORT

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

Objective of the Activity Done: General instructions:-

Detailed Report: ① she should work under the administrative control of medical officer and guideance the female health supervisor.

② she would stay at her official head quarters and available for all maternity care services.

③ should be prepare planning of her allocated area and population of sample data was collected. All the ANMs was to discharge all the duties as assigned by the medical officers.

* Maternal and child health:- Register pregnant women with 12 weeks after baby health check but health care starting and ending position to health full precaution the ANMs given the pregnancy.

* Social awareness programmes:- cancer diabetes HIV, AIDS, heart attack with crops healthy food.

* Health education:- participate in the local mahila meeting spread the message on female agent malaga co-ordinate programmes carefully the local Anganwadi workers gram sevaks in promoting services to peoples.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 9-1-23	The ANM madam was explain about general instructions	I can learned The general duties of ANM	G. Hymavathi ANM I/c
Day -2 10-1-23	The madam was Telling about maternal and child health	I can learned The ANM madam has given procurement for program	G. Hymavathi I/c
Day -3 11-1-23	ANM madam explain about social services with awareness program	I can learned some social services don'ts physiotherapy Ahs---	G. Hymavathi I/c
Day -4 12-1-23	she is Teaching about health education in secretariat	how To protect our body health full	G. Hymavathi I/c
Day -5 13-1-23	Today is class about Nutrition	how many Types of food habits can takes.	G. Hymavathi I/c
Day -6 14-16 17/01/23	The Today of The class about communi-ble disease	I can learned some Type of cast Diseases chickenpox uneasiness	G. Hymavathi I/c

WEEKLY REPORT

WEEK - 6 (From Dt. 16/01/23 to Dt. 21/01/23)

Objective of the Activity Done: Jagannanna vidya kamuka:- This scheme

Detailed Report: is launched by the Govt of AP to provide school kit to students studying in govt school in the state. The kit includes items such as school bags, notebooks, text books, slates and uniforms.

YSR cheyuthalo:- Under the YSR cheyuthalo scheme, financial assistance is provided to women belonging to the SC, ST, BC and minority communities who are between 45 and 60 years. The financial assistance of Rs. 750.

YSR Mahamitrala:- Provide financial assistance to self-employed women of ATRICK shaw. Taxis and markets. Under this scheme, eligible beneficiaries receive an annual financial assistance of Rs. 10,000.

The schools were visited to inspect the quality of food served, cleanliness of classrooms and toilets.

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 16-01-23	Pongal Holiday (Kamuma)	-	-
Day -2 17/1/23	explained about jogamama vidya kamuka	I learned about To this scheme students are going To govt school	<u>Bale</u> WEA
Day -3 18/01/23	He said about The YSR cheyatha scheme	I learned that women are contin- -uing their own business beacuse	<u>Bale</u>
Day -4 19/01/23	He said about the YSR vahana miThe scheme	I learned this scheme is know into recieve fine assistance to do this	<u>Bale</u>
Day -5 20/01/23	We went To The school and checked The food	I came To know that nutritious food is being in the school	<u>Geetha</u> WPS
Day -6 21/01/23	We went To The school and checked the clean lines not the classroom and Toilets.	it is known that the school is kept clean every day.	<u>Geetha</u> Anm Gk

WEEKLY REPORT

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

Objective of the Activity Done: Fee reimbursement: Aimed providing

Detailed Report: financial assistance to students from

Economically weaker sections to pursue their education.

Under this scheme the government reimburses

the tuition fee to poor eligible students studying

various courses including engineering and MBA,

MCA, etc scheme government reimburses.

YSR Vidya Deevenam: it provides financial

assistance to eligible students from economically

weaker sections to pursue higher education in

govt and private college.

YSR Vasathi Deevenam: it provides financial ass

to poor eligible student from economically weaker

sections to cover their hostel and mess expense

during their high education.

Nadu Neda: the scheme focuses in providing

the basic amenities including classrooms

with toilet drinking water etc in

government schools.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Mon Day - 1 30-1-23	The WEA officer is explained about YSR Nallavanthavala.	We know the necessity of this kind of schemes	<u>Balu</u> WEA
Tue Day - 2 31-01-23	explained about Ammaavadi scheme	The purpose of this scheme is known	<u>Balu</u>
wed Day - 3 01-02-23	explained about Asogyassi scheme	come to know that this scheme provides for underprivileged people.	<u>Balu</u>
Day - 4 2-2-23	explained about loushing for all	The purpose of this scheme is known.	<u>Balu</u>
Day - 5 3-2-23	explained about Asogyassi scheme	come now know this scheme benefiting the poor.	<u>Vaidy DA</u>
Day - 6 4-2-23	explained about Tolayagnam scheme	learned that those will not be short of water due to this	<u>Vaidy DA</u>

WEEKLY REPORT

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

Objective of the Activity Done: YSR nela varitmalu is a welfare

Detailed Report: scheme the scheme encompasses kind of different welfare programs or schemes which aimed at improving the living condition of the AP.

Amma vadithe under this scheme financial aid is provided to the mother or guardians of school going children to support their education that amount of aid is Rs. 15,000 per annum.

Rythu Bharosa: This scheme provides financial aid farmers in the state the amount of assistance is Rs. 13,500 per annum.

Arogyasri: This scheme provides financial aid free healthcare services to the people of AP the scheme covers the cost of medical treatments and surgeries stage illnesses and diseases.

Housing for all: This scheme aims to provide affordable housing to the people of AP.

Jalayagaram: under this scheme the AP govt will go to improve the irrigation projects and complete the plans which are yet in process.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
MON Day - 1 6-2-23	Pulig explained about the ppu artist pensions scheme - sectional the stay pension - HIV, pension.	WE KNOWS WELL OF THIS KIND OF SCHEMES.	Balu WEA
Day - 2 7-2-23	explained about Ammaradi scheme	the purpose of this scheme is known	Balu
Day - 3 8-2-23	explained about Arogyasri scheme	come to know that this scheme provides free medical treatment for poor people.	Balu
Day - 4 9-2-23	explained about Loughing for all	the purpose of this scheme is known.	Balu
Day - 5 10-2-23	explained about Arogyasri scheme	come. now known this scheme benefiting the poor	Balu
Day - 6 11-2-23	explained about Tolayaganam scheme	learned that there will no shorting of water due to this	Balu

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Legibility and registered documents for artist pension Anti-discrimination therapy (ART) pension, Transgender pension and chronic and drug disease of unknown etiology pension are given at the end.

YSR Polytechnics this/ YSR shade tabled the objective of the scheme is to provide financial assistance to poor families belonging to SC/ST/OBC/untouchables/ Below BPL in conducting their daughters marriage in a dignified manner.

(*) The bride must be above 1 year and groom must be above 21 years on the date of marriage.

(*) The application registration for the scheme should be done within 60 days from date of marriage.

(*) Both bride and groom should have 10th class pass certificate.

(*) The caste and community certificate must be filled with Aadhar.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-2-23	explaining about the Responsibilities of Digital Assistant	can gain knowledge of Digital Asst. duties.	Shridhar
Day - 2 14-2-23	the general Application forms of caste certificate	learned of important and required documents	Shridhar
Day - 3 15-2-23	The Digital Asst explained some polling station at chaparam-2 secretariat	Therese Three polling stations like 364, 364, 363.	Shridhar
Day - 4 16-2-23	We late going to field about eligibility condidates. Batecobas ID.	Some unambars are not Apply for Ador ID.	Shridhar
Day - 5 17-2-23	He is now to Respect of unebicas come to secretariat	can learn how to Redpection Talking with condidates.	Shridhar
Day - 6 18-2-23	yahol shivabathri-	-	-

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 neevatna ③ Ha estimated as a result application process to citizens.

④ digital services to the public effectively that are provided mandatorily by the local govt like Birth Death properties valuation, Tax Demand etc.

⇒ digital Assistant said this system shall be ensuring delivery of service on the principle of "First come first served" without any third party agency.

⇒ Required documents to apply for caste certificate

① Application form ② caste certificate issued to the family members ③ caste works unemolored certificate ④ 10 to 12 study certificate (or) DOB issued by the govt ⑤ Ration and EPIC card / Aadhar card.

⇒ chaparam-2 secretariat in polling stations 369, 364, 363

⇒ so many citizens not applicable for voter Id in chaparam-2 secretariat.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 20-2-23	the VRO sir explaining about his deeties	I am knowing his cluties in secretariat	 VRO
Day -2 21-2-23	the VRO sir explaiend about panchayat secr-etary Administrtative	I am knowing this Administrtative warkle	 VRO
Day -3 22-2-23	the VRO explained about panchayat secretarry with community WE	I am knowing his community welfare warkle	 VRO
Day -4 23-2-23	the VRO sir said also ut panchayat secret-arry coordination duties	I am knowing his coordinator duties.	 VRO
Day -5 24/2/23	how to save and protect our govt properties.	I am learned with some govt properties	 VRO
Day -6 25/2/23	Any land issue to harassment for athes r's	I am learned how saved of people problem	 VRO

WEEKLY REPORT

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

Objective of the Activity Done: Village Revenue officers (VRO)

Detailed Report: Duties: → (1) Maintenance of village revenue record sound all village revenue & security
(2) Collection of land Revenue, cesses, Taxes and other fees pertaining to Revenue department
(3) Assessment of crops (100% inclusive) of inspection of survey stones (4) provide intimation regarding fire Accident towards yelone and other accidents and submit to the higher officers.

Community welfare Develop:- Assisty pension payments prepares list & conducts literary classes, implements schemes assists education dept - entrance.

Co-ordinator:- mobilize participation community level stress on sessions facilitate ward sabha - send gram sabhas submission of DRP plan.

The VRO and panchayat secretary are read to any howards move in land properties inland properties intimate above the officers.

Administrative of panchayat:- Assisty pension payments Register collect Taxes, organize gram panch meetings protect lands birth Death pen

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 26-2-23	What are the duties and responsibilities of work volunteers	I am knowing the kind of information.	Volunteers
Day - 2 27-2-23	The volunteer was informed me about the scheme with awareness.	He explained to me the nature of the scheme learned about information	
Day - 3 28-2-23	Require skills and responsibilities of award value	I learned the value of volunteer for kind information.	
Day - 4 1-3-23	The volunteer is monthly one time supply to people with pension	I gain about information of pension.	Line Man
Day - 5 2-3-23	What are the duties and responsibilities of secretariat	I learned about which type of pensioners are available.	
Day - 6 3-3-23	Requirement and skills of line man in secretariat	I gain about information of line man.	Volunteers

WEEKLY REPORT

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

Objective of the Activity Done: Secretariat duties and responsibilities

Detailed Report: (1) Answering and directing phone calls. (2) Organising and distributing messages (3) maintaining company schedules (4) Signifying documents and bills (5) supervising staff and new employees.

duties and Responsibilities of volunteers

(1) On independence day 2019, Andhra Pradesh launched the village valuter system (2) The village valuters systems aim to bring govt service to people of 8 steps and below. (3) On the anniversary of Mahatma Gandhi's birth day. (4) The world has first to identify the beneficiaries learn abouts and then to them.

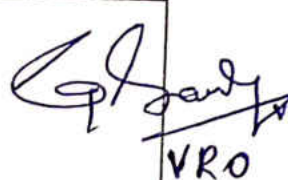
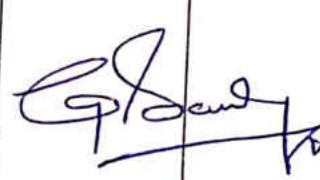
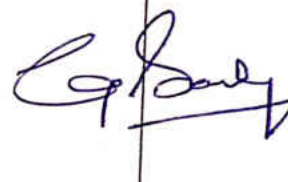
duties and Responsibilities of lineman

A lineman has many responsibilities, such as working with heavy equipment to reach power line and using various tools to repair (or) replace power lines.

→ The secretariat role is to facilitate the govt welfare, unemployment and interest at the municipality by co-ordinating the exchange information people.

→ Required skills of volunteers: (1) Uninstructed training experience (2) Perseverance (3) good communication and interpersonal skills.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 6-3-23	VRO. Talad vabout the certitiat #eissak	certificates issued by are known	 VRO
Day -2 7/03/23	VRO is said that government assers with previcle protection	certificates issued and who to protects govt pro. pertilear end.	 VRO
Day -3 8-03-23	VRO said about water Tax collection	it is known who collection the taxes.	 VRO
Day -4 9-3-23	holiday of secretarial Because of govt order	-	-
Day -5 10-03-23	VRO is explino how to maintaining bar villageeve. cotds	knowledge of certive thing to village	 VRO
Day -6 11-03-23	second saturday holiday.	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

(i) main To name of village revenue records and all village revenue accounts properly and accurately

(ii) collection of land Revenue cesses Taxes.

* protection of public lands public works to an effective measure can be taken for the protection of government assets.

The village revenue officers should issue activity certificate and solvency certificate in their respective jurisdiction duly following the procedure for the other certificate which have to be issued by the Revenue Officer. The certificate must be signed and submitted to the competent authority.

He was a great job in secretariat because his response to his swatunling village and taxes.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 13-3-23	The Anlon unadon was explaining about health education	learned health education.	G. Hymoveti I/c
Day -2 14-3-23	explained what is an elective termination wait pregnancy	I know which hospital to visit for a termination.	G. Hymoveti I/c
Day -3 15-3-23	explaining about general instructions	learned the general instructions.	G. Hymoveti I/c
Day -4 16-3-23	The under explained some social services	knowing now what typical social services	G. Hymoveti I/c
Day -5 17-3-23	The mp unadon also talked about the child marriage.	learned about child marriage and how to prevent it.	G. Hymoveti I/c
Day -6 18-3-23	unadon police explained about the police role in domestic violence cases	learned about domestic violence and how to report it.	G. Hymoveti I/c

WEEKLY REPORT

WEEK - 14 (From Dt. 13-3-23 to Dt. 19-3-23)

Objective of the Activity Done:

Detailed Report: general introduction of NRM;

* shulclawok unkerth administractic controlst unmedical officer prend guidance of the le have health secpervisos.

* should be in aniform with identity card social awaren progarnes:- Aids, HIV, healthy foods, ascabets, heart attack in cps, m.c.cay, kity, first aid,

uneclical termination of pregnancy:- dentily women is need of unecical Termination of unecital purpam cy (mip) and order them to the nearest health facility for comprehensive Abotton care.

Dowry prohibition:- the Dowry prohibition act is an important law in indo as its seek to prevent the exporen the exploitation of women and thiry.

Domestic violence:- The domestic violence all is a law that seeks to vilave.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 5-12-22	holi day	-	-
Day -2 6-12-22	holi day.	-	-
Day -3 7-12-22	The welfare Asst was introve to our total staff mem loss	I knowing about whiche cot use bar stanlin secreting	<u>Balu</u> WEA
Day -4 8-12-22	The WEA was explaing about what is secretariat	I ander stand what is secretarial.	<u>Balu</u> WEA
Day -5 9-12-22	the use to the pepole about cless his expleraid srtari	I learned about ass of secretariat	<u>Balu</u> WEA
Day -6 10-12-22	second saturday so holi day.	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

The unamrnum stalt at secretariat:-

- | | |
|---------------------------|-------------------------|
| ① Village secretariat | ⑦ Engineering Assistant |
| ② Village Revenue Officer | ⑧ Aml |
| ③ Unahila polis | ⑨ Sarvers of village |
| ④ Digital | ⑩ Agriculture Asst |
| ⑤ Welfare Asst | ⑪ Talunteers. |

What is secretariat :- The secret assisty in deimoking in toot

ansuring inter unistrial co olding, rooting out differences, amm got enst chimstiy/Departm-ent and evblving consenses through the oms. Tumentality at the stoan dingl commeness of secretaries.

* grama sachivalayam also know as Village secretorialy vare secretarials stlet up in the uidia slat at Andhara pradesh to desent salite the adistion by making services and wellare services all government l. stment avilable or are place.

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.)*

Student Self Evaluation of the Short-Term Internship

Student Name: <u>Gorela, Simharesh</u>	Registration No: <u>2-022-001140014</u>
Term of Internship: From: <u>12/12/22</u>	To: <u>18/3/23</u>
Date of Evaluation: <u>10/3/23</u>	
Organization Name & Address: <u>Croma uvacl Sachivalayam</u> <u>Somberg puram</u>	

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

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

Date:

Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Gondal, Simhadri

Registration No:

Term of Internship: From: 12/12/22 To: 18/3/23

Date of Evaluation: 10/3/23

Organization Name & Address: Sachivalayam

Name & Address of the Supervisor
with Mobile Number

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

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.

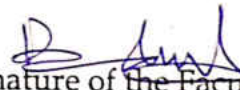
MARKS STATEMENT
(To be used by the Examiners)

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gouda. Simhaani
Programme of Study: WARD. Secretarial-
Year of Study: 2020-2023
Group: BACT.G.E)
Register No/H.T. No: 202201440014
Name of the College: Govt. Degree College (men) Srikakulam
University: Dr. B. Ambedkar University Srikakulam

Sl.No	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: Gorela. Simhasrai

Programme of Study: WARD. Secretarial -

Year of Study: 2020 to 2023.

Group: BA (T.G.E)

Register No/H.T. No: 2022 00144 0014

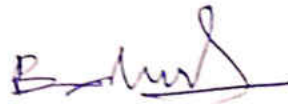
Name of the College: Govt. Degree college (men) Srikulalongkorn

University:

Dr. B. Ambedkar university (Srikulalongkorn)

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	40
	TOTAL	150	130
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	170

Signature of the Faculty Guide



Signature of the Internal Expert



Signature of the External Expert

P. Ch. Vankar

15/07/20

Signature of the Principal with Seal



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

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

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