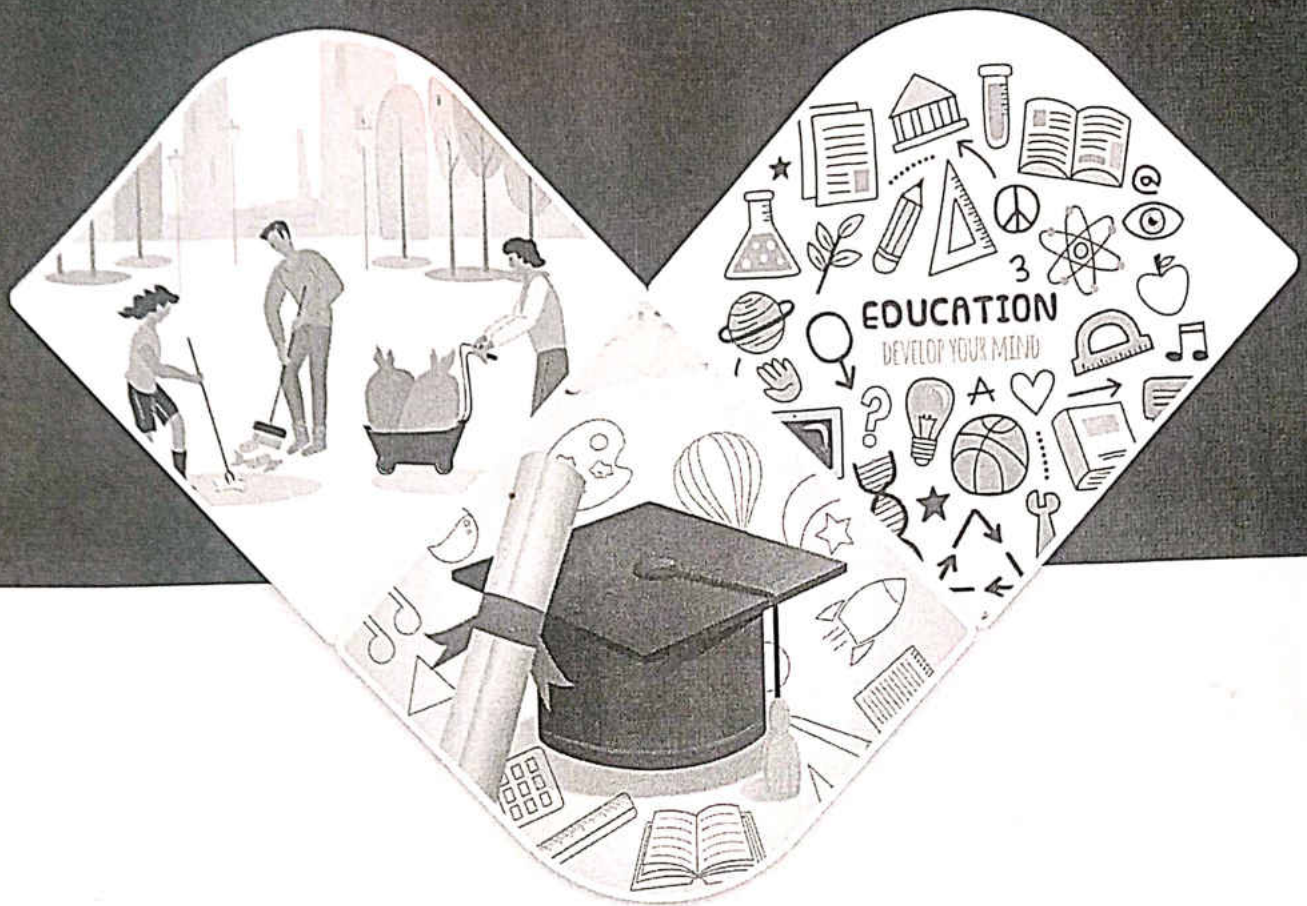


Model Program Book



SEMESTER INTERNSHIP

GOVERNMENT DEGREE COLLEGE FOR (ME)
SRIKAKULAM

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: Ej. Sai Teja

Name of the College: G.D.C (MEN) Srikakulam
AMBEDKAR UNIVERSITY

Registration Number: 2022001440015

Period of Internship: From 7/12/2022 To 7/3/2023

Name & Address of the Intern Organization: Grama ward Sachivalayam
(Badi vauv peta)

AMBEDKAR University
YEAR

An Internship Report on
Sachivalayam Department

(Title of the Semester Internship Program)

Submitted in accordance with the requirement for the degree of
BA (H.E.)

Under the Faculty Guidance of

(Name of the Faculty Guide)

Department of
G.D.C (MEN) SRI KARULAM

(Name of the College)

Submitted by:

Opudell - Sai Taja

(Name of the Student)

Reg.No: 2022001446015

Department of Sachivalayam

G.D.C (MEN) Sri Karulam

(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.

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Student's Declaration

I, Gudell, Sai Vya a student of Internship
Program, Reg. No. 26226649665 of the Department of Govt. Sakshakam
College do hereby declare that I have completed the mandatory internship
from 03/12/2022 to 13/03/2023 in Sakshakam (Name of
the intern organization) under the Faculty Guidance of
 (Name of the Faculty Guide), Department of
Sakshakam Badivanipeta, Govt Degree College (MEN) SLEM
(Name of the College)

G. S. S. S.
(Signature and Date)

Official Certification

This is to certify that Gudeti. Sai Teja (Name of the student) Reg. No. 2022001440015 has completed his/her Internship in Sachivalayam (Badivanipeta) (Name of the Intern Organization) on Grama ward Sachivalayam (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of BA (T.G.E) in the Department of Govt. Degree College (Name of the College).

This is accepted for evaluation.

H. R. A.
(Signature of Secretary)
Badivanipeta, Etcherla Mandal
Srikakulam Dist.

Endorsements

Faculty Guide

Head of the Department

Principal

Certificate from Intern Organization

This is to certify that Gudeti . Sai Teja (Name of the intern)
Reg. No 2022001440015 of G.D.C (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
Panchayat Secretary
Badivanipeta, Etcherla Mandal
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 objective:-

- ⇒ To gain an understanding of the functioning and structure of the Gram Sachivalayam organisation.
- ⇒ To develop skills in administration 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 Gram Sachivalayam for the benefit of the rural population.
- ⇒ To improve communication and interpersonal skills through interaction with villagers and other stakeholders.

⇒ ~~Imp~~ To acquire knowledge of the legal and regulatory frame work 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 technical skills such as maintaining records, data entry, and handling proper work.
- * understanding of the various government schemes and programmes such as housing, sanitation, and education.
- * understanding of the legal and regulatory frame work 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. It's primary objective is to ensure the effective implementation of government schemes and programmes for the welfare of the rural population. It 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 Reddy. The primary objective of the initiative is to provide efficient and transparent governance to rural communities of village Secretariats in every village 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 licenses to providing information on government schemes and programs.

B. Vision, Mission and values of the grama sachivalayam:-

⇒ Vision:- To create vibrant and self-sustaining rural communities in andhra pradesh, where every rural 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 effective manner
- 2) Chief Minister of Andhra Pradesh State YSR Jagan Mohan Reddy started these secretariats at Vijayawada, The statement was made on October 2, 2019, the 150th anniversary of Mahatma Gandhi's birthday
- 3) Function of Gramward Sachivalayam it has mainly 1st types of the officer in secretariat. The village volunteer's system aims to bring govt services to people's doorsteps.
- 4) Generally using of technological skills and in statement mainly use just like bio-metries, computer system.
- 5) The internship part these kind of skills are very important, listening and these

Speaking, confidence, Leadership Qualities, Retical
and time maugement.

6) objective of ward Sachivalayam. provide services
and control level schemes.

7) 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	HOLIDAY	-	-
Day - 2	HOLIDAY	-	-
Day - 3	The welfare asst was interduce to our total staff member's	I knowing about which of member stand in secretariat.	H. J. A.
Day - 4	The WEA was explatning about what is secretariat.	I under stand what is secretariat	H. J. A.
Day - 5	The use to the people about class his expoi-ued of secretariat.	I Learned about uses of secretariat.	H. J. A.
Day - 6	Second Saturday So holiday.	-	-

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: THE MAXIMUM STAFF AT SECRETARIAT:-

- | | |
|---------------------------|--------------------------|
| ① village Secretariat | ⑥ engineering Assistant. |
| ② village Revenue officer | ⑦ ANM |
| ③ Mahila Police | ⑧ Surveyor of village |
| ④ Digital Asst | ⑨ Agriculture Asst. |
| ⑤ welfare Asst. | ⑩ volunteers. |

What is Secretariat:- The secretariat assists in decision making in Govt by ensuring inter-ces amongst ministries / Department and evolving consensus through the instrumentality of the standing / comnetess of secretaries.

* grama sachivalayam also known as village Secretariates are secretariats set up in the india state of andhra pradesh to decentralize the admtuistration by making services and welfare services of an 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 organisational structure of the Secretariat.	learned about the organisational structure of the Secretariat.	H. S. A.
Day - 2	Explained the future plans of the grama Secretariat.	we know the future plans of the Secretariat.	H. S. A.
Day - 3	about old age pension, widow pension has been fully explained.	we learned the required documents and eligibility for this type of pension.	H. S. A.
Day - 4	fully explained about disable pension and single women pension.	we learned the required documents and eligibility for this type of pension.	H. S. A.
Day - 5	explained about traffic wala cobbler pension and weaver pension.	we learned the required documents and eligibility for this type of pension.	H. S. A.
Day - 6	explained about toddy tappers pension and fishermen pension.	we learned the required documents and eligibility for this type of pension.	H. S. A.

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 week. Also told about YSR Pension kavuka, how many types, required documents and eligibility criteria.

Eligibility and required documents for old age pension, widow pension, disable pension, single women pension, toddy tappers pension and fishermen 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 full focus and learned out come information	E. Gnanapriya
Day -2	The Mahila police officer taught sexual harassments in society.	how to handle and how to build these type of harassments.	E. Gnanapriya
Day -3	The Mahila police officer inculcate anganwadi services	what are the corruption in anganwadi services	E. Gnanapriya
Day -4	The Mahila police officer told about some important section and helpline numbers.	Secretariat one of the local govt that particularly use and goal.	E. Gnanapriya
Day -5	The VROsir explained local govt and main aim.	secretariat one of the criminal case issue how to inform.	
Day -6	our VROsir today we are going to field work your houses.	which number's 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 secretariat was first touched on 2 October 2014 on the eve of Gandhi Jayanthi in AP of our Y.S.R. Jagan Mohan Reddy Sir.

The duties of woman police officer:-

- 1) Immediate reporting officer station house officer
- 2) working in co-ordination with Dept: Home women's child welfare, police Department's Municipal.
- 3) functions: Law & Order, atrocities against women and weaker sections, and awareness, programmes.

* Monitor, ensure. anganwadi center be opened in time on all working days

* disrespect and respect anganwadi Teacher's were without care and protection for pregnant woman.

* Our Mudadda - 1 Secretariat so many young age student not register with vote card.

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 secretariat.	can learned his great and Respons - dities at secre - trait.	Ha Q A
Day - 2	The WEA is said by The govt conducting TO important schemes.	have written many class notes.	Ha Q A
Day - 3	we are help to our Secretariat come importa - ut duties like, election, work.	we can do cond - udently There works.	Ha Q A
Day - 4	The secretariat staff as like WEA, VRO, WPO, telling about future plans to students.	we have learned how to unaitaion and set of future life.	Ha Q A
Day - 5	The village Revenue offi - cer explained about The beneficiary lose such a issues like cyclone.	The society in The people how to intimal with VRO.	Ha Q A
Day - 6	The VRO sir was explaining Take charge of unclaimed propepts and send to The police.	acan learned save and protection govt propotied.	Ha Q A

WEEKLY REPORT

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

Objective of the Activity Done:

General instructions:-

Detailed Report:

Duties of welfare Assistant:-

- 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 Sachivalayan scholarship and colleges till They complete atleast intermediate or equivalent course.
- ③ providing feedback to higher authority auto-finally of implementation of said schemes.
- ④ Supervising over The work of all village volunteers working under The village Secretariat as far as Their welfare duties are concerned.
- ⑤ V.P.O sir providing intimation, regarding fire accidents, floods, cyclone and The accidents calamities to The higher officers.
- ⑥ future planings is important for all families Thinking about the future can be challenging and emotional.

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	B. Nageswari mHA(P)
Day - 2	The madam was telling about material and child health.	can learned The ANM madam has given precaution pregnancy.	B. Nageswari mHA(P)
Day - 3	ANM madam explain about social services with awareness programs.	can learned some social services, dentists, physiotherapy.	B. Nageswari mHA(P)
Day - 4	she is teaching about health education in secretariat.	How to protect our body health fully.	B. Nageswari mHA(P)
Day - 5	Today is class about nutrition.	how many types of food habits can takes.	B. Nageswari mHA(P)
Day - 6	The Today of The class about common -able is case.	I can learned some type of Diseases, chicken pox measles.	B. Nageswari mHA(P)

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 guidance of the female health supervisor.

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

③ should prepare map planning of her allocated area and population of people data was collected.

④ All the ANMS was to discharge all the duties as assigned by the PHC medical officer.

⑤ under maternal and child health register pregnant woman with 12 weeks after baby health she is full health care starting and position two heart full precautions. The ANMS given the pregnancy woman.

⑥ Social awareness programmes:- cancer, diabetes, HIV, AIDS, heart attacks with CRPS, Healthy food.

⑦ Communicable disease:-

chicken fox, 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 (Kanuma)	-	
Day -2	explained about Jagan Vidhya Kanuka	I learned, due To This scheme, students are going To govt school.	H. S. A.
Day -3	He said about The YSR cheyutha scheme	I learned That women are continuing Their own business of This schemes.	H. S. A.
Day -4	we said about the YSR vahana mitra scheme	I learned This scheme is know To service financial assistance To drivers.	H. S. A.
Day -5	we went to The school and checked The food.	I came To know That nutritious food is being served in The school.	H. S. A.
Day -6	we went To The school and checked The cleanliness of The class Room Toilets.	it is know That The school is kept clean every day	A. T. P. ENA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report: Jagananna Vidya Kanyuka Scheme:-

Is launched by The Govt. A.P To provide free school kids to students studying in govt A.P school in the state. The kit includes items such as bags, note books, text books, shoes and uniforms.

Y.S.R cheyutha:- under the YSR cheyutha scheme financial assistance is provided to women belonging to the SC, ST, BC and minority community who are age between 45 and 60 years. The financial assistance of RS, 18,750/-

Y.S.R vahanam mitra:- Provide financial assistance to self employed drivers of auto rickshaws, taxis and maxi cabs under this scheme, eligible beneficiaries receive an annual financial assistance of RS 10,000/-

The school was visited to inspect the quality of food served, clean lines 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	explained about The Reimbursement scheme	The purpose of This scheme is know	H. S. A
Day -2	Explained about YSR vasathi deevana Scheme	its is knows who is beutifiting from This scheme	H. S. A
Day -3	explained about YSR vidhya deevana scheme	it is knows who is benefiting from This schemes.	H. S. A
Day -4	Republic day	—	—
Day -5	explained about mana -badi , Nadu - Nedu Scheme.	The purpose of This scheme is know	A. T. J. ENA
Day -6	She said That The works of Nadu - Nedu scheme should be examined.	we observed The Nadu-Nedu works.	A. T. J. ENA

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Fee reimbursement:- Aimed at providing financial assistance to students from economically weaker section to pursue their higher education under this scheme. The government reimburses the tuition fee and other expense such as exam fee library fee etc. for eligible students studying in various courses including engineering medicine MBA, MCA, etc;

YSR vidya - Deevana:- It provides financial assistance to eligible students from economically weaker sections to cover this hostel and mess expenses higher education and private colleges.

YSR vasathi Deevana:- It provides financial assistance to eligible students from this hostel and mess expenses covering their major high education.

Nadu - Nedu:- The scheme focuses on improving the basic amenities including class rooms infrastructure in government school.

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 Nava Ratnalu	We know uses of this kind of schemes	H. S. A.
Day - 2	explained about amma - vadi scheme.	The purpose of this scheme is known.	H. S. A.
Day - 3	explained about Rythu Bharosa scheme.	I know how much this scheme has benefited the farmers.	H. S. A.
Day - 4	explained about arogyasri scheme	I came to know that this scheme	H. S. A.
Day - 5	explained about loosing for all of Rythu Bharosa scheme.	The purpose of this scheme is known	H. S. A.
Day - 6	explained about Jalayagam scheme.	I learned that there will be no shortage of water due to this scheme.	H. S. A.

WEEKLY REPORT

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

Objective of the Activity Done: YSR Navaratna is a welfare

Detailed Report: Scheme The scheme comprises nine different welfare programs or schemes each aimed at improving the living condition of the AP.

AMMA VADI:- Under this scheme financial assist provided to the mother or guardians of school going children to support their education. The amount of asst is RS 15,000/- per annum.

RYTHU BHAROSA:- This scheme provides financial asst to farmers, in the state. The amount of asse is RS 13,500/- per annum.

AROGYA-SRI:- This scheme provides free health care service to the people of AP. The scheme covers the cost of medical treatments and surgeries of a wide range of endless and diseases.

HOUSING FOR ALL:- This scheme aims to provide affordable housing to the people of AP.

JAYAYAGNAM:- Under this scheme the AP unit will go to improve the irrigation projects and complete the plans which are yet in progress.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Fully explained about Dappu artist pension at anti-retro-viral Therapy (ART) pension (PL-HIV) Pension	we - learned The required documents and eligible for this type of pensions	Handwritten Signature
Day - 2	explained about transgender Pension and chronic kidney Disease of unknown etiology pension	learned be required documents and eligible for this type of pension.	Handwritten Signature
Day - 3	Today explain about YSR Kalyanamasthu YSR shadi Thota.	The purpose of this scheme is known	Handwritten Signature
Day - 4	explain about Mandal day validation documents for registration of YSR Kalyana Masthu	learned The required documents for this type of scheme	Handwritten Signature
Day - 5	explain about eligibility criteria of YSR Kalyanamasthu YSR shadi Thota scheme.	we knows who is eligible for this scheme	Handwritten Signature
Day - 6	Have to tell people about The YSR Kalyana masthu scheme.	we learned good presentation skills	Handwritten Signature

WEEKLY REPORT

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

Objective of the Activity Done:

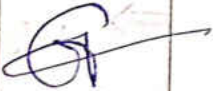
Detailed Report: Eligibility and required documents for Nappu artist pension anti-retroviral therapy (ART) (HIV) pension transgender pension and chronic kidney disease of unknown etiology pension are given at the end.

Y.S.R kalyanamasthu / YSR shadi Thala:-

The objective of the scheme is to provide financial assistance to poor family belonging to SC/ST/SC/ minorities Differently abled / brcwob in conducting their daughter's marriage in a dignified manner.

- * The bride must be above 18 years and groom must be above 21 years as 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 certificates.
- * The caste and income certificates must be tagged with Aadhaar.

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 assistant	I can gain know ledge or digital Asst duties	
Day - 2	The general application formes of caste certi -ficate	learned of important and required documents	
Day - 3	The Digital Asst explained about Jaganna bhu naklou Scheme.	I came to know about Jaganna bhu -akku Scheme after about 1/2 being day	
Day - 4	we are going to field work for farming Section	after we went to The field work we learned that we have to make a Resere.	
Day - 5	He is how to Respect of beneficer come to Secretariat.	I can learned how to Respection talking with condidates.	
Day - 6	→ Shivaratri ←	—	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Digital Assistant duties:-

- ① Delivery of service / Documents benefits to the beneficiaries
 - ② Awareness and providing to the govt scheme like Navarathna
 - ③ The intimation as well as application processes to citizen
 - ④ Digital services to the public effectively that are mandatory by the local govt like birth & death, properties valuation, tax demand etc.
- ⇒ Digital Assistant said this system shall be for ensuring delivery of service on the principle of "first come first serve" without any third-party agency ship.
- ⇒ Required documents to apply from caste certificate.
- * Application form ② caste certificate issued to the family members ③ SSC marks memo / DOB extract transfer certificate ④ 1 to 10 study certificates (or) DOB issued by the GP / MA ⑤ Ration card Epic card / Aadhar card ⇒ Mudda - 1 Secretariat in polling station as Jagan scheme.

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 this Scheme	I am knowing his duties in Secretary -iat	
Day - 2	The VRO sir explained about panchayati secre -tat administrative	I am knowing his administrative work.	
Day - 3	The VRO sir explained about panchayathi Secretariat with community we develop	I am knowing his co-ordinate duties	
Day - 4	How To save and protect our govt properties	I can learned with same govt properties	
Day - 5	How To Save and protect our govt properties	I can learned with some govt properties	
Day - 6	Any land issue to havassment for other's	I can learned how solved of people problems.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Village Revenue Officer (V.R.O)

* Administrative of panchayati Secerartiriati - main
tanance registers collects, taxes, Organize,
Sareph meetings Porotects panchayati land
maintain bird.

* Community welfare develop: Assists Pension
eyments, pares, list of BPL conducts
literaray clases implements schemes, Assists
education Deet enroll.

* Co-ordinator: - Mobile participation community
forest Dessassions, facilltoh ward sabhas and
garama sabbas Submission of DRP plan to
MpDO.

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 can know the kind of information.	H. S. A.
Day - 2	The volunteer was informed as to scheme with awareness	The explained to the nayarathu scheme learned about information.	H. S. A.
Day - 3	Require skills and eligibles of ward volunteers	I learned the volunteer for kind of information.	H. S. A.
Day - 4	The volunteer inmovibly one time supply to people with pension	I learned about which type of pensions are available.	H. S. A.
Day - 5	what are the duties and responsibilities of a line man in secretariat	I gain about information of line man	H. S. A.
Day - 6	requirements and skills of line man in secretariat.	I gain about information of line man	H. S. A.

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 new employees.

Duties and Responsibilities of Volunteers:-

- ① On independence day 2019 andhra pradesh launcher The village volunteer system
- ② The village volunteers system aim to bring govt service to peoples door steps on october "2" 2019 The 150th anniversary of Mahatma Gandhi's birthday
- ③ to would be first to identify the beneficiaries learn about their difficulties and then outline govt scheme available to them.

Duties and Responsibilities of line man:-

A line man has many responsibility such as walking with heavy equipment to reach power line, and using various tools to repair.

- ⇒ Required Skills of Volunteers:-
- ① Minitue-Talking experience
 - ② be pectuality
 - ③ good communication and inter personal skills.

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 know	
Day -2	VRO is said That govern-ment accerts with provide protection.	Secretariates issued and who To prote-cts govt Properiti-es learned	
Day -3	Holiday of secrtarait because of govt order	—	—
Day -4	VRO said about water Tax collection	it is known who collects The taxes	
Day -5	VRO is explain how To mainting for village revenue records	I know ledgeble of certaiue thing To village records	
Day -6	second Saturday holiday	—	

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 natives certificate and solvency certificate in their respective Jurisdiction duty following the procedure for the other certificate which have to be issued by the revenue department he/she enquire and submit his report to the competent authority.

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

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	
Day - 2	explained about medical Termination of pregnancy	I know which hospital to visit for treatment of pregnant women	
Day - 3	explaining about general instruction	I learned The general instruction	
Day - 4	The madam explained some social services	I knowing how many types of social services	
Day - 5	The MP madam was Talked about The child marriage and poverly prohibition act.	learned about child marriage and Daugy and prohibition act.	
Day - 6	Matnial police explain about The domestic violence act.	learned about Domestic violence act.	

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

General instruction of ANM:-

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

* should be in inform with identicard social awareness programmes:- AIDS, HIV, healthy, food AIO.

Medical Termination of pregnancy:- identify women in need of medical termination of pregnancy (MTP) and sector them abortionage.

Downy prohibition act:- The Downy prohibition act is an important law in india as it seek to prevent the explitation of woman and their families though the practive of downy

Domestic violence:- The Domestic violence act is a law that seeks to protect individuals who are victims of domestic violence.

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 control	Hanga
Day - 3	WEA explained about govt Scheme of houses will be given to on all the poor people	I am learned The class of govt Scheme houses of poor people	Hanga
Day - 4	She is explained about Y. S. R law "Kestham" Scheme	I am learned about "YSR law Kestham" scheme	Hanga
Day - 5	welfare Asst explained about "YSR bheema" Scheme.	I am learned about "YSR bheema" scheme	Hanga
Day - 6	WEA explained about "YSR zero interest" Scheme	I am learned about "YSR '0' interest" scheme.	Hanga

WEEKLY REPORT

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

Objective of the Activity Done:

Detailed Report:

Prohibition of Alocahal:- Taking another steps to words total alocahal prohibition in AP The Jagan mohan reddy-led-govt decided to shut down 40% bars in the state.

Houses will be given to an all the poor people:- YSR Jagan Mohan reddy head launch this scheme by the implementation of the scheme the poor citizens of the state can live the dream of owning a houses will be provide to all citizens of 2023.

YSR law nestham:- The govt has launched the YSR law nestham during Dec 2019 to provide financial assistance of RS - 5000/- per month.

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

YSR "0" interest scheme:- This scheme improves the financial condition outstanding amount upto RS 5,00,000/- will get the "YSR sunna sunna Vaddi pathakam".

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 to their organization. They may be responsible for answering phone or their calls, replying to emails gives a great success.

⇒ facilities available and maintenance:- A secretary is responsible for managing office facilities such as office equipment, supplies, and meeting rooms.

* The secretariat in high officer takes a clarity of job rules and explain under the officer. They may be responsible for their duties, and teamwork, relationship, mutual support, and socialization.

* So overall a secretary plays a critical role in engineering that an organization runs smoothly and efficiently. They need to be highly organized, detail oriented, and able to work well under pressure.

Good communication and interpersonal skills are also essential for success in the role.

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 for 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 Perfinal Applied → VRO
- ⑤ Final Applied → MPDO/MRO

and basic technical equipment in secretariat.

- ① Biometric Division
- ② Android Smart phones
- ③ IRTS Scanners
- ④ Face verification app
- ⑤ Time-management and multitasking
- ⑥ Computer and technical skills

so can learning some technical at secretariat.

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 for our future.

- ① Leadership skills! - Manager need to inspire and motivate their to achieve and their goal they learn to achieve successfully complete anything.
- ② Decision Making skills! - Managers must make informed decisions quickly and efficiently they should be able to take courses of action.
- ③ Problem - solving skills! - The staff members' sake should be able to identify and solve problem quickly and effectively they should be able to think creatively and find innovative solutions to complex problems.
- ④ Goal setting! - we are learning about any target for goal much as to do first observe for thing and set the plan to definitely do that particular action.
- ⑤ Inter personal skills! - Managers and any person should be able to relation and confidently talking that managers and higher officer professional.

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.,)

- ① Listen actively:- effective communication is not just about speaking but also about listening should be paying attention. asking questions, and providing feedback.
- ② The listener able speak clearly and confidently use appropriate body language choose your words carefully be aware of your audience These are communication could learn is secretariat.
- ③ I am going to field work purpose. after we are collect data, due the time learn about people way of talking how could be responded but place improve our written communication conversational abilities confidence. levels etc

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 other's is key to successful team members with respect regardless of their position (or) back drops.
- ② Be prepared:- Before joining groups discussions or team activities its important to come prepared.
- ③ communication skills:- good communication skill are crucial for effective team participation clearly speak but any miss word are talking the listener can't observe speaker of talking.
- ④ Any team member (or) team leader should be able to time pectuarity 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 seen by future planing of Job role with Technological instrument in secretariat following on below.

- ① computer system.
- ② internet connectivity.
- ③ Telephone:- Multiphone, phone system, single line phone system.
- ④ internet phone system.
- ⑤ photo copies, copying, binding, Multiple pocket copying
- ⑥ scanner (IRS scanners)
- ⑦ Bio - metric Division
- ⑧ printers
- ⑨ face authority programme.
- ⑩ printers.

I will seeing in My future Job were above instruments I am full fousom Digital technology and relant instrument.

Student Self Evaluation of the Short-Term Internship

Student Name: Gudeti. Sai Teja

Registration No: 20220440015

Term of Internship: From: 7/12/2022

To: 07/03/2023

Date of Evaluation:

Organization Name & Address: Grama ward Sachivalayam Badivani Peta.

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:

G. Sai Teja
Signature of the Student

Evaluation by the Supervisor of the Intern Organization

Student Name: Gadeti - Sai Teja

Registration No: 202200440015

Term of Internship:

From: 07/12/2022

To: 07/03/2023

Date of Evaluation:

Organization Name & Address: Grama ward sachivalayam (PSP)

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: Gudeji. Sri Teja
Programme of Study: Grama ward Sachivalayam [Radi Vanipeta]
Year of Study: 2020 To 2023
Group: BA (T.G.E)
Register No/H.T. No: 2022001440015
Name of the College: Govt Degree college (Men) Srikatulam
University: Dr. Br. Ambekar university (SKLM)

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

Date:

Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: Gudehi. Sai Teja
Programme of Study: Grama ward Sachivalayam (Bodivani Peta)
Year of Study: 2020 To 2023
Group: BA (GGE)
Register No/H.T. No: 2022001440015
Name of the College: Govt Degree (MEN) Sriakulam
University: Dr. B.R. Ambedkar University. (SKLM).

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

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

P. Ch. Venkateswarlu
18/07/2023

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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